



ANNUAL  
REPORT  
2010



St. James' Episcopal Church  
Hackettstown, New Jersey

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# The Leadership of St. James' Church 2010

## **Vestry members:**

Richard Ames  
Ron Cipriani  
Paula Van Clef  
David Handville  
DJ Hoffman  
David Lacouture  
Dan Miller  
Peter Quelly  
Martha Travostino

## **Senior Warden**

Greg Malejko

## **Junior Warden**

Barbara White

## **Treasurer:**

Penn Pixley

## **Bookkeeper**

Ellen Infante

## **Clerk of the Vestry:**

Barbara Olesen

## **Seminarian:**

Rodrigo Perez Vega

## **Deacon:**

The Rev. Sheila Shuford

## **Rector:**

The Rev. Dr. Cathy L. Deats

## **Bishop, Diocese of Newark:**

The Rt. Rev. Mark Beckwith

## **Our Staff:**

Frances Keefe

Pam Laura

Louise Olshan

Pauline Volkert

Parish Administrator

Music Director

Organist and Bell Choir Director

Sexton

**ST. JAMES' ANNUAL PARISH MEETING**  
**January 24, 2010**  
**Preliminary Minutes**

**Prelude:** A video slideshow was presented. Russ Worthington, Webmaster, provided technology.

**Call to Order and Opening Prayer:**

10:30 am: The Rev. Dr. Cathy L. Deats called the annual meeting to order with prayer.

**St. James' Journey 2009**

**Cathy Deats**

The Rector's view of the past year was given through a video slide show. Copies of the CD were available for members.

**Recognition of Outgoing Officers**

Contributions of those officers completing terms were acknowledged:

- Dawn Modugno, Senior Warden
- Greg Malejko, Junior Warden
- Brian Nolan, Vestry Member
- Barbara White, Vestry Member
- Russ Worthington, Vestry Member
- Brian Nolan, Deputy to Diocesan Convention (attends this year)

**Nominating Committee Report Dawn Modugno**

Biographical information on candidates was provided to all in attendance.

Slate proposed by Nominating Committee:

- Senior Warden
  - Greg Malejko (2 year term)
- Junior Warden
  - Barbara White (2 year term)
- Vestry
  - David Handville (3 year term)
  - Dan Miller (3 year term)
  - Peter Quelly (3 year term)
- Deputy to Diocesan Convention
  - Wendie Germain (3 year term)
- Alternate Deputy to Diocesan Convention
  - Brian Nolan (1 year term)

**Elections**

**Dawn Modugno, Senior Warden**

Nominating Committee slate was accepted and a unanimous vote was cast. Thanks to Nominating Committee Members: Cathy Deats, Dawn Modugno, Brian Nolan and Russ Worthington

**Acceptance of Minutes**

The Annual Meeting Minutes of 1/25/2009 were accepted without change

**Treasurer's Report Penn Pixley**

Penn Pixley gave a thorough and complete report of the 2009 activities and financial position. It is enclosed in the Annual Report.

**Building Project Finance Report Greg Malejko**

Greg Malejko, Chair of the Finance Committee, presented a report of the finances of the Building Project.

**Annual Budget Greg Malejko**

Greg Malejko, Chair of the Finance Committee, presented the 2010 budget which was approved by the Vestry at its December 2009 meeting. Parish members affirmed the budget unanimously. Thanks were expressed to Finance Committee members Bob Ellis and Peg Pfaff.

**Building Project Dawn Modugno/Greg Malejko**

In 2009, the Parish Hall was completed and dedicated. The dedication took place on the same day the parish was founded 150 years ago: April 26<sup>th</sup>. The Rt. Rev. John Shelby Spong officiated.

This year, Phase Two was nearly completed, including the upper level, Great Hall, elevator, and two bathrooms. Work remaining includes the completion of the kitchen and the lower level (six classrooms and two bathrooms).

## Questions / Remarks from the floor

Questions regarding process of building project were answered by Dawn Modugno and Greg Malejko. Affirmation was given to the Treasurer and Finance Committee for the clarity and transparency of our financial position.

## Closing Prayer and Hymn

The meeting was adjourned at 12:15 pm with prayer and song.

## Rector's Report



People fear and work to avoid it. Our president was elected by promising it. Sometimes it's the only constant in life. Other times, people desperately want it but can't seem to accept it.

*Change.*

If 2008 was the year of construction and 2009 our pivotal 150<sup>th</sup> year, then 2010 might be remembered as the year of change. Not that change had not been happening all along; but it might be that the change we experienced in this year was deeper and less obvious to the casual observer.

A sabbatical committee prepared for more than a year to make a plan for you and me to separate, to refresh, and to come back together with new energy and mission. My time was spent in rest and refreshment with family in Hawaii, in silence and study in Wales, and in the joy of the exceptional community of L'Arche in the United States and England. You had spiritual leadership from some awesome and talented clergy, and administrative and pastoral leadership from the Wardens and staff. I am sure it is an experience that Greg and Barbara are glad is behind them, and yet if you speak with them you will find they have discovered new things about this community and themselves that gives even more wisdom to their leadership.

The community took some Sabbath rest in fellowship events like Pizza on the Porch, dinners and picnic. You took on the Summer Backpack Program, continuing to feed the hungry in our own neighborhood. And of course, the other business of the place and regular events carried on. Not only did the church community take some Sabbath rest, but some individuals discerned in that rest that they were ready for new directions in their ministries. Others were anxious about the changes in our community. Change is constant, but never easy.

In the beginning of this process, we learned the value of sabbatical: periodic, deliberate times of separation keep both priest and community focused on what God is calling them to do, separately and together. That is fine in theory, but the reality can be uncomfortable.

Spiritual growth for the individual often mirrors what I have seen in our community. We have times in life when we are exceptionally busy at studying for career, raising children or working at our vocation. We have times of respite, voluntary or not, when we are unemployed or sick or taking time off for joyful family events. And we have times of disturbance, physically or mentally, as we send our last child out of the nest, leave the full-time world of work for retirement, or welcome a new child into the family. Through all these times of life, the disciple asks the question, "where is God in all this?" Granted, it sometimes comes out as, "Where *ARE* you God?????" but we are capable of growing spiritually in all circumstances. I have found the greatest growth has happened for me not only in times of distress, but in the transitions when I have no idea how things are going to turn out.

Here at St. James', we are all part of the human family and not exempt from dealing with change. But we are fortunate to have each other, this place we can call home, and our Lord Jesus Christ not only to lead us, but to make us into his body. This is a place where we continue to find a way to do the work of God in community and to contribute our gifts, not just because it is good for us, but because it is good for the body. And we have nothing to fear, for change and growth are not only led by our Lord, but surrounded – and bracketed – by God, the Alpha and the Omega, the One who was and is and is to come, the Almighty. We are led by God who was with us before we were born and will be with us after our lives on earth are over.

As I pack away all that was 2010, I look forward to our continuing life together in this our tenth year together.

Shalom

Cathy Deats



## SENIOR WARDEN'S REPORT

As I look back at 2010, I'm once again in awe of the amount that was accomplished by our relatively small church community in a single year. Whether it's worship, outreach, fellowship or other programs and activities, St. James' continues to be active. Many of the programs and activities that have been around for some time were continued and new ones were initiated. We increased our outreach in the both local community as well as to those in other locales.

Early in the year, much effort was put towards finishing the kitchen in the new parish hall. Finally, almost two years after the building exterior was complete, a functional kitchen was in place and the upper level of the parish hall was fully functional. It took the determination and hard work of many people, along with the generosity of those that donated the funds to make it possible! We were blessed with several large donations that allowed for the completion of the kitchen, the purchase of new chairs for the parish hall and enabled us to make a sizable deposit into the Building Fund.

Throughout the year, St. James' continued its commitment to the local community, helping a local food pantry as well as supplying food baskets and Christmas gifts to needy families during the holidays. In addition, for the first time in 2010, St. James' played a critical role in the distribution of food to school children. The backpack program, which was originally supposed to operate only during the school year, was so successful in the spring that it was continued through the summer months.

St. James' outreach also extended beyond the Hackettstown area. In August, a group of dedicated workers traveled to western Virginia to assist in the rehabilitation of houses in the Appalachia region. I've heard many second hand accounts of the work that is performed and how much it is appreciated by those in that depressed region of the country! St. James' has also been assisting the Seaman's Institute in a variety of ways (supplying magazines, calendars and toiletries) for many years and this year a new program was started. A group of talented knitters and crocheters produced a large quantity of hats, scarves, sweaters to keep the seafarers warm.

The members of St. James were also involved in many other fun activities, including: the Golf Outing, Tricky Tray, marching in the Memorial Day Parade, singing and bell-ringing at numerous events, young-family nights and another fantastic Murder Mystery Dinner (just to name a few)!

Greg Malejko



## JUNIOR WARDEN'S REPORT

For many at St. James' this past year probably seemed a little slow: the year after we completed Phase One, the year after we celebrated our 150<sup>th</sup>! I guess compared to 2009, it could have seemed a little subdued. Let me tell you that we made huge contributions to our community and to others. Our Sunday School children created a quilt that hangs in the Parish Hall; we supported the Seamen's Institute with truly beautiful gifts from our Yarn Twisters. We ran a successful Summer Backpack program, we participated in two parades, funded a mission trip to Appalachia, provided meals to many local families during the holidays, brought Santa to several homes on Christmas Eve and supported a food pantry. We held classes in sign language, supported literacy training in Warren and Sussex counties, continued our Ministry with The House of the Good Shepherd and much much more. And oh yea, we sent our Priest on sabbatical.

I would like to thank our Sabbatical Priests and Deacons, Betsy Myers and Abby Hamilton, and Deacons Jeanette Hile and our very own Sheila Shuford for their service during the three months while Cathy was away. Your support and guidance was extremely helpful. Thank you all for your patience and understanding.

Cathy's sabbatical was to be a time of renewal, refreshment and study for her and for us a time to discover who we are and what we can do as a community without her. Although I must admit that I am glad it only happens every five years, I am also proud of the work we did as a community in her absence. Many of you stepped up and took on new responsibilities and made a tremendous impact on St. James'. For that I thank you.

My first year as Junior Warden has definitely been enlightening. I am amazed at the amount of work that is involved in running this or any other parish. I have a better understanding of the many responsibilities of a parish administrator and a new respect for all that Cathy does for us and with us. I am awed by the talents that we continuously discover in the members of our congregation and the willingness of those who donate their time and talent to support St. James', but we need more of you to

prayerfully consider what you can do to help promote the ministry and mission of St. James'. We continue to promote "shared ministry" co-chairs for committees to share the responsibilities. We were truly blessed when Jennifer Howlin and Alicia LaForge were called to be our new Sunday School coordinators and they are doing a marvelous job. We still need Youth Group Coordinators. We have a great group of young people bubbling with new ideas and energy that needs and deserves your leadership. Please consider how you might have an impact on these young people and how they just might have an impact on you.

I am seeing a lot of new faces during Sunday services and at coffee hour. WELCOME! I hope that you have found St. James' as open, inviting and fulfilling as I have. If there is anything that you would like more information on or anything that you need, please do not hesitate to ask.

Thank you to Richard Ames, David Lacouture and Martha Travostino, whose terms on the Vestry will expire in January 2011, for your commitment to St. James' and your service on the Vestry. Your work and dedication to our community is greatly appreciated.

*"St. James' is an open, inclusive, and caring faith community that embraces diversity and celebrates the joy of Christ."*

Invite a friend to church.

Barbara White



## MISSION STRATEGY-OUTREACH REPORT

The primary purpose of the Mission Strategy Committee is to facilitate and support the mission outreach of St. James Church. Our focus concentrates efforts locally and without duplicating existing programs by other churches or agencies. We often, however, contribute to the support of other programs.

We raise money for outreach by selling Shop Rite Gift Cards. Shop Rite donates five percent of our sales to our church. (We earn \$5 for every \$100 in cards that we buy.) This year our parish purchased \$73,000 in cards and earned roughly \$3600. The Vestry budgeted \$2500 of the amount earned for use in support of our operating budget, as well as \$2500 withdrawn from a Certificate of Deposit in support of the Deaf Ministry, totaling \$5000.

We supported Episcopal Church outreach by a donation to the Seamen's Church Institute and by underwriting the cost of materials used by the Yarn Twisters as they made scarves, hats and vests for the seafarers. We also made a donation in January to the Episcopal Relief and Development Fund for the relief of Haiti Earth Quake victims.

Mission Strategy served as the conduit for processing Shop Rite card donations made by our parishioners. Donations of \$875 were made to the Rector's Discretionary Fund and \$1100 for the purchase of cards to be included in the food bags assembled by the Sunday School from our food drives at Easter, Thanksgiving and Christmas.

This year's Giving Tree distributed more than 63 Christmas presents of toys and clothing to seven children in two local families anonymously chosen by school district personnel as being in need. Our tree was located in the upper hallway of the new Parish Hall and was initially decorated with candy canes with gift suggestions. As the candy canes were taken, their spots were replaced by colorfully decorated paper angels made by our Sunday School students.

Our parish entered its second year in providing support for the United Way Backpack program. Our parish coordinates the distribution of weekend food supplies to food-insecure school children in Hackettstown. Each week a package is given to eligible students with breakfast, lunch and snacks for the weekend. We ended the 09-10 school year providing packages for 56 students each week. We also extended the program through the summer. Members of our congregation sorted and filled over 700 food bags for breakfast, lunch and snacks for participating school-year backpackers and their siblings. The United Way of Warren County contributed the food by either direct purchase or donations collected at area drop-offs. This year the school-based program has expanded to include not only the Hackettstown elementary schools, but the middle school, as well.

Remember, you are all members of this committee. If you have a suggestion for an outreach project that you would like to undertake, see a Warden or Vestry member for consideration.

Respectfully submitted:

Paul Bartkus

*As often as you did it for one  
of my least brothers, you did  
it for me.*

## DEAF MINISTRY

2010 was a year in which the Deaf Ministry expanded its outreach to both the community and to our congregations. Utilizing funding from St. James' Church, Hackettstown, St. Peter's, Morristown and private donations, we report the following:

### Diocesan connections

The Deaf Ministry provided interpreter referral and information to six churches. This ministry served as a referral source for hearing accessibility for Diocesan events, as an advisor on access for deaf and hard of hearing persons and as a resource for parishes looking for assisted listening devices for their congregations. This included information and referral on making congregations and/or buildings more accessible to those with hearing loss (an estimated 10% of congregations).

Two college students were mentored in interpreter training / deaf education programs

### Outreach

A workshop on hearing accessibility was given by Cathy Deats and Sheila Shuford at Enable Conference for people from faith communities in New York, New Jersey and Pennsylvania. Sheila gave Sign Language Classes for six weeks to 25 people. She provided chaplaincy services to deaf patients at Greystone Park Psychiatric Hospital and Cathy provided emergency interpreting services to Hackettstown Regional Medical Center.

Rebecca Murray, a college graduate with a degree in education for the deaf, provided sign language classes for a deaf child's family. Outreach also included the provision of fully accessible Sunday morning worship and parish events for persons who are deaf / hard of hearing. Advertisements for Interpreted Worship Services were run in NJ Division of the Deaf and Hard of Hearing Monthly Communicator (circulation 9,000).

### Community connections

The Warren County Human Relations Commission "Beacon Award" was given to The Rev. Sheila Shuford for her work with Deaf Ministry "promoting the dignity of humankind". Sheila also belongs to the Association of Late Deafened Adults, Garden State (the community of people with hearing loss in New Jersey)

St. James' Church participated in Hackettstown Community Day (grassroots awareness in the local community) and the Hackettstown Memorial Day Parade where the Deaf Ministry presence drew a family with a deaf child to St. James' services.

News of activities was published three times in *Warren Reporter*, local newspaper.

Cathy Deats and Sheila Shuford

## THE UNITED THANK OFFERING

The United Thank Offering program at St. James restarted in the early spring of 2003. We asked that all who attend our church family, to join together and with a simple prayer and a few coins a day or week, take part in recognizing the many gifts we receive from God each day.

To support the UTO mission, we ask for contributions in January each year, and bring them to the Annual Diocesan Convention. In 2010, St. James' contributed \$44.00 to add to the Diocese of Newark contribution, which totaled \$18,531 from 51 parishes.

**The UTO Mission:** To expand the circle of thankful people. To achieve this mission, we encourage daily prayers, offerings, and awareness for the abundance of God's blessings.

**UTO Vision:** To significantly impact the lives of women and children because of Christ's love. To achieve this vision we will focus particularly on projects that implement significant change toward alleviating profound human suffering and address the Millennium Development Goals address.

### UTO's Values:

**Thanksgiving:** for joy, blessings and challenges

**Generosity:** UTO offerings are over and above

**Mission:** to expand the church

**Ministry:** to meet compelling human need



The donations received by UTO are used for domestic and international grants, which impact many in need and their families, and communities. To see the latest grant picked by the UTO, please log on to the UTO website: <http://www.episcopalchurch.org/uto.htm>

Ellen Infante

UTO Chairperson

## Hospitality & Special Events

Hospitality is our middle name, and every event is special at St. James'. Here are some of the great times we had, including food for the body, food for the mind, and food for the spirit:



Super Bowl Party

Singles Social Gathering

Shrove Tuesday IHOP Pancake Dinner

Corned Beef and Cabbage Dinner

Sunday School Quilt Project

Golf Outing

April Parish Luncheon

Lenten Quiet Morning

Memorial Day Parade

Sunday afternoon service and cookout

Halloween party

Veteran's Day Service of Remembrance

Murder Mystery Dinner

Visit from The Seamen's Church Institute

*See young families group for more!*

Got an idea for a fellowship event? Contact Barbara White, and she will help you gather a group around you to make it a success!

## YOUNG FAMILIES GROUP

The Young Families Group is an informal group that gathers approximately four times per year (once per quarter) for fellowship based around activities for families with children. This year we have enjoyed Pizza on the Porch (of the Mitcham House), a cookout of Hamburgers at the Howlins' (members of our group) and Make your own Scarecrows (on the lawn of the Mitcham House). The ages of attending children have ranged from 2 to 15. Anywhere from 3 to 6 families have participated in the activities. We plan the meet-ups during slower times of the year for families and we aim to keep them low-stress and affordable for all.

Future fun we've discussed might include Winter Movie/Game Night, Minor League Baseball and Swim Parties. We consider our group to be open and inclusive. You don't have to be young to join us and you are welcome to come all by yourself if you'd enjoy sharing our energy and enthusiasm.

Julia Quelly

## COFFEE HOUR

In our 150<sup>th</sup> year, coffee hour was an event of migration as we moved from place to place to accommodate the final stages of construction. In 2010, coffee hour was hosted in the Great Hall as our kitchen gradually became furnished. Each week we provide snacks for about 40 people. Many thanks to all individuals and committees who hosted by bringing goodies, setting up and cleaning up.

You can sign up to host a Sunday this year on the signup sheet in the hall outside the Great Hall double doors. We have hosts who are celebrating a family event, like birthday or baptism, hosts who like to bake and hosts who like to bring ShopRite goodies! We also love to have your group host a coffee hour, and that makes the work easier. As a church which believes strongly in accessibility, our goodies are not all sweet but often include cheese and crackers or fruit.

Peg Faust and Chika Okoye are coordinators, so they will be asking you to be a host. Your setup responsibility is to continue to make the coffee for after the 10 am service (it is begun before the 8 am service) using our system from Standard Coffee (coffee is premeasured and easy to prepare!), bring and set out the goodies and clean up or arrange for cleanup.

Join us in celebrating what Episcopalians have called "the eighth sacrament"!



## FAMILY BREAKFAST

St. James' has a long-standing tradition of holding a family breakfast once a month where members from both the 8:00AM and 10:00 AM services can come together between the services for fellowship. As of September, we have been hosting our breakfast again in the Great Hall! With the use of our new kitchen and also the larger seating space to sit and eat, we have seen an increase in attendance this fall. There is no need for sign-ups to attend; every member of the congregation is welcome and encouraged to attend the Family Breakfast on the first Sunday of each month from September through June.

To help support this event, a basket is placed out during the breakfast and any donation that you can afford is surely welcome. It costs on average about \$75.00 each month to provide a basic breakfast and your donations help to make that possible. If you would like to help with our family breakfast (many hands make light work), or have any questions or suggestions, please speak with DJ Hoffman.

DJ Hoffman

## ST. FIACRE'S GUILD



This group, named for the patron saint of gardeners, tends to the garden and general yard maintenance. Following construction, we were able to re-beautify the grounds. This year we have tended to the established plantings and added new ones. Annuals in summer, chrysanthemums in fall and Easter flowers are added with the seasons. We make good use of the beautiful sitting area between the Mitcham House and the church, and we enjoy our front porch with its own porch furniture. The guild assembles as needed during the seasons of spring through fall, and welcomes anyone who enjoys gardening.

## PARISH LIFE COMMITTEE

Here at St. James', the Parish Life Committee is not only the coordinating arm for all our parish programs and events, but also functions as the liturgical advisory group to the Rector (most often called "Worship Committee" in church circles). We are careful and deliberate to make our worship reverent and meaningful and related to our life in Christ in this place, as well as in our individual lives. We also offer some variety in order to provide an opportunity to encounter God in various ways.

Members of the Parish Life Committee meet with the Rector, musicians and chairs of all groups which have an impact on liturgy. Since the liturgy is literally "the work of the people," almost every parish group is involved. We meet three times a year to plan in seasons: Advent through Epiphany, Lent through Easter, and the season of Pentecost.

We know through our work that the whole is larger than the sum of its parts. New ideas for events and for innovative ways to work and celebrate come from this gathering. This year saw the celebration of a variety of worship services: Taizé, with icons and candles, silence, chant, and guitar and piano; the Children's Sabbath, with our Sunday School children sharing their learnings, giving to others and leading parts of our worship. The Parish Picnic in June gives us an opportunity to worship outdoors, with the smell of coffee and the barbecue warming up as our incense. There is room to dance to the songs accompanied by the guitars of David Olesen and Dave Heistand.

Our Thursday evening chapel worship continues to be another sharing of Eucharist, evening prayer, and learning about the saints of the church following the calendar of Lesser Feasts and Fasts. Our summer service was the Holy Eucharist from the New Zealand Prayer Book, a more recent revision than our own. Our liturgical and pastoral life was led by The Rev. Betsy Myers, our sabbatical priest, while the Rector was away for three months. The music ministry was highlighted by our adult choir, multigenerational bell choir and children's choir.

We believe in the sacramental nature of our lives and regularly bring to worship our graduates, couples who wish to renew marriage promises, families welcoming children, children who receive Holy Communion for the first time, and teenagers who are beginning to drive.

Our life as a parish continues to weave itself into new patterns as each group practices its ministry and we find new ways to work as the body of Christ together.

Cathy Deats



## ALTAR GUILD

In the early days of the Church, priests and nuns were responsible for the care of the altar and sanctuary. Later these tasks were entrusted to a chosen group of women who became known as The Altar Guild. Because congregations vary in the degree of ceremony followed, our service ranges from simple to elaborate but is always grounded in faith and focused on detail and tradition that is offered to the glory of God.

St. James' altar Guild functions with four teams of two or more women (and sometimes men) who prepare for the weekly Eucharist, care for the sacred vessels and linens, and serve the congregation by arranging for other liturgical services. Preparations for Easter and Christmas involve the joint efforts of all teams. Each team sets up the vessels and linens in the sacristy for the weekly Chapel service. A local dry cleaner assists in the care of vestments, paraments, and frontals. One Altar Guild member washes and irons the linens used at the Eucharist.

Our weekly floral supplier, Greenway, informed us that beginning September 2010, they would no longer bill flower donors directly. Rather a monthly bill would be sent to St. James'. Altar Guild members and the wardens reviewed all possible options from changing suppliers to using silk flowers or live plants. Weekly flower sponsors will now pay with a check made out to St. James' Altar Guild. Checks can be placed in the weekly collection, or the Altar Guild folder located in the rack outside the Great Hall/Mitcham House doorways or sent to the Parish office. The cost is still \$20 for two arrangements. The Altar Guild treasurer, Claudia Scala, has volunteered to assume responsibility for paying Greenway and sending out email reminders to members of the congregation when necessary.

Diana Grant resigned from Altar Guild when she relocated outside St. James' parish. We are pleased that Linda Ayres will be joining our ministry in 2011.

Altar Guild work is not just another church job. It requires dedication, attention to detail, and a cheerful willingness to respond to the needs of our Rector and congregation. It is my privilege to serve St. James' with such a truly wonderful group of individuals.

Meg Critchley  
Altar Guild Chairperson



## ACOLYTES

Acolytes, adults and children aged nine or older, are members of a liturgical team which creates the reverent and joyful worship experience we enjoy at St. James'. Acolytes are trained initially by the Rector and Acolyte leader, and receive on the job training in the various roles of the acolyte at the altar. They serve with experienced members as they learn the various tasks: torchbearer (carrying the torches, or candles, in procession), crucifer (bearing the cross in procession) and server (assisting clergy at the altar). We welcomed Trever Carson to the altar this year. You are invited to join this deeply rewarding ministry. Please speak with the Rector, Brian Nolan, or Barbara White.

## LAY EUCHARISTIC MINISTERS and LECTORS

Lay Eucharistic Ministers are licensed to do one or both of the following: (1) administer the chalice at the Holy Eucharist; (2) directly following the celebration of the Holy Eucharist on Sunday, taking the sacrament consecrated at the celebration to members of the congregation who, by reason of illness or infirmity, were unable to be present at the celebration. They also may lead public worship, such as a chapel service or service at a nursing home or assisted living facility.

Lectors are persons trained in reading of the Word and appointed without license by the Rector to read lessons or lead prayers of the people. St. James' has twenty LEMs and Lectors. They serve on a rotating basis at the 8:00 AM and/or 10:00 AM Sunday services. All ages from teens through septuagenarians are represented, with many serving for the first time in liturgy at St. James'.

There are opportunities throughout the liturgical year to experiment with reading (Lessons and Carols in the Advent season, Tenebrae in Holy Week, Palm Sunday), and people may serve at other times on a trial basis to see if the ministry is a good fit for them.

In 2010, St. James' added Evening Prayer to its worship schedule for the season of Lent. Daily, Monday through Friday, LEMs led this service in the chapel. This discipline spoke to many, and there are plans to offer the Daily Office in other seasons throughout the church year.

## USHERS

Ushers are normally the first people encountered by visitors and set the environment for their visit to St. James'. Ushers also assist in helping everyone feel part of the community throughout the service. Collecting the offering, assisting during communion, and preparing the church for the next service are just a few of the responsibilities of the ushers. We continue to have name tags available for all parishioners. If you do not have a name tag, please let the office know and we will get one assembled for you. Many thanks to those who assisted in this important ministry in 2010. If you would like to participate in this ministry, please contact the office to arrange training and be added to the rotation.

DJ Hoffman

## MUSIC DIRECTOR

St James' music program has come through another year with flying colors! Advent, Christmas, Easter, Bell Choir, Senior Choir, Youth Choir, it's all working!

### Senior Choir

Yes, the Senior Choir remains smaller than we would like BUT the committed choir members have put their heart and soul into their singing and that certainly makes up for the lack of numbers. We would still love to have more folks join us, especially since we have opened up our singing to accommodate folks who cannot use the stairs to the loft or who want to stay with their families during church rather than sitting up in the loft. The only thing we haven't changed, and can't change, is the need to attend evening choir rehearsals during the week. Knowing what we are singing and practicing our music together are keys to presenting our musical offerings well. With the current space availability on Sundays after church, and with Bell Choir already having that time for their rehearsals, there seems to be no time immediately after church to accommodate choir rehearsals.

### Youth Choir

The Youth Choir is growing as the number of children in our Sunday School program grows and that's a wonderful thing! The new approach of having Youth Choir rehearsal during Sunday School seems to be working. At this Advent at Port Morris's Nativity Through the Arts program and at our own Christmas Eve service, we had more than double the number of singers than in previous years! We have also started learning to sign our songs again, something we'd gotten away from for a while. The children love it and it allows the choir to be more inclusive and helps them communicate with the wider audience of our parish and community.

### Choir Loft

We are facing some challenges in the choir loft during bad weather and had to "evacuate" the loft one particularly rainy Sunday morning due to the ceiling leaks. The Vestry is aware of the situation though, and we know it will be addressed as soon as it is possible to do so.

Please see the Bell Choir Report from Louise. All I can say is how much we appreciate her continuing work with our Bell Choir and her organ work, as well! It is such a pleasure to work with someone who is so willing to share her talents and her time!

Respectfully submitted,

Pam Laura

Music Director



## ORGANIST AND CHOIR ACCOMPANIST

From September through June the preludes and postludes are usually based on hymns suggested in *The Episcopal Musician's Handbook*. On March 21, the prelude and postlude were both written by Johann Sebastian Bach as it was the 325<sup>th</sup> anniversary of his birth. During the summer I look for a theme and base the music on the theme. This summer the preludes and postludes were all composed by Johann Sebastian Bach, again in honor of the 325<sup>th</sup> anniversary of his birth.

I continue to be a member of the Northern New Jersey Chapter of the American Guild of Organists and also of the American Guild of English Handbell Ringers. From July 5 – 8, I was fortunate to be able to attend the national convention of the American Guild of Organists in Washington, D.C. This event is held every other year and highlights exceptional organists playing wonderful music on outstanding instruments. The opening session in the National Cathedral was inspiring and the closing session at the Basilica of the Immaculate Conception on the grounds of Catholic University was equally inspiring.

Tuesday evening attendees were treated to a concert at the chapel of the United States Naval Academy. The rest of the time there were organ concerts, bell choir presentations, ensemble music and choral performances in various venues throughout the Washington, D.C. area. Workshops were held on many topics and it was hard to make a selection at times.

I enjoy serving as accompanist to the Senior Choir and really enjoy the weekly rehearsals. It is a time to enter the sanctuary and be refreshed for the rest of the week ahead. But it is also a time to share fellowship with a very special group of dedicated singers and their director, Pam Laura.

Louise Olshan

## MULTI-GENERATIONAL BELL CHOIR

In 2010 the Bell Choir participated in the following services:

- February 14 10:00 service
- March 14 10:00 service
- March 28 (Palm Sunday) 10:00 service
- May 9 10:00 service
- June 13(Choir Recognition) 9:00 service
- October 24 10:00 service
- December 5 10:00 service
- December 24 (Christmas Eve) 7:00 p.m. service

A small group of ringers participated in the services on August 22 (9:00) and September 5 (10:00). David Bernauer, Dawn Modugno, Chika Okoye and Sam Olshan rang on August 22. Pam Laura, Dawn Modugno, Chika Okoye and Sam Olshan rang on September 5.

On Christmas Eve, the Introit was an organ piece, *Carol of the Bells*, with three bell ringers participating at each service:

- 4:30 and 7:00 David Bernauer, Pam Laura, Sam Olshan
- 11:00 Meredith Firmin, Pam Laura, Brian Nolan

In 2010 the Bell Choir went “on the road” twice:

- December 5 Port Morris United Methodist Church  
Ninth Annual Celebration of the Birth of Christ through the Arts
- December 12 St. Luke’s Episcopal Church, Montclair  
Service of Lessons and Carols

It is an honor to be invited to each of these events and the choir enjoys sharing their music at these services.

During the year 2010 the Bell Choir members were: David Bernauer, Jim Brandt, Roberta Brandt, Meredith Firmin, Wendie Germain, Diana Grant, Katie Lacouture, Pam Laura, Dawn Modugno, Brian Nolan, Chika Okoye, Sam Olshan, Jewels Quelly, Helen Wise and Russ Worthington.

Diana Grant left the choir in March when she returned to her home in Barbados. Wendie Germain and Russ Worthington left the choir in September. Thank you to all three for sharing their time and talents through their participation in the Bell Choir. Each of them is missed.

In September the choir welcomed Jewels Quelly and Jim and Roberta Brandt as members. Due to her work schedule, Jewels Quelly participated only in the service on October 24. We look forward to her being able to rejoin the choir as soon as possible. Steven Bernauer, Lori Kay Mattison, Sylvia Okoye and Tina Okoye rang with the choir on Christmas Eve.

A very sincere thank you to all the members of the Bell Choir for their dedication and commitment. St. James is blessed to have such a dedicated group of ringers. I hope that the efforts of all the members of the Bell Choir added to the worship experience at St. James this past year.

Louise Olshan  
Director



## **ST. JAMES' JOURNAL**

The Journal serves to connect a wider readership to the life of St. James' including shut-ins, friends and others beyond our community. The newsletter is distributed or mailed to more than 200 families or individuals.

In 2010, the Journal became available by email. The reviews were positive and recipients appreciated seeing color photographs. This format saved postage and a lot of paper (and trees). If you would like to receive your copy in that format instead of a hard copy, email Phyllis at [pdheistand@comcast.net](mailto:pdheistand@comcast.net). The Journal will still be available in a hard copy to either pick up at church or receive by mail.

Ten monthly issues in 2010 featured pastoral letters from the Rector, Words from the Wardens, upcoming events or programs, parish life and outreach information. Journals featured articles and pictures about all the great fundraising events, the Murder Mystery Dinner and many photos highlighting Sunday School programs and activities.

The Journal's content and production depends on the contributions of many. My thanks go to all who contribute articles and information about our parish life. The articles highlight the dedicated and ongoing service of everyone from Altar Guild to Choirs to Fundraisers to Sunday School teachers and Youth Group leaders (to name only a few). Cathy gave us another year's worth of inspiring front-page letters. Cathy also provides the Journal with news and information about ongoing and upcoming programs. Barbara Olesen continues to feature new and not so new members of St. James'. Photographs are truly worth "a thousand words" on the Journal pages. Thank you to a growing group of photographers who included Cathy, Russ Worthington, Kathy Lacouture, Barbara Olesen, MaryAnn Simmons, Alicia LaForge, Pete Hurak and Brian Nolan in 2010.

My ongoing thanks to Dave Heistand for proofreading and printing the Journal pages. In addition, Dave edited and produced the December/January Journal when I was hospitalized. And continued thanks to Marge Ames and her Heath Village team for assembling all those pages for distribution and mailing.

Please contribute to the Journal. Personal reflections in poetry or prose, milestones, information or reports on church life and photos are more than welcome. Do you have an idea for a new feature or any suggestions or comments? Please let me know!

Phyllis Heistand  
Editor



## **PUBLICITY COMMITTEE**

The ministry of the Publicity Committee includes sharing information about St. James' news and special events with the community through local media and the Internet. Publicity strives to keep the community informed about St. James' news and special events by maintaining communications with local newspapers, radio stations, cable television stations and through the Internet. St. James' advertises on a regular basis with twenty-one (21) newspapers, eight (8) radio stations, seven (7) community Internet calendars, three (3) cable television stations and one (1) nearby residential care facility. Publicity also maintains communications through the St. James' News and Publicity ListServes, the new St. James' eNewsletter and the St. James' Blog. Throughout the year Publicity works closely with committee chairpersons and the Parish Office to gather, review and approve the content for Press Releases for news and special events in time to meet various media deadlines.

Press Releases were sent out during 2010 about the St. Patrick's Day Feast, Golf Outing, 30-Hour Famine, Singles Social Gathering, Sign Language Classes, Christmas Services, Easter Holy Week Services, Blessing of the Animals, Tricky Tray, Veteran's Day Service, Rector's Sabbatical, and Deacon's Presentation at the Enable Conference.

With support from the Vestry, the Publicity Committee has helped get the word out about St. James' Sunday Services and new Parish Hall through the Houses of Worship section of the *Warren Reporter*, reaching nearly 35,000 households in our surrounding communities.

Getting the word out about St. James' has truly been a team effort! Many thanks to Janice Cipriani, Nicole Keane, Dave Lacouture, Barbara Olesen, and Russ Worthington who worked to promote St. James' news and special events during 2010.

Respectfully submitted,  
Paula Van Clef  
Publicity Committee Chairperson

## COMMUNICATIONS

The Publicity Committee worked for more than a year to revise our **website** in order to better communicate who we are and what we do, as part of our Parish Development process. A connection was made with Loom Designs, and we developed a website which is easy to access and helps people know who we are and what our community has to offer. Pictures and videos of our events can be found on the website too.

Many of our groups use **listservs**, email lists with a central location for ease of use and updating, to communicate. The Sunday School or Youth Group might want to send an email to all members or students, and Lay Eucharistic Ministers and Education for Ministry use the lists to remind members of meetings or arrange substitutes.

Our **calendar** is printed in the Journal as well as maintained on our website. Forgot the time of a dinner or event? Go to the calendar and the answer is there! We choose events to highlight via the calendar to get the word out.

The **weekly bulletin** used for worship contains announcements and calendar dates too. This bulletin is mailed to people who cannot get to our building so they can keep up with the news regularly.

The **Journal** uses an email list to get the monthly newsletter to members before it is even printed! Many still prefer the printed copy, and those are produced each month for people who choose that option as well as visitors.

Our latest addition, **Constant Contact**, is a way to get word to the St. James' List (which you can join on the website or by contacting the church office [stjames214@comcast.net](mailto:stjames214@comcast.net)). This 'occasional' email is a colorful notice sent to you about special events and reminders – the next family breakfast, event, or special worship service.

The Publicity Committee invites your participation in any of these ways we let people know about St. James'.

## CHRISTIAN EDUCATION FOR CHILDREN

St. James' Sunday School continues to meet three of four Sundays a month at 10 am in the Parish Hall. Currently, there are 21 students, from Pre-K to 5<sup>th</sup> grade, enrolled in Sunday School, and an average of approximately 10 students attend each week. This year there are two new coordinators: Jennifer Howlin and Alicia LaForge. In addition to the coordinators, there are four volunteer teachers: Kathy Lacouture, Marie Niculcea, Phyllis Heistand and Lynn Bedell.

Sunday School students participate each year in sorting and bagging up the donated food for the Mission Strategy Committee at Thanksgiving and Christmas. They also prepare a holiday song which they sing during the Christmas Eve service. Also this year, the children will again make

Valentine Cards for and visit residents of House of Good Shepherd. The Children's Sabbath is being planned for the last Sunday of the Sunday School year in May.

Respectfully submitted by

Alicia LaForge and Jennifer Howlin



## CONFIRMATION

Preparation for an adult commitment to Christ is an awesome responsibility for any Christian community. At St. James', young people and adults prepare for the Rite of Christian Confirmation through a program of education, worship and service. Members of the Confirmation Class attend liturgy at St. James' and other worship communities (Community of St. John Baptist, Temple Beth Shalom, among others), participate in the 30 hour famine to learn about and raise money for hunger, and participate in an outreach project, such as work to benefit the Seamen's Church Institute, Family Promise shelter, or local soup kitchen. They give service to the St. James' community through various projects and chores. They study the Book of Common Prayer and the Bible and ways to make them more real in their lives. In addition, the Diocese sponsors an overnight retreat for confirmands so they have a chance to meet with the Bishop and other young people in the Diocese of Newark.

We also bring into our community those adults baptized and/or confirmed in other Christian communities by receiving them into the Episcopal Church. Those interested in learning more about The Episcopal Church and becoming members of this community of faith should speak to the Rector.

## YOUTH GROUP

After returning from the summer break, the members of the youth group have continued to meet every second and fourth Sunday of the month during the 1000 A.M. service. During these meetings we have dialogued and explored subjects such as bullying, suffering and healing, the joy of Jesus, stewardship of the environment and people at the margin.

Youth group members participated in the fellowship during the dinner theater night, assisting with serving and cleanup, and in the fall/winter maintenance morning. Additionally, on Sunday October 31, 2010 members of the youth group participated in the Halloween festivities along with the Sunday school children.

Highlight for the season of Advent was the presentation of the story of "Saint Nicholas – The Real Santa Claus." The group rehearsed with enthusiasm twice prior to coming in front of the congregation. On the Second Sunday of Advent their excitement showed as they rose early to be present at both the 8 am and the 10 am services, delighting the congregation with the story that included Isaiah, John the Baptist and Saint Nicholas being up in the stage at the same time.

It is an honor and a blessing for us to be able to part of this wonderful group of faithful and committed young people.

Sincerely,

Lori Pursel & Rod Perez-Vega  
Youth Group Advisors

## EDUCATION FOR MINISTRY (EFM)

Education for Ministry, an extension program of the University of the South, is a four-year course of study in which students learn the disciplines of biblical exegesis and interpretation, church history, ethics, liturgics and theology. Each "year" is a nine-month cycle of study, with participants enrolling in one cycle at a time. The subjects are studied in a seminar setting known as a "community of learning," in which the events of each person's life may be examined in the light of the materials being studied. The seminar group, consisting of six to eleven participants and trained mentor(s), is the nucleus of the EFM program. The group meets weekly over the course of a nine-month academic year. These meetings are usually from two-and-a half to three hours in length, and require an equal amount of time of preparation.

While the academic material is substantial, the focus of the program is on life as ministry and understanding that ministry. EFM provides adult Christians with that basic skill which is the foundation of all Christian ministry -- theological reflection. We bring all our experiences together for reflection on the sources of our learning: culture, tradition (the Bible, church history), position (what I believe or think) and action (experience). Mentors are our guides in the learning process and they create the intellectual and emotional environment where insight as well as academic learning takes place.

If you think you may be interested in St. James' EFM group, which meets on Tuesday evenings and is open to members of other parishes as well as St. James', please contact the mentor, Cathy Deats, co-mentor Barbara Olesen or a current EFM student: Linda Ayres, Peg Faust, Ellen Infante, Eileen Malejko, or John Van Dine (from St. John's, Dover). Graduates of the four-year program include: Phyllis Heistand, DJ Hoffman, Jerry Sheard, Sheila Shuford, Barbara White, Patti Worthington, and mentors, Barbara Olesen and Cathy Deats.

Cathy Deats and Barbara Olesen  
EFM Mentors



## NURSERY CARE

The St. James Nursery is located in a sunny corner room on the 2<sup>nd</sup> floor of the Mitcham House. Nursery care is available on Sundays during the 10:00 am service from September to June, all Sundays except the first Sunday of each month, which is Family Sunday. Infants through preschoolers are welcome. The room is equipped with toys, books, games, coloring books and crayons.

Volunteers work on a rotating schedule, arriving St. James' at 9:45 am and waiting until 10:15 am for children to arrive. If there are no children by 10:15 am, the volunteer can leave to join the church service.

We can always use more volunteers, or possibly someone who would be willing to act as a substitute caregiver as needed. If anyone is interested, please contact Chika Okoye, or Frances Keefe in the church office.

## PRAYER MINISTRY

The Prayer Ministry is a group of parishioners who faithfully pray, each in our own way, wherever each of us lives or works, for people known or unknown to us when they are in need of prayer. Prayers might be requested for someone who is critically ill; for someone preparing to undergo surgery or in recovery; for those who mourn or for someone in hard times, a job loss, a family in crisis. We pray for the protection and care of loved ones.

The Rector initiates all requests for the Prayer Ministry. Many of the requests are confidential and we faithfully hold those people and their requests for prayer in our confidence. Members are notified by e-mail (or by phone if e-mail is unavailable).

We welcomed new pray-ers in 2010. Please consider becoming a part of this ministry for others in need. Please speak to Cathy or Phyllis.

Phyllis Heistand



## LAY PASTORAL VISITORS

The Lay Pastoral Visitors visit with parish members who are not able physically to be in communion with us on Sundays.

A list of members we visit is kept, and they are seen on a rotating basis for a friendly visit and delivery of the flowers from the altar. In addition, most weeks the bulletin and announcements are mailed to all. Sometimes a short note with a photo is also enclosed. At special seasons, like Christmas and Easter, all those at home are seen and poinsettias or lilies are delivered.

A group of parishioners also visits several households at Christmas to sing carols.

From time to time, we call on our members who have not "signed up" to be on the committee but are always willing to give us a helping hand with visits. We welcome you to take a regular part in this ministry if you feel so called.

If anyone knows of someone who could use a visit, please let the church office know so we can take action.

## CARES

The CARES group acts on an "as needed" basis to address the needs of members of St. James' Community. The CARES group has helped out several parishioners this past year with meals. We provide meals to those in immediate need and try to arrange transportation for medical appointments when needed. Please see Barbara Olesen if you are interested in becoming a part of this important ministry.

Barbara Olesen

## STEWARDSHIP

The Stewardship Committee is responsible for coordinating the Stewardship message while emphasizing the importance of supporting St. James' through participation in the various ministries, and with our financial resources throughout the year. Stewardship is taking care of all that we have. This includes our beautiful buildings, management of our individual time, talents and treasures, as well as one another.

We are all stewards and are responsible for using all that we have in a way that not only benefits us, but others as well. Please consider what you have to give, and look at the many ministries where you might make a difference in 2011.

Respectfully submitted,  
Janice Cipriani, Chair



## CAPITAL CAMPAIGN

The construction of the Open Doors Parish Hall and the barrier free design for the church were accomplished through a Capital Campaign, which exceeded our goal. The Open Doors Capital Campaign (2005-2008), with a total of 107 pledges for \$299,870, raised \$304,197.

St. James' embarked on the present Three-Year Capital Campaign in our 150<sup>th</sup> year, 2009. With a goal of \$125,000 to continue our gift to our children of funds to pay down the mortgage, this 150<sup>th</sup> Capital Campaign was kicked off in May, 2009 with leadership pledges. Congregational pledges brought the

Campaign total to \$75,011. As of December 31, 2010 (approximately halfway through the pledge term), \$39,154 has been collected. In addition, unpledged gifts of \$9,660 have been received.

A heartfelt thank you to everyone for your continued support!

Respectfully submitted,  
Janice Cipriani, Chair

## FINANCE COMMITTEE

The Finance Committee meets several times per year to review the finances of St. James and to make recommendations to the Vestry. Meetings are typically held quarterly, except for the end of the year when they are held more frequently as income and expenses are reviewed and the proposed annual budget is prepared for the Vestry. St James has several investment accounts, as outlined below:

The **Snyder Memorial Fund** is an endowment which is invested in a portfolio of stocks, bonds, certificates of deposit and cash (money market). The main goals of this fund, which is managed by Fulton Financial (financial advisors), are to grow the principal while maintaining a low risk and to generate income to be used for reinvestment and operating the church. In 2010, this fund accomplished both those goals. It increased in value by 5.1% during the year (current balance: \$566,380) and it produced \$20,734 in income, of which \$20,000 was used to cover church operation expenses. Our financial advisors continue to buy and sell investments as necessary to meet our goals.

The **Building Fund** was established years ago in anticipation of building the new Parish Hall. A large amount of the fund was used during Phase I of the building construction and a substantial balance was left to pay the mortgage on the building. The Building Fund is managed by Fulton Financial and is invested conservatively in bonds, mutual funds and cash (money market) with the investment philosophy of preserving capital and generating income with low risk. The current balance is \$205,196 and all monies (except for one bill that remains from Phase I) are designated to pay the mortgage. To date, twenty-seven mortgage payments have been made and the outstanding balance on the loan is \$720,011.

The **Capital Improvement Fund** is for major repairs and improvements of our buildings. This fund is invested entirely in certificates of deposit, savings accounts and a checking account. In 2010, this fund had almost \$32,000 in income and only \$9,000 in expenses. At the end of the year, the Capital Improvement Fund had total assets of approximately \$66,000, although roughly \$40,000 of that has been used (both in 2010 and previous years) to help pay for the operation of the church. Therefore, only \$26,000 is available for major repairs and/or improvements to the facilities.

Anyone that has any questions about the budget or our investments please free to contact me or any member of the Finance Committee. We're always interested in adding members, so please contact me if you are interested in serving on this committee.

Greg Malejko, chair

## FUNDRAISING COMMITTEE

We had another great year in fundraising. Many events including the golf outing, IHOP dinners, Longaberger sales, candles, aprons, sweatshirts, Tastefully Simple, the tricky tray and more all combined to raise \$ 13,008.74. You did it again St. James'!

Thank you for all your donations, time, talent and treasure!

All these monies go directly to the general fund to help support the ministries and mission of St. James'. We look forward to another exciting and profitable year in fundraising in 2011. If you are interested in helping with the fundraising committee, please let us know. We are always open to new ideas and hope that you will share any experiences you have had with us.

Invite a friend to church!

Barbara White



## COUNTERS

The counters work quietly behind the scenes each Sunday after the 10AM service. At that time they count pledges/donations/memorials from both services and prepare deposit slips for the bank. This information is then given to the Parish Administrator for posting to individual accounts. Currently there are seven teams (two per team) that rotate Sundays and count about every seven weeks.

Volunteers are trained and can observe the process until they feel comfortable to be on their own. You are most welcome to become part of our group, but if that is not an option, may I suggest other ways in which you can make our tasks easier.

*Please try to always use an envelope, even if it is a plain white envelope. Put your name, the amount of the check(s)/money enclosed, and designate where you would like the donation(s) to go, (Operating Fund, Capital Improvement, Rector's Discretionary Fund, etc.). Please include a separate check for each specific account. Also, if you have not attended church for a week or more, you can submit one check for a total of your pledge/donations for those weeks you missed and it will be posted accordingly on your individual account.*

If you are interested in becoming a volunteer, please contact me or our Parish Administrator.

Respectfully submitted,  
Janice Cipriani

## FACILITY USE

St. James' facilities are available to both our parishioners and outside organizations. Guidelines for use of the buildings and donations have recently been revised and are available through the church office or on the St. James' website. A Building Use Application should be completed and approved by the Rector prior to using the facilities. Please call the church office and speak with the Parish Administrator if you are interested in using St. James' facilities.

The Rector's and Administrator's offices are located in the Mitcham House, along with the Karen Ann Quinlan Bereavement Center. In addition, monthly Vestry Meetings, weekly EFM meetings, Fundraising meetings, and Literacy Volunteers of Sussex County meet in the Mitcham House.

The Publicity Committee has arranged for advertisement of our facility use availability to non-profit organizations and individuals. It is the goal of the Publicity and Building Use Committees to generate additional income for the mission of St. James' through use of the Great Hall. In 2010, the Great Hall was used for charitable events as well as private parties.

## PROPERTY MAINTENANCE

Maintenance mornings are great times of work and fellowship at St. James'. Seasonally, on a Saturday morning, parishioners gather to perform routine maintenance and minor repairs. We save money, learn more about our properties, and have some fun too.

Here are some things accomplished in 2010 which are fairly typical of our jobs:

- Install door screens in Mitcham House
- Install air conditioners in Mitcham House
- Clean out drains on roof between MH and Parish Hall (by the sacristy entrance)
- Cut back/down bush outside administrator's office window
- Weed out inoperable chairs when donation of 50 new chairs received
- Remove window air conditioners from office, front parlor and vestry room
- Install bulletin boards in parish hall
- Clean out gutters on Parish Hall
- Cut back all over-hanging branches from neighboring properties
- Clean-up flower beds (mulch/weed)
- Clean basement of Parish Hall and dispose of trash
- Install shelving for use by Fundraising Committee and for storage
- Install ventilation system for Parish Hall basement
- Repair leak in ceiling in Parish Hall
- Repair steps to Mitcham House
- Clean and organize kitchens in Mitcham House and Parish Hall
- Replace door lock in Mitcham House
- Construction and installation of sound panels in Great Hall
- Construction of a shelter for lawn equipment behind the Parish Hall



Watch the calendar and announcements for our next date!

## FROM THE PARISH REGISTER



*Glenda and baby  
Whitney Van Houten*



*Cameron Leo Honigsberg*

### Baptisms

Cameron Leo Honigsberg  
Janel Jenkins  
Avery Lyn Dawson  
Chloe Helen Connolly  
Luke Sullivan Connolly  
Rhys Sean Connolly  
Whitney Grace Van Houten

### Marriages

Anne Chandler Gaston and Thompson Blanton Boys  
Heather Lynn Webb and Jonathan Eric DeFillippis  
Rhonda Ann Walter and George Lysiak  
Scott Conrad Hoehn and Lisa Anne Winstock

### Burials

Donald Taylor Gilchrist  
Margaret D. Sheard  
Richard Werner  
Steven Michael Hommel



*Scott and Lisa Hoehn*

## TREASURER'S REPORT 2010

I will begin with a quick review of the 4 major funds within our financial system. The Operating Fund is focused on our day to day operations, the Capital Improvement Fund provides money to make significant improvements to our existing buildings, the Building Fund finances the new parish hall and, finally, the Snyder family endowment fund provides income which is used to further support the Operating Fund.

I will begin with the Operating Fund and a description of the income. We budgeted \$167,500 income knowing the Snyder Fund would generate \$20,000 for day to day use; our year end actual total was \$166,900. As good as that sounds it must be noted that without the Batz memorial of \$7000 and a portion of the Price bequest, added by the Vestry to the operating budget, our regular income would have only been \$154,100 or about 8% short. In 2009 our offerings were over budget by almost \$10,000 but in 2010 we under by almost the same amount. During the last four years we have only one year where actual offerings have exceeded the budget and considering the overall economy that is very understandable.

The income from Special Envelopes does provide a ray of hope. Early in the year those envelopes were below budget by about 40% but the Christmas envelopes were over twice what we expected. The Fund Raising Committee showed a similar trend with their early year events providing slightly less than expected but the fall events hit their targets. It is my hope that this trend will continue into 2011 and include the general economy, as that does affect our church financial health too.

It should be noted, to anyone looking closely at the Fund Raising numbers, that my report makes it look like Fund Raising failed to meet their contribution goal by about \$600. But that was not the case; some of the kitchen expenses this year were paid directly out of the Fund Raising checking account. Usually, I do not like to transact business from any account that does not require my signature, but due to time factors with those vendors, I approved those transactions and notified the Wardens of that action.

Also for those looking close at the numbers, yes, we did end 2010 with a negative balance in the Operating Fund check book. I often get to the end of a month and have to pay bills and issue payroll checks with limited funds. That is when I move cash using online access to the bank accounts. This time, Skylands Bank closed online access earlier than usual due to it being New Year's Eve resulting in a technical negative balance. I will tell you that by the close of business on Monday January 3<sup>rd</sup>, we were positive by \$3000.

Over the last four years our Operating Fund income has varied from this year's low of \$166,900 to a 2008 high of \$181,400 but our expenses remain, year to year, about \$187,600. Well that brings us back

to the same discussion I have each year since 2005, borrowing money from one pocket to the other. I made the point last year that both pockets are part of the same pants and that should not be forgotten this year.

Remember last year the 2010 budget included money from the Capital Improvement Fund to support the Operation Fund, with that in mind these numbers may present a more reasonable evaluation. Over the last four years the combined income, Operating and Capital Improvement averaged \$202,500 per year. The combined average expenses were \$205,500. That still shows a negative flow of assets during this period which has resulted in a loss in savings value primarily from the Capital Improvement account. This is not what we would like to see but it is not grim, this is only \$3000 per year, it is only 1.4% of total income, we are close to the goal of being self-sustaining without using pre-2005 assets.

The Snyder Fund, under the watchful eye of our Finance Committee and Fulton Financial Services, whom we have contracted to manage that account, did very well this year. If you remember, in 2009, we used more Snyder money than it earned and dug into the principal by \$1,400. In 2010 it was the other way around and the principal has been restored plus \$700. We will again take only \$20,000 from the Snyder Fund in 2011. Our hope for an improved economy will benefit the Snyder Fund earnings and like pre 2005 that money could close the \$3000 gap.

Now let's focus on the expenses. Over all we budgeted operations at \$188,400 and spent \$186,500, I like it when we make a plan and stick to it. But if you drill down into the numbers there are some line items that show us some trends that were not on "the plan". The cost of printing, postage, telephone, general office expenses, cleaning supplies and property maintenance were higher. They were offset by reductions in health insurance, property insurance, electricity, heating and bank fees, to name the bigger ones. Looking at this list, you can see that items that most of us would focus on in our daily lives, like energy, have been well managed and reduced when possible. Now we will have to include items that vary greatly during the year, like any time we pick up the monthly newsletter here rather than have it mailed is good, even better for the computer savvy among us, have it emailed and avoid the printing cost.

A major cost achievement in 2010 was the payment of the Diocesan Pledge. In 2009 we fell short on our payment but in 2010 we were able to keep up and only owe the December payment which is never made until the final account of the church books is presented to the Diocese in February. We still owe the 2009 payment of \$12,000 but the Diocese is aware of our continued commitment to fulfill that payment at a date in the future when our finances allow. It should be noted that the Diocese has presented the same situation to the national church with their pledge so we are not alone with this arrangement.

The Capital Improvement fund does not get a budget and since we have already presented some of the information with the Operating portion of this report, I will just hit the highlights. The fund had a \$31,900 income, \$22,200 from pledges and most of the remaining from memorials. Expenses drawn on this fund came to \$8,900, and were focused on the new kitchen, lighting, office computer and a lawn mower.

The Building Fund also does not have a budget but here is a summary: the income starts with offerings equal to \$33,900, bequest contribution of \$2,500 and investment income was \$6,400. Our construction costs have almost stopped but we did spend \$11,200 on the kitchen hood, electrical, piping for gas and water, and mediation expenses on the original major contract for the building. Our mortgage interest was \$51,900 and the mortgage principal was reduced by \$14,500. The bottom line results of these numbers are the expected reduction in the Building Fund assets by \$40,000 over the year.

In general, 2010 was a good financial year for St. James. We designed a plan, the budget, and followed that plan rather well. We are still in a position where we must watch very carefully where and how we spend our money and that limits our missions to some extent but in general we are moving forward and accomplishing those important goals we have set.

Thank you,  
Penn L. Pixley  
Treasurer, St. James Episcopal Church



## “YARN TWISTERS”

2010 saw the formation of a new group at St. James’ – the “Yarn Twisters”. The group was formed in spring of 2010 and was a big success. Several knitters/crocheters met twice a month during the summer and fall and worked on items for the “Christmas at Sea” program for the Seamen’s Institute (SCI) of NY and NJ. The SCI, which was founded in 1834, is a voluntary ecumenical agency affiliated with the Episcopal Church that provides pastoral care, maritime education, and legal and advocacy services for mariners.

The historic name of this volunteer program, “Christmas at Sea”, only partially describes the work of the people who make holidays a little warmer for mariners. While gift distribution happens during winter months, collection and creation of items happens year round, and while many gifts go to international mariners working “at sea,” thousands of gifts also go to mariners working on inland waterways here in the United States. At year’s end, the Yarn Twisters had made 47 mariner scarves; 27 sea caps; 17 sea scarves and 7 vests – all of which would be distributed in time for the Christmas holidays.

In December 2010, St. James’ welcomed The Rev. Megan Sanders, Chaplain at Port Newark and Tri-State Church Coordinator and Paige Sato, Program Director of “Christmas at Sea” who brought the mission of the Seaman’s Church Institute (SCI) to St. James’ and collected our completed items.

We are looking forward to 2011 with eager anticipation.

Respectfully submitted,

Linda Miller



## Prayer for St. James' Church

Almighty and everliving God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life, and bring us all to be of one heart and mind within you holy Church; through Jesus Christ our Lord. *Amen.*



## Hymn

Lead us, heavenly Father, lead us  
O'er the world's tempestuous sea,  
Guard us, guide us, keep us, feed us,  
For we have no help but thee,  
Yet possessing every blessing,  
If our God our Father be.

Savior, breathe forgiveness o'er us;  
All our weakness thou dost know;  
Thou didst tread this earth before us;  
Thou didst feel its keenest woe;  
Yet unfearing, persevering;  
To thy passion thou didst go.

Spirit of our God, descending  
Fill our hearts with heavenly joy;  
Love with every passion blending  
Pleasure that can never cloy;  
Thus provided, pardoned, guided,  
Nothing can our peace destroy.