

ST. JAMES' EPISCOPAL CHURCH
ANNUAL REPORT 2011



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The Leadership of St. James' Church 2011

Vestry members:

David Bernauer
Ron Cipriani
Paula Van Clef
David Handville
DJ Hoffman
David Jenkins
Dan Miller
Peter Quelly
Roy Smith

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:

Linda Ayres
Pam Laura
Louise Olshan
Pauline Volkert

Parish Administrator
Music Director
Organist and Bell Choir Director
Sexton

**PRELIMINARY MINUTES
ST. JAMES' ANNUAL PARISH MEETING
January 23, 2011**

Call to Order

The Annual Meeting was called to order with prayer by The Rev. Dr. Cathy Deats at 10:30 AM.

Rector's Report

The Rector's view of the past year was given through a video slide show, *St. James' Journey 2010*. Copies of the CD were available for members.

Recognition of Outgoing Officers

Contributions of those officers completing terms were acknowledged:

Richard Ames, Vestry Member
David Lacouture, Vestry Member
Martha Travostino, Vestry Member
Jerry Sheard, Deputy to Diocesan Convention

Nominating Committee Report

Biographical information on candidates was provided to all in attendance.

The following slate was proposed by Nominating Committee:

Vestry
David Bernauer (3 year term)
David Jenkins (3 year term)
Roy C. Smith III (3 year term)
Deputy to Diocesan Convention
Wendie Germain (3 year term)
Alternate Deputy to Diocesan Convention
Ellen Infante (1 year term)

Elections

Nominating Committee slate was accepted and a unanimous vote was cast. Thanks to Nominating Committee Members: Cathy Deats, Greg Malejko, Barbara White, Richard Ames, David Lacouture and Martha Travostino.

Acceptance of Minutes

The Annual Meeting Minutes of 1/24/2010 were accepted without change

Resolution to change By-Laws

Current by-laws schedule the Annual Meeting in January. This has been a hardship for the Treasurer and Finance Committee. Following the Christmas season, with the Diocesan Convention the last weekend in January, closing the books and producing the Annual Report has been a problem for administration. Therefore, the following resolution was proposed:

Be it resolved that the by laws of St. James' Episcopal Church be amended as follows:
Article II.1 Annual Elections – the annual meeting of the Parish to be held on a Sunday in ~~January~~
February

The resolution was passed by the membership.

Treasurer's Report

Penn Pixley gave a thorough and complete report of the 2010 activities and financial position. It is enclosed in the Annual Report.

Annual Budget

Greg Malejko, Chair of the Finance Committee, presented the 2011 budget which was approved by the Vestry at its December 2010 meeting. Parish members affirmed the budget unanimously. Thanks were expressed to Finance Committee members Bob Ellis and Peg Pfaff.

Building Project

Dawn Modugno reported that our contract is settled with Rochelle Construction. Following mediation, an agreement was reached to settle for \$27,500. Outstanding balance due on the contract was \$65,000.

Questions / Remarks from the floor

Questions regarding the finances and budget were answered by Penn Pixley and Greg Malejko.

Affirmation was given to the Treasurer and Finance Committee for the clarity and transparency of our financial position, and to Greg Malejko and Cathy Deats for their work on the mediation settlement.

Closing Prayer and Hymn

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



RECTOR'S REPORT

In ancient Roman religion and mythology, Janus is the god of beginnings and transitions. He is usually a two-faced god since he looks to the future and the past. The concept of January is based on aspects of Janus. He is also the god of gates, doors, doorways, endings and time.

The tradition of the annual meeting is one which calls us to stop for a moment in time, to look back and to look ahead. I look back at pictures each year and put them together into a slide show as my report to you. This year I have noticed that the only pictures with people in work boots with hammers in their hands are from our mission trip to Grace House on the Mountain in Appalachia. There were a few years in our recent past when people in construction gear were featured in pictures taken here in the Great Hall, bathrooms and hallways. And although our lower level waits for a future time to be completed, our still-new space is home to an elegant dinner to celebrate our ten years together, groceries ready to be packed for hungry children, income tax preparation for low-income families and seniors, and diapers and formula for needy moms and infants.

Our mission as the body of Christ in Hackettstown is blooming and growing. Of course, we always did service to our neighbors with faithful attention to people who are poor and hungry. The difference I see now is that we are doing more looking around to see the need in our community and responding to it. We do not always agree on the best way to respond to a need, but we always come down to respond as Jesus would have us do, and work out our differences later. We do not neglect that work or fail to do it; if you attend a Vestry meeting you will see people who are committed to our baptismal promises and are able to disagree from time to time while continuing to listen to each other with respect. For me, that is another aspect of looking back and looking ahead: individually we have different upbringing, culture and viewpoint (not to mention opinions!) and we bring our past to bear on our future.

Our future is as children of God and disciples of Jesus Christ, and we will work that out as best we can for the benefit of this body and the kingdom of God. *Janus* is also the god of doorways (our word janitor describes a doorman). We named our Parish Hall “Open Doors” for a reason; we not only welcome everyone to worship with us, no matter what their physical, mental or spiritual condition, but we welcome those Jesus would have us serve through those same doors and we are sent out through those doors to do our work as disciples. I hope that whenever you enter or exit this place through any door, you hold that thought. And be sure to hold the door for someone else.

SENIOR WARDEN'S REPORT

The year 2011 was, as usual, a busy year at St. James'. The church continued many programs and activities from the past and initiated new ones as well. Whether it is worship, outreach, fellowship, fundraising or other programs and activities, St. James' continued to be an active church community. As you read through this annual report, all of the events of 2011 will be described by those responsible for making them happen. It is truly a team effort and would not be possible without the staff, many volunteers, and leadership provided by our Rector Cathy Deats and the Vestry. Our Seminarian, Rod Perez-Vega, has been a blessing and an asset to our community. In addition to his “normal” duties as a Seminarian, he helped with the Youth Group, the Journal, initiated a great new program (Theology and a cold drink) and is planning a great event to raise funds for the steeple repair.

This fall, Cathy celebrated her 10th anniversary here at St. James'! We are blessed to have her as our spiritual leader for such a long time (and hopefully for many more years to come!) and I'd like to thank the search committee that brought her to St. James'. Her anniversary was celebrated with a dinner party held in the Great Hall, where over 60 of Cathy's family, friends, colleagues and St. James' parishioners attended. A great time was had by all as we enjoyed food, fellowship and testimonials shared by the attendees. Some of the night's festivities were captured on video and were even posted to YouTube!

As I was preparing to write this report, it occurred to me that this was the first time in many years that the Parish Hall was not the focus of our property improvements. For the previous six or seven years, a tremendous amount of energy was spent making the dream of a new Parish Hall become reality. But in 2011 the attention shifted to the front of the property, namely the steeple. The refurbishing of the steeple was a large project that was sorely needed (and was probably overdue for several years). The existing exterior siding was in poor condition and the water leaks into the choir loft were a usual occurrence during heavy rain storms. The repair, which cost \$54,593, took several months to complete. The project was funded with a Ward J. Herbert Grant (\$18,428), monies from the Capital Improvement Fund, congregational gifts designated specifically for the project (over \$14,000 by year end) and a zero interest loan from a parishioner that is to be paid back in the coming year.

I'd like to mention a few groups and individuals that have done a fantastic job at St. James' in 2011. The Fund Raising Committee, with their tireless efforts and numerous programs, raised over \$14,000! The Publicity Committee runs like a well oiled machine and I see the results of their work as I read the local papers or listen to the local radio station; they are constantly getting the word out about the good stuff happening at St. James! There are many, many people and committees that provided much needed outreach to our local community (as well as some communities farther away!). Finally, kudos to our Treasurer (Penn Pixley) and Bookkeeper (Ellen Infante) for the many hours they dedicate each and every month! Thanks to these committees as well as all the other groups and individuals that make everything happen at St. James'.

Greg Malejko
Sr. Warden

JUNIOR WARDEN'S REPORT

Thank you all for your support during these last two years. I treasure the many conversations we have had on how to continue our growth and witness in our community.

Look around; I continue to see a lot of new faces during Sunday services and at coffee hour. As our ministry to the community grows, so do we. Our witness is the many programs we are involved with: The Backpack Program, VITA, North Porch, Seamen's Institute, Deaf Ministry and many more. We are doing God's work and we are only limited by the amount of time, talent and treasure we are willing to give back. Take a look at who we are and what we do and prayerfully consider how you can help us continue our mission.

Thank you to Ron Cipriani, DJ Hoffman and Paula Van Clef whose terms on the Vestry will expire this year, for your commitment to St. James' and your service on the Vestry. Your work and dedication to our community is greatly appreciated and I am sure we will find ways to keep you busy.

Thank you Greg Malejko for your energy and leadership as Senior Warden. I have learned much from Greg and will miss him at our Vestry meetings.

"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

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 \$78,925 in cards and earned roughly \$5846. We transferred \$3925 for use in supporting our operating budget though the General Fund and the Deaf Ministry.

We continued to support 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 began a pilot program to host a satellite center for the North Porch Women's and Infants ministry that provides needy mothers with emergency supplies for children from birth to three.

Mission Strategy served as the conduit for processing Shop Rite card donations made by our parishioners. Donations of \$750 were made to the Rector's Discretionary Fund and \$1325 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. We also continued to collect food under the coordination of Rick Ames for the Food Pantry at Trinity Methodist Church.

This year's Giving Tree distributed more than 60 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 third year in providing support for the United Way Backpack program. Our parish coordinated the distribution of weekend food supplies to food-insecure school children in

Hackettstown. Each week a package was given to eligible students with breakfast, lunch and snacks for the weekend. We ended the 2010-2011 school year providing packages for 71 students each week. We also continued our extension of the program through the summer. Under the leadership of Carol Novrit and Mary Ann Simmons, members of our congregation sorted and filled food bags for breakfast, lunch and snacks for an increased number of participating school-year backpackers and their siblings. The United Way of Warren County contributed the food.

Remember, we 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

DEAF MINISTRY

St. James' membership has benefited with the addition of the Jacoby-Duda family and the Clark family. Kathy Jacoby is one of our interpreters. My outreach to the community includes being a Board member of The Association of Late Deafened Adults-Garden State, NJ Senior Housing for Deaf, Hard of Hearing and Deaf Blind and the Morris County Advisory Committee on Aging, Disabilities and Veterans. I continue to be the Chaplain for deaf patients at Greystone State Psychiatric Hospital.

Cathy and I attended Diocesan Convention where we were a presence for the Deaf Ministry and Cathy (as sign language interpreter) was photographed in action for The Voice. St. James' Deaf Ministry is the only information and referral service which answers questions on interpreters, deaf awareness, and installation of sound systems. St. James' is also the only church in the Diocese currently offering regular interpreted services and a compatible sound system for cochlear implants and hearing aids, as well as a Priest and Deacon skilled in sign language and knowledgeable about the deaf community.

I would like to thank our faithful interpreters Kathy Jacoby and Karin Kasper for their excellent continued service as interpreters. I also thank the Clark family, Colette, Mylene and Olivia. Their warmth and communication skills add to the Deaf Ministry in a special way. I thank Linda Ayres for her patience as an administrator and support person.

Sheila Shuford, Deacon

YARN TWISTERS

The Yarn Twisters met regularly during 2011 and were able to provide two boxes of completed items to the Seamen's Institute "Christmas at Sea" program. It has been exciting to see confidence grow within the group as a different pattern was begun and completed with relative ease, or someone switched over from crocheting to knitting, or vice versa. Unfortunately, a few participants have had to drop out of the group due to work or family commitments, so we are actively seeking new participants and will have articles in several local newspapers during the next few weeks with the hope of attracting more knitters/crocheters for 2012. Maybe even another outing to visit the Port of Newark!

I am hopeful that the Yarn Twisters will be able to continue to donate a couple more boxes of goodies for the hardworking men and women seafarers who supply us with so many things that make our lives more comfortable. For more information on this program, please visit their website at www.seamenschurch.org

Anyone interested in joining the group is welcome to contact me at 908-684-3566 or email me at frlbailey1@comcast.net.

The following items can be collected during the year. There is a blue plastic barrel in the Great Hall for donations:

- Unscented, Hypoallergenic Hand Lotion (2-4 oz bottles)
- Sealed Packages of Holiday Sweets
- Books or Activities like Sudoku, word searches, or playing cards
- Facial Tissue
- Microwave Popcorn
- Chewing Gum

Thank you,
Linda Miller

THE UNITED THANK OFFERING

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's 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, their families, and communities.

We restarted the United Thank Offering program at St. James in the early spring of 2003 with a PowerPoint presentation and literature. We asked that all who attend our church family, join together, and with a simple prayer and a few coins, recognize the many gifts we receive from God each day.

These donations are collected once or twice a year at In-Gatherings. This year I am planning to have these In-Gatherings at the end of April and at the end of November. At this time we donate our boxes of coins or envelopes, to be utilized for growth in theology, grants, aid, education and various outreach programs that help communities and touch many lives.

Please keep in mind that this Out-Reach program enriches our daily lives through the many services offered, including grant money for building projects and helping those in need of help so that they can help others.

Ellen Infante
UTO Chairperson

NORTH PORCH

St. James' became host to North Porch in October of 2011. North Porch Women's and Infants' Center is a non-profit organization which provides emergency seven-day supplies of formula, diapers, baby food, clothing, bed linens and other items for needy mothers who are referred by social agencies that work cooperatively with some of the area churches. A project of the Episcopal Church Women in the Diocese of Newark, it maintains sites in Newark, Paterson, Dover, and now, Hackettstown.

For the final three months of the year, we have served 49 mothers and 64 infants/toddlers. Linda Wells of the North Porch Board is continuing to visit agencies to execute agreements so they may refer their clients to the program.

On behalf of the North Porch Board, The Rev. Margaret Otterburn extends thanks to St. James' for the space to serve needy families in the Hackettstown community.

HOSPITALITY AND 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

Bowling

Shrove Tuesday IHOP Pancake Dinner

St. Patrick's Day Parade

Corned Beef and Cabbage Dinner

Golf Outing

Family Breakfasts!

Bread baking for Easter

Memorial Day Parade

Miniature Golf

Lemonade on the Lawn

Theology and a Cold Drink

Sunday afternoon service and cookout

Halloween party

Veterans Day Service of Remembrance

Murder Mystery Dinner

Celebration of ten years together: Cathy Deats and St. James'

New Year's Eve service and celebration

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!

COFFEE HOUR

Coffee Hour extends our fellowship at God's holy table (the altar) to the tables in the Great Hall! We enjoy goodies, catch up with each other, collect children from Sunday School or Youth Group, read the latest Journal posted on the boards or...sign up to host a Coffee Hour!

You can sign up to host a Sunday this year on the signup sheet in the Great Hall. 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 (Choir, Altar Guild, etc.) 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

Each month, September to June, we hold our monthly Family Breakfast between the 8:00AM and 10:00AM services. It is a wonderful time for both services to come together and enjoy catching up and sharing a meal with folks we may not regularly see. The new kitchen has been a real boon for us in preparing delicious hot meals and we keep on working to improve both what we are offering on the menu and also behind the scenes with how we prepare it. Attendance continued to rise throughout the fall of 2011 and we hope to see pre-construction numbers by the end of the spring 2012. There is no need for sign-ups to attend; every member of the congregation is welcome and encouraged to attend!

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 tends to the garden and general yard maintenance. As part of the Children's Sabbath in May, the Sunday School students chose a Bleeding Heart Perennial to plant as a remembrance of the school year as well as the theme of the Sabbath: Nature and Growth. The students will be checking on the plant's condition and tending to it come Spring 2012.

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. The Children's Sabbath allows our children to shine, 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. Summer worship followed a liturgy of the Native American tradition, in which we learned that some change in language is good for us to find new ways to understand how we worship God in community. Our music ministry was highlighted by our adult choir, multigenerational bell choir and children's choir.

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. This is interspersed with a monthly "Theology and a Cold Drink" session begun in summer as a weekly event. In this gathering we talk how our faith informs the decisions we make about current issues like the death penalty or the use of social media. As we share ourselves around a table in the Great Hall, the snacks and drinks we share remind us of other meals we have shared around God's table.

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. We bless transitions, new cars, relationships, and pets.

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 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 the vestments, paraments, and frontals. One Altar Guild member washes and irons the linens used at the Eucharist.

In January 2011 we instituted a new billing system for the weekly floral arrangements. Donors were asked to submit the payment of \$20 directly to the Altar Guild. Our treasurer, Claudia Scala, then pays the floral supplier, Greenway, directly. Claudia reports that there is an outstanding balance owed to the Altar Guild for weekly floral arrangements of \$200. She feels that this can easily be collected by email reminders sent to the particular donors responsible.

Our roster of Altar Guild members has been constant for 2011. We always welcome new members.

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

The Acolyte ministry is one, which affects the worship life of everyone in liturgy. 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 thoroughly trained and 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).

This year we bid farewell to Matthew Malejko after more than ten years of service. We welcome you, adults and children alike, to join in this deeply rewarding ministry. In 2012, we are planning a Junior Acolyte Corps to broaden our worship experience and give our younger members a chance to serve at liturgy.

Anyone who is interested in becoming an Acolyte, please contact 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.

This year St. James' once again added Evening Prayer to its worship schedule for the seasons of Lent and Advent. Daily, Monday through Friday, LEMs led this service in the chapel. This discipline speaks to us of taking regular daily time to come apart and pray.

Cathy Deats

USHERS AND GREETERS

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.

This year as part of our Parish Development efforts, we made more room in the rear of the sanctuary to welcome guests and added a ministry of Greeters to be sure newcomers and visitors are welcomed and assisted in our liturgy. Nametags for all members and visitors are available as we strive to know each other by name.

Many thanks to those who assisted in this important ministry in 2011. If you would like to participate in this ministry, please contact the Church Office, or speak with Jerry Sheard (Ushers) or Ron Cipriani (Greeters).

MUSIC MINISTRY

2011 was a status quo year for the Senior Choir with the choir numbers holding steady at a consistent 4 singers plus Penn when he can make it. We moved choir rehearsals from Thursday evenings to Sunday mornings hoping to make it possible for more people to come to rehearsals. While this didn't gain us any additional members in 2011, we have had one new member since the Christmas season ended!

We also tried singing downstairs for quite a while in an effort to make it easier for potential singers to join us for the anthem. That approach didn't seem to bring in any new members so we have returned to singing in the loft. This saves us some trips up and down the stairs and allows us to use the organ's transposing ability to accommodate pieces that might otherwise be a stretch for our ranges. Most importantly, though, is that our Senior Choir, although small, is dedicated and they are like a family to each other and I continue to thoroughly enjoy working with them!

Over the summer we experimented with Native American music in keeping with the setting of the Liturgy that was used in the summer. While this was a very different musical experience for us, we hope that it opened your eyes and ears to the music of another tradition.

Louise had collected a list of people's favorite hymns and incorporated them as preludes or postludes during the summer. I also used that list and put them in the summer Sundays when they were liturgically appropriate. We continued to use those hymns that were appropriate into the Fall. It was a great list of hymns and we'll use them again over time.

We introduced a new Sanctus setting at Christmas, recognizing that while it was not a setting that the congregation knew, it was a piece with a majestic festal feeling that made a strong statement at the Christmas Eve services. We have continued to use that setting during the Epiphany season and I have heard the congregation starting to sing along.

As always, Louise Olshan has not only performed as our organist but also continued her music ministry with our Multi-generational Bell Choir. The Bell Choir was more active than ever this year, going out on the road several times! More about that in Louise's report. We are blessed to have Louise's talents here at St James.

Our Youth Choir continues to rehearse during Sunday School and because of that we have seen the number of singers really grow! Before we started this rehearsal time we sometimes had only 2 singers at different performances. Now we have 8-10 young people singing and signing! It has been a very

successful change and I thank the Sunday School teachers for allowing me to interrupt their Godly Play time for weeks on end! The Youth Choir not only performed at the annual Story of the Nativity through the Arts and at our own Christmas Eve children's service, but also sang and signed at the Hackettstown Tree Lighting ceremony.

Lastly, having the Steeple and roof worked on this past year has prevented further ruin to the walls and ceiling in the loft as well as relieved Louise and I of worrying about the organ every time it rains!

Thank you all for your continuing support of our music program here.

Pam Laura
Music Director

ORGANIST AND CHOIR ACCOMPANIST

In the past, the leaks in the balcony were a source of concern not only for the organ, but also for the bells and all the music and materials stored in the loft. This year the tower was repaired. So far there have been no leaks and the organ and my music are no longer covered with a big blue tarp! Let us rejoice!

As a member of the American Guild of Organists I attended the region I and II convention held in Morristown from July 3 – 6. Although I am not a member of the host chapter, those of us from neighboring chapters were invited to help at the convention. I spent many hours at the registration desk, as a guide to venues and as a host for the closing session. I was amazed at the quality of the organs and also the beautiful churches so close to us. It was great to meet many local organists and choir directors and to play a very small role in the convention. The worship experiences were all first-rate and the workshop sessions were very helpful. The whole convention rivaled the quality of the national convention I attended in Washington, D.C. in 2010. On July 7 an optional day at the Great Auditorium in Ocean Grove was offered. What a wonderful experience to be on the stage at that venue, to see the organ up close and to see some of the huge pipes from that instrument.

As choir accompanist there were two changes this year. First, the choir is singing the anthems from the balcony again. This can always change if choir members want to return to the chancel or the music is more suited to a piano than an organ. Second, rehearsals have been moved to Sunday mornings. While this change began in December, it appears to be working well.

It is a pleasure to work with the members of the Senior Choir. St. James' is blessed to have members who give so freely of their time week after week. I thank Cathy Deats and Pam Laura for their support and guidance during the year.

Louise Olshan

MULTI-GENERATIONAL BELL CHOIR

In 2011 the Bell Choir participated in the following services:

- February 20 10:00 service
- April 3 10:00 service
- April 21 (Maundy Thursday) 7:30 PM service
- April 24 (Easter Sunday) 8:00 service
- 10:00 service
- June 26 (Choir Recognition) 10:00 service
- November 20 10:00 service
- December 4 10:00 service
- December 24 (Christmas Eve) 7:00 PM service
- 11:00 PM service

On April 3 and April 10 the choir accompanied the congregation for the singing of the Communion hymn, *Dona Nobis Pacem*.

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

- 4:30 Drew Lacouture, Katie Lacouture, Pam Laura
- 7:00 Meredith Firmin, Katie Lacouture, Dawn Modugno, Brian Nolan, Marge Schafetz
- 11:00 Scott Carson, Meredith Firmin, Pam Laura, Brian Nolan, Marge Schafetz

In 2011 the Bell Choir went “on the road” five times:

- June 26 House of the Good Shepherd
- November 20 Gethsemane Lutheran Church - First Annual Hackettstown Hymn Sing
- December 2 Hackettstown Tree Lighting
- December 4 Port Morris United Methodist Church
Ninth Annual Celebration of the Birth of Christ through the Arts
- December 11 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 its music at these services.

During the year 2011 the Bell Choir members were: David Bernauer, Jim Brandt, Roberta Brandt, Scott Carson, Kristen Carson, Meredith Firmin, Drew Lacouture, Katie Lacouture, Pam Laura, Dawn Modugno, Brian Nolan, Chika Okoye, Sam Olshan, Marge Schafetz and Helen Wise.

In January the choir welcomed Scott Carson and his daughter, Kristen, joined the choir in the spring. In September the choir welcomed Drew Lacouture and Marge Schafetz as new ringers.

After being in the Bell Choir for three years, Katie Lacouture left the choir in September when she went to college, but returned to ring on Christmas Eve. Kristen Carson rang in the spring, but left the choir in the fall due to her work schedule. Thank you to both young ladies for sharing their time and talents through their participation in the Bell Choir. We look forward to welcoming you both back in the future. Jim and Roberta Brandt found it necessary to stop ringing because of travel and a very busy schedule. Again, we miss their talents and hope they will find time to come back to the choir.

Steven Bernauer and Lori Kay Mattison, along with Katie Lacouture 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. As we go “on the road”, I hope that the Bell Choir is helping to spread the Good News of the Gospels and also showing the community at large what St. James’ has to offer.

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.

The Journal is now available by email! We save on postage and save a **lot** of paper (and trees). The email edition allows you to see our photos and illustrations in color. It is also available online on our home page, along with archived copies of previous editions. As of yearend, we were emailing to about half our subscribers, and print mailing to the other half. The Journal is still available in a hard copy to either pick up at church or receive by mail. Sign up to receive the Journal by email at stjames214@comcast.net

Ten monthly issues in 2011 featured pastoral letters from the Rector, Words from the Wardens, upcoming events or programs, parish life and outreach information. The Journal featured articles and pictures about Maintenance Mornings, Appalachian Ministries and all the great fundraising events too many to mention. Service schedules, Sunday School events and special seasonal events are also featured, along with pictures and occasional sermons from our Seminarian or Deacon.

The Journal's content and production depend on the contributions of many. Our 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. Her message is often reflected in the choice of graphics throughout the pages. Cathy, David and Kathy Lacouture, Barbara and David Olesen and Brian Nolan have provided photographs that are truly worth "a thousand words" on Journal pages. In the production crew are Marge Ames and the Heath Village assemblers, who prepare the print Journal for distribution.

There is no way to thank Phyllis Heistand for her editorial expertise, or David Heistand for his production time and effort (including proofing) to be sure all is in order and ready on the first Sunday of the month. Our Journal is by far one of the best designed and edited publications among newsletters most of us have seen. During 2011, our beloved editor needed all her energy to improve and maintain her health. And so for now, we have made her Editor Emeritus while we move ahead with her most awesome legacy to us. Many thanks to Linda Ayres and Rod Perez-Vega for their good work on the Journal. They made it possible for us to continue publication, and uphold the excellence of our newsletter.

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 us (Communications Committee, Paula Van Clef, Chair) know!

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/web newspapers, three (3) cable television stations and one (1) nearby residential care facility. Publicity also maintains communications through the St. James' News and Publicity listservs, Diocese of Newark listserv, 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 2011 about the Blood Drive, St. Patrick's Day Dinner, Golf Outing, Great Vigil of Easter, Holy Week and Easter Services, Deaf Ministry Accessible Holy Week and Easter Services, Summer Backpack Program, Appalachia, Tricky Tray, St. James' Tower, Sunday School Registration, Pancake Breakfast, Advent, Bell Choir and Christmas Services.

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, Barbara Olesen and Michele Perez-Vega who worked to promote St. James' news and special events during 2011.

Respectfully submitted,
Paula Van Clef, Publicity Committee Chairperson

COMMUNICATIONS

The St. James' website continues to grow as we expand into new communications methods. Picture-stories are being added, beginning with the tower rebuilding this year. The pictures which tell who we are on our pages are updated every few months.

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 at 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.

Communications plans for 2012 include re-organization and coordination of our many ways of telling our story under the direction of Paula Van Clef.

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 18 students, from Pre-K to 5th grade, enrolled in Sunday School, and an average of approximately 10 students attend each week. The coordinators this year are Jennifer Howlin and Alicia LaForge. Kathy Lacouture continues to serve as a mentor to the coordinators and as a Sunday School teacher.

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 at the time of Confirmation for others.

In 2011, we welcomed nine people into deeper commitment to faith: six were confirmed and three were received into The Episcopal Church from other traditions. (see: From the Parish Register, page 27)

YOUTH GROUP

St. James' Youth Group meets every second and fourth Sunday of the month during the 10 AM service. During these meetings we have dialogued and explored various themes, particularly people and groups left at margin or that we do not often think about as having an influence in our lives. As a result the group asked that petitions be included each in week in Prayers of the People, including these very important groups of people. Additionally, on specific Sundays, a member of the Youth Group leads the congregation during the prayers.

In February the group participated in the 30 Hour Famine, where they not only learned about hunger all over the world, but also experienced it first hand by going for thirty hours without food. The season of Advent was particularly fun and joyful with the presentation of the story of "Saint Nicholas – The Real Santa Claus," on the Second Sunday of Advent, both at the 8 AM and the 10 AM services. The congregation was delighted 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 Rector, or a current EFM student: Linda Ayres, Linda DeLoreto, Peg Faust, Eileen Malejko, Carol Novrit, Michelle Perez-Vega or Mentors Cathy Deats and Barbara White. Graduates of the four-year program include: Phyllis Heistand, DJ Hoffman, Ellen Infante, Jerry Sheard, Sheila Shuford, Barbara Olesen and Cathy Deats.

Cathy Deats and Barbara White
EFM Mentors

NURSERY CARE

The St. James Nursery is located in a sunny corner room on the 2nd floor of the Mitcham House. Nursery care is available on Sundays during the 10:00 a.m. 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.

Currently, there are 4 volunteers, one of them a teen with babysitting experience. We recently welcomed Maddy Edens as a nursery care volunteer. 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 10:15am, 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 notify 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, preparing to undergo surgery or in recovery, or mourning the loss of a family member or friend. We have prayed for people in hard times, families in crisis, and people who have lost a job. 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 several new pray-ers in 2011. Please consider becoming a part of this ministry for others in need. Please speak to Cathy or notify the church office stjames214@comcast.net.

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 reach out.

CARES

The CARES group continues to provide meals for parishioners in immediate need. We have delivered food to several families in 2011. We also try to provide transportation to doctor's appointments when there is a need. The CARES group is always looking for someone who can provide a meal on occasion. Please contact Barbara Olesen (908-850-5645) if you are interested.

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.

As of 1/31/2012, we have received a total of 64 pledges for a total of \$100,137.00 to the Operating Fund. This represents a decrease in the overall number of pledges, and includes 8 new pledges as well as 12 parishioners increasing their pledge amount. We also received 30 pledges to the Capital Improvement Fund for a total of \$18,187.00. This also represents a decrease in pledging units, but includes 6 new pledges with 4 parishioners increasing their amount.

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 2012.

Respectfully submitted,
Janice Cipriani, Chair

CAPITAL CAMPAIGN

2012 will mark the official end of our Capital Campaign that began in 2009 as part of our 150th celebration of St. James' Church. The goal was to continue to raise monies for the purpose of reducing the mortgage on the new building and not pass this responsibility on to future generations of St. James', our children.

Our original goal was \$125,000. We received 54 pledges totaling \$70,799. As of 12/31/11, we have collected \$55,011 toward those pledges. Additionally, we received gifts of \$9,820, which were not part of the original pledges. When the remaining pledges are paid this year, we will have realized \$80,619 for this important fund.

A heartfelt thank you to everyone for your continued support!
Respectfully submitted,
Janice Cipriani, Stewardship 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 2011, the fund managed to gain 2% overall, however, the overall fund balance decreased by \$10,849 (current balance: \$557,226). The overall balance decreased because \$22,000 was used to cover church operating 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. There is also a checking account at Fulton Bank to deposit donations and make mortgage payments. At year end, the total balance of all Building Fund assets was \$142,298 and all monies are designated to make future mortgage payments. To date, 39 mortgage payments have been made and the outstanding balance on the loan is \$705,723.

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 2011, this fund saw a lot of activity due to the repair of the steeple. The total revenue received during the year was \$50,371 and the total expenses were \$55,641 (\$54,593 of this was for the steeple repair). Of the total revenue, \$18,428 was from a Ward J. Herbert Grant and \$14,390 was from donations designated for the steeple repair. The year-ending balance in this fund was \$13,264. In the past, this fund has been used to pay for capital improvements to the buildings and grounds that exceeded \$250. Starting in 2012, this fund will be used to pay for additional capital expenses to include any item that could normally be depreciated. So, any of equipment purchase (or maintenance of depreciable equipment) will be paid from this fund. This is more consistent with the way other organizations utilize their Capital Account.

From a fiscal perspective, 2011 was very similar to the past several years. Overall, the total revenues collected (including donations and investment income) is roughly enough to cover expenses, with one exception. The Parish Hall mortgage payments are paid from a separate fund (the Building Fund) whose balance is declining over time. If the fund is not replenished, it will be completely exhausted in the near future (3 to 4 years) and the mortgage payments will need to be made from the operating account.

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

Fundraising at St. James' is a parish effort; the fundraising committee is not just the few of us that get together and plan and schedule events but each and every one of you. Thank you for your support, thank you for coming out in the rain, in the cold, in the heat. Thank you for coming early and staying late. Thank you for buying that box of chocolate or poinsettia, for making a basket for the tricky tray or sponsoring a sign for the golf outing. All these things add up and this year they added up to **over \$14000.00!** You make the difference!

As important as the money we raise it is an opportunity for you to start a conversation with a friend or co-worker about the many ministries of our community, an opportunity to invite a friend to a pancake or a corned beef and cabbage dinner so that they can see our community.

Invite a friend to Church!

Barbara White

COUNTERS

On Sunday mornings after the 10AM service, there are two volunteers quietly working in the Mitcham House office. Their responsibility is to accurately count the pledges/donations/memorials from both services for that particular day and then prepare deposit tickets for the bank deposits. Additionally, they keep records/notes for the Parish Administrator so that she can then post amounts to each individual account. Currently there are seven teams (two per team) that rotate Sundays and usually count every seven weeks.

We work with the volunteers until they become familiar with the process and feel comfortable to work on their own. We welcome you to become part of our group.

If you have not requested numbered envelopes, please place your donation(s) in a plain white envelope. Include your name, the amount of cash or check in the envelope and the specific fund that you would like to benefit from your donation (Operating Fund, Capital Improvement, Rector's Discretionary Fund, etc.). Please include a separate check for each specific account. Also, if you have missed a few Sundays, 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. This would be most helpful to the counters.

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 the 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, Finance 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 in an effort to generate additional income for the mission of St. James' through renting the Great Hall. In 2011, the Great Hall was used for many church functions, outreach activities (such as the Backpack Program and North Porch), charitable events as well as private parties.

Greg Malejko

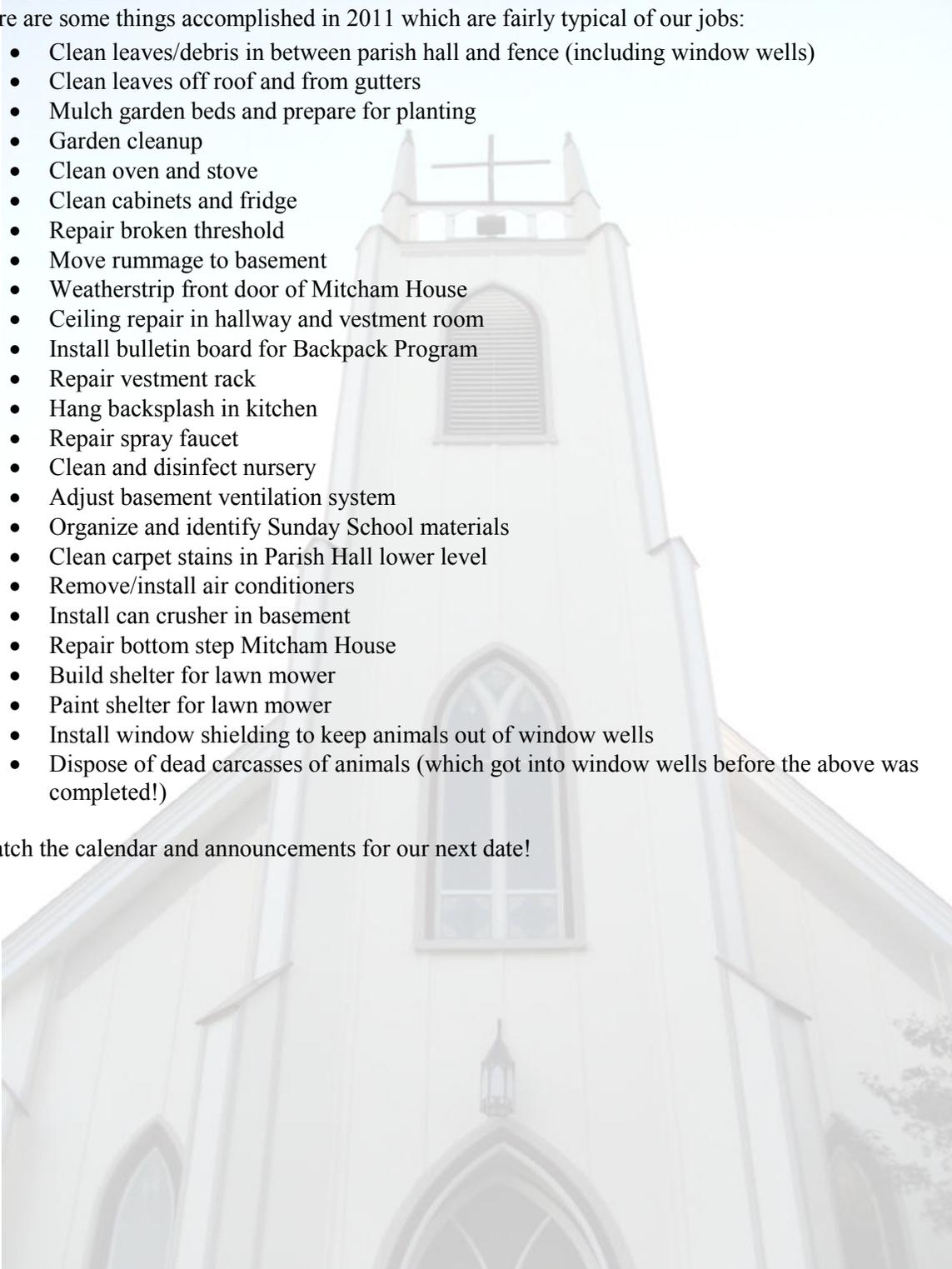
PROPERTY MAINTENANCE

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 2011 which are fairly typical of our jobs:

- Clean leaves/debris in between parish hall and fence (including window wells)
- Clean leaves off roof and from gutters
- Mulch garden beds and prepare for planting
- Garden cleanup
- Clean oven and stove
- Clean cabinets and fridge
- Repair broken threshold
- Move rummage to basement
- Weatherstrip front door of Mitcham House
- Ceiling repair in hallway and vestment room
- Install bulletin board for Backpack Program
- Repair vestment rack
- Hang backsplash in kitchen
- Repair spray faucet
- Clean and disinfect nursery
- Adjust basement ventilation system
- Organize and identify Sunday School materials
- Clean carpet stains in Parish Hall lower level
- Remove/install air conditioners
- Install can crusher in basement
- Repair bottom step Mitcham House
- Build shelter for lawn mower
- Paint shelter for lawn mower
- Install window shielding to keep animals out of window wells
- Dispose of dead carcasses of animals (which got into window wells before the above was completed!)

Watch the calendar and announcements for our next date!



TREASURER'S REPORT

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 Snyder family endowment fund provides income which is used to further support the Operating Fund, the Capital Improvement Fund provides money to make significant improvements to our existing buildings, and, finally, the Building Fund finances the new parish hall.

I will begin with the Operating Fund and a description of the income. The budgeted income for the year 2011 was \$165,100; our actual total was \$162,200. That sounds good but I must note that close to \$10,000 was from unexpected and unbudgeted sources. Non Pledged Subscriptions, people who do not complete a pledge card, contributed \$5,000 more than we expected. As much as that is welcome, and it surely is, it becomes difficult to plan the cash flow for each month and can actually cost the church money as we maneuver money between accounts with higher interest earning rates to pay bills on time. Fund Raising did a fantastic job providing an additional \$3,000 for a total of \$18,700; the Tricky Tray was 110% of budget, Misc Fund Raising at 160%, and Mission Strategy (ShopRite Cards) at 184%.

Some of the negative trends in this year's income are as follows:

1. Pledges were about 89% of budget, we always expect this line to fall short but 89% is lower than typical.
2. Parish Hall Rentals came in at 49% of budget; we need to find more parties interested in renting that space.
3. We needed an extra \$2,000 from the Snyder Fund for a total of \$22,000. The fund did have \$25,700 in income this year but in previous years we had drawn down the principal and needed all the income possible to maintain the intent of the Snyder Trust of keeping the principal and living on the investment income. The net result is we still have \$950 of principal left to make up.
4. And finally Special Envelopes: in 2010 I was very happy to see an upward trend as the year progressed, and I noted at the last annual meeting that the Christmas envelopes were over twice what was expected. Well in 2011 we experienced the opposite, Easter envelopes were higher than typical and Christmas was below. The net result: Special Envelopes were about 92% of typical expectations.

Now let's look at the Operating Expenses which totaled \$185,660. The good news comes from the categories of Parochial Expense, Christian Education, Outreach, Salaries and Benefits all came in at or below budget. Of course Salaries and Benefits were directly affected by having a volunteer Administrator for the last 5 months.

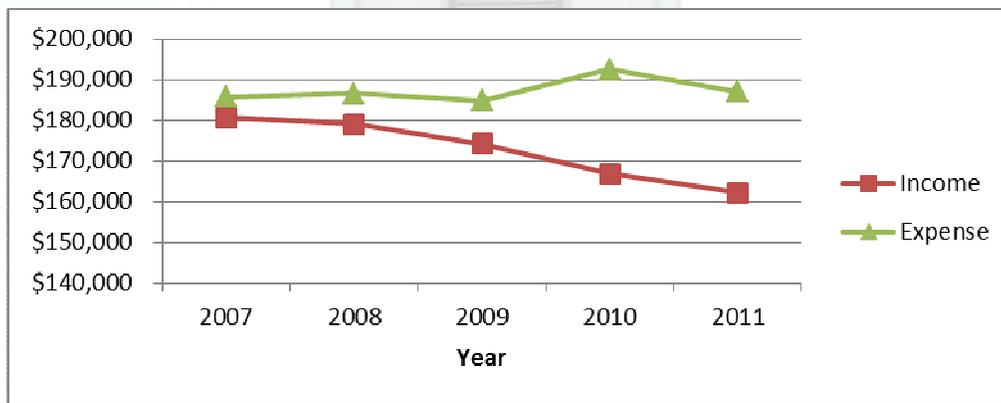
And let me divert from the financial for a moment. Linda Ayres has been our Administrator since mid July. I depend on the administrator to gather, compile, organize, audit and troubleshoot a boat load of information each month in the form of bills, taxes, government records, deposits and anything else that is financial in nature. Since Linda Murray's departure, a number of us have had to deal with the various changes in ways that were very frustrating from time to time. Linda stepped in this past summer and fell into "the groove" with amazing ease. She and I have had numerous discussions on various issues over these last 5 months but without exception, she has kept our records on track and provided a lot to the security and stability of our financial records. I wish at this time, to recognize and thank her for those efforts.

Back to financial topics, the categories where we fell short of our goals were Administration and Occupancy. The Administration category covers the business end of the church and here are some of the notable negatives; computer and internet costs jumped in March when Comcast ended their discounted monthly fee and started charging a normal rate, an increase of \$35/month. Our bank fees were higher this year for two reasons: 1) we needed to purchase checks twice, at the beginning and end

of the year, rather than once as is typical and 2) we were using a Staples credit account to purchase office supplies and when the bill arrived in the office there so little time before the due date that processing the bill became a marathon event that often resulted in a late fee, we no longer use that credit service. Our office supplies cost continues to be high, as it did last year. That includes postage, printing, paper goods, etc. and it is just a heavy expense.

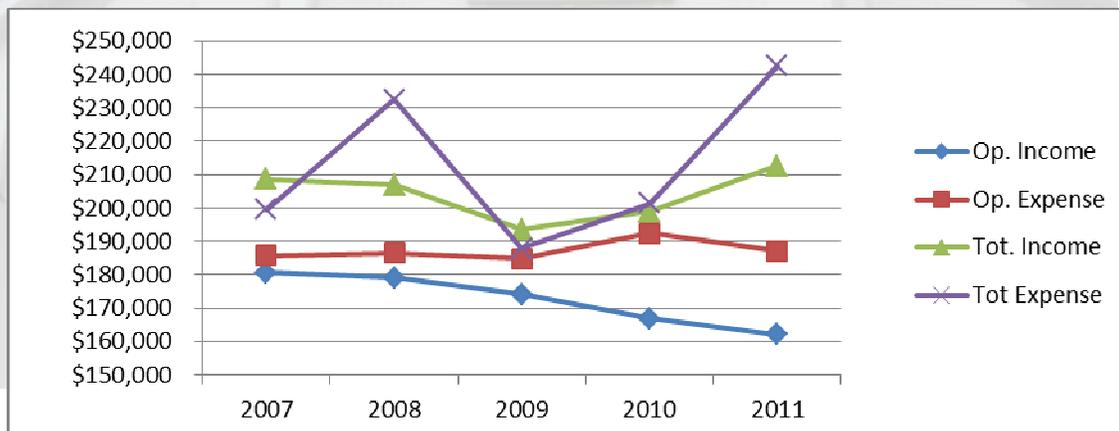
Under Occupancy category is property maintenance and utilities. We had two significant repairs this year, one to the boiler, a low water cutoff switch and a second to some of the electrical circuits, both in Mitcham House. Our electricity costs were higher in the summer time, I assume for air conditioning. That may be just a new learning curve for us as we continue to use this new parish hall.

The sum of our operating expenses is a budget of \$192,200 and the actual was \$185,700. Reviewing the history over the last five years; our income has varied from a high of \$181,400 to this year's low of \$162,200 and our expenses have been between \$192,400 and \$184,800. If you like averages, income is \$172,600 for the five years and expense is \$187,300, but this chart shows my real concern for the Operating Account.

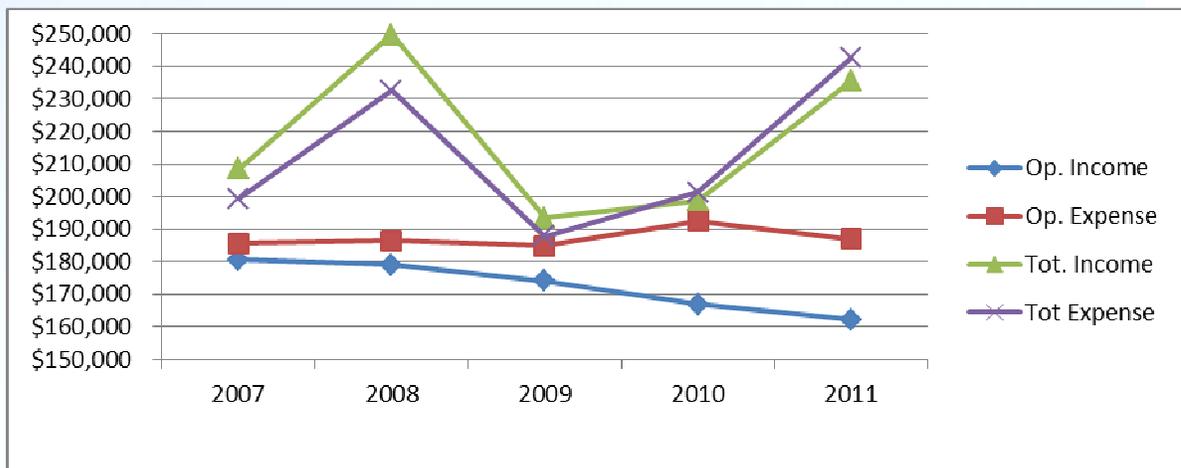


This shows our income is going down and our expenses remaining flat.

As we have done for a number of years the difference between income and expense has been made up with Capital Improvement money and to better understand our **total** financial status I have another chart. The bottom two lines are the repeat of the previous chart and the top two lines are the Capital Improvement and Operating Account combined. Our total income and expense for 2007, 2009 and 2010 were very close. If we can operate like those years we are doing well. The other two years, 2008 and last year we had extraordinary expenses. In 2008 we built the Columbarium, installed a new roof, sound system and climate control system and in 2011 we repaired the steeple.



One more chart to help present our situation. This chart shows what position we would be in if in 2008 and 2011 all those major expenses had been funded fully from donations or fund raising events or diocesan grants. In this chart the major expenses still exist, it is just the income line that was changed to the hypothetical. To me, this represents how important our plans are for the spring concert and need to complete the remaining funding of the steeple repair as a jump into a better future.



The Snyder Fund did well in 2011. I have already mentioned the income of \$25,700 and our draw of \$22,000 and that is the majority of the activity within that account besides some selling and buying of various securities as Fulton attempts to maximize our income potential.

The Capital Improvement fund has not had a budget but will beginning in 2012. Since we have already presented most of the information with the Operating portion of this report, I will just hit the highlights. The fund had a \$50,400 income, \$17,200 from pledges and the remaining from steeple repair fundraising and diocesan grant. The expense drawn on this fund was \$54,600 for the steeple repair. Those pledges for 2011 were about \$5,000 less than 2010. In 2012 this fund is becoming more integrated with the operating fund, some routine expenses will be paid from this account as a part of this account such as annual contracts to maintain various items within our property, the elevator and boiler to be a couple examples.

The Building Fund is focused on paying the mortgage which is presently at \$705,700. This fund also does not have a budget but here is a summary of the 2011 activity: the income consists of offerings equal to \$20,000 and investment income of \$6,600. Our mortgage interest was \$47,000 and the mortgage principal was reduced by \$14,300. Our construction costs, which were zero in 2010, came back again in 2011 as the dispute with the contractor was settled and we paid the final \$27,500 bill. The net result is a reduction in the Building Fund assets by over \$82,000 for the year. This is very concerning for us all, so please remember this information as our meeting progresses today.

In general, 2011 was a half decent financial year for St. James. We designed a plan, the budget, and followed that plan rather well in some areas and not so well in others. We are very much in a position where we must watch very carefully where and how we spend our money. I have expressed these concerns to the Vestry and now I have expressed them to you. I feel we are a strong parish, and when looking at the second chart and focus on the years 2007, 2009 and 2010 I can see proof of that strength. We need to have a few more financial years like those.

Finally, I cannot close without recognizing one other person, Ellen Infante assists me as bookkeeper and her contribution makes my job 10 times easier, THANKS ELLEN.

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

FROM THE PARISH REGISTER

Baptisms:

Emily Carol Huryk
Mathew Palmer Snover
Hezekiah Caleb Todd-Givens
Austin Lucas Bimbi
Henry Fredrick LaForge



Confirmations and Receptions:

Trever Jay Carson
Drew David Lacouture
Melissa Ann Vitalos
Christopher Lucas Joseph Vitalos
James William Jacoby Jr.
Kathleen Carroll Jacoby
Sarah Elizabeth DiMarzo
Mathew Christopher DiMarzo
David Carl Bernauer

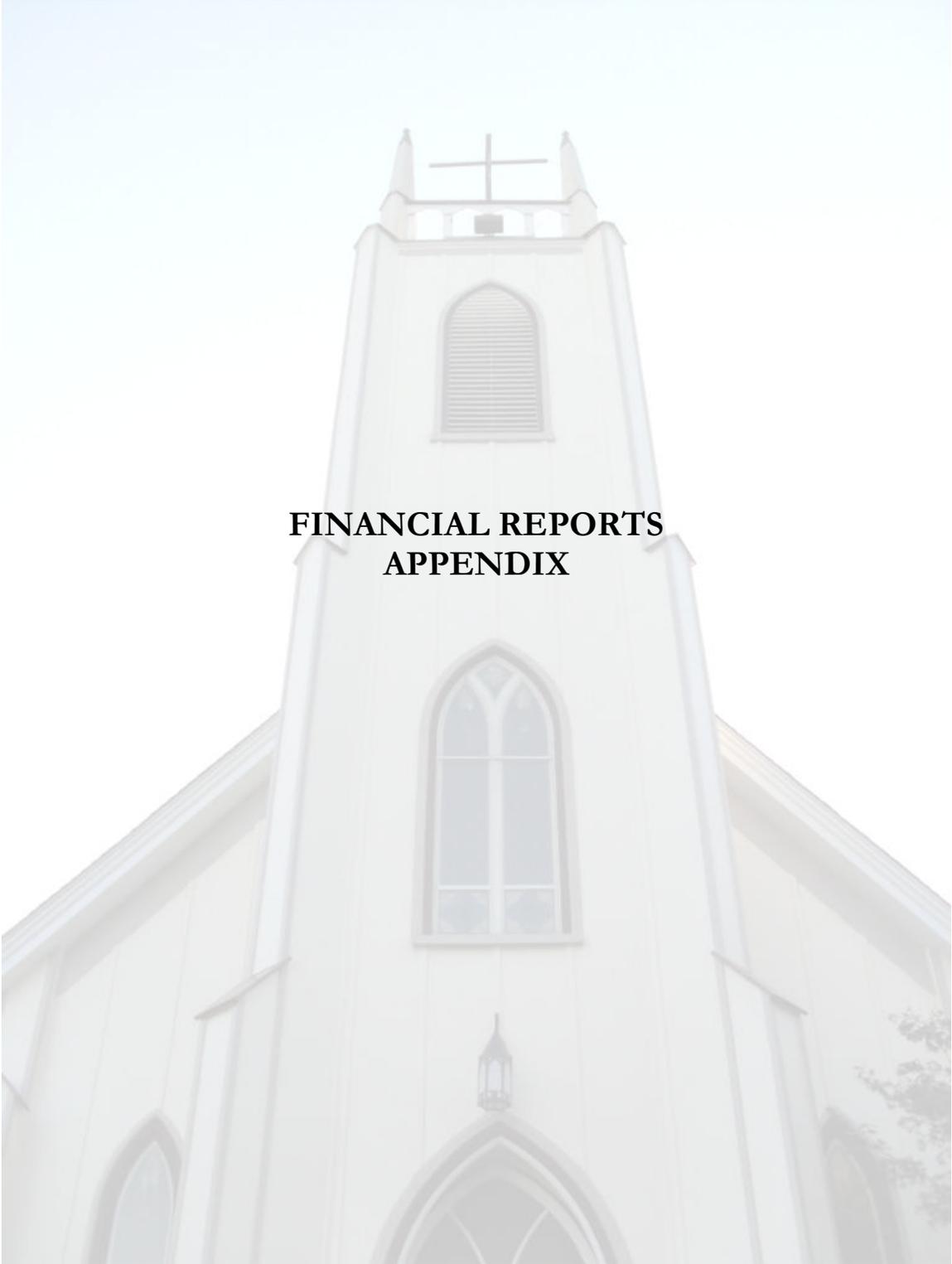
Marriages:

Robert Christopher Rotter & Sarah Rebecca Coviello

Burials:

John Joseph Blake
Leonard Smith
David Smith
Maryrose "Mari" Brown
Fredric Hoff





**FINANCIAL REPORTS
APPENDIX**

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.