

ST. JAMES' EPISCOPAL CHURCH  
ANNUAL REPORT 2012



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# The Leadership of St. James' Church 2012

## Vestry members:

David Bernauer (2014)  
Peter Gartelmann (2015)  
David Handville (2013)  
Ellen Infante (2015)  
David Jenkins (2014)  
Dan Miller (2013)  
Carol Novrit (2015)  
Peter Quelly (2013)  
Roy Smith (2014)

### Senior Warden

Barbara White

### Junior Warden

Dave Lacouture

### Assistant Treasurer:

Carol Novrit

### Bookkeeper

Ellen Infante

### Clerk of the Vestry:

Barbara Olesen

### Deacon:

The Rev. Sheila Shuford

### Curate:

Rodrigo Perez-Vega

### 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**  
February 13, 2012

**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 2011*. Copies of the CD were available for members.

**Recognition of Outgoing Officers**

Contributions of those officers completing terms were acknowledged:

- Ron Cipriani, Vestry Member
- DJ Hoffman, Vestry Member
- Paula Van Clef, Vestry Member
- Barbara Olesen, 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
  - Peter Gartelmann (3 year term)
  - Ellen Infante (3 year term)
  - Carol Novrit (3 year term)
- Deputy to Diocesan Convention
  - Wendie Germain (3 year term)
- Alternate Deputy to Diocesan Convention
  - Ellen Infante (1 year term)
  - Julia Quelly (2 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, Ron Cipriani, DJ Hoffman, and Paula Van Clef.

**Acceptance of Minutes**

The Annual Meeting Minutes of 1/23/2011 were accepted without change

**Treasurer's Report**

Penn Pixley gave a thorough and complete report of the 2011 activities and financial position. It is enclosed in the Annual Report.

**Annual Budget**

Greg Malejko, Chair of the Finance Committee, presented the 2012 budget which was approved by the Vestry at its December 2011 meeting. Parish members affirmed the budget unanimously. Greg also reported on the financial condition of the Snyder Fund, the endowment which funds the current mortgage.

## 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.

## Closing Prayer and Hymn

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

## RECTOR'S REPORT

Do you remember the movie, *Sister Act*? It was the story of Doris van Cartier, a second-rate Vegas singer, who was hidden in a convent disguised as a nun after she witnessed a killing. Sister Mary Clarence (Doris) had a hard time adjusting to life in the convent. The sisters' duties all took place within the walls of the convent and parish church. All around them, it was clear the neighborhood was a rough one. When you saw a shot of the Sunday congregation, about one tenth of the seats were taken, and clearly no one from the neighborhood was there. Through a series of misadventures and mishaps, the sisters open their doors to the neighborhood and find their mission right outside the fence which surrounds their home. This all happens despite the resistance of the powers that be -- The Mother Superior -- but eventually she too comes around.

It seems a little pat, a little predictable. Nice story.

But an element of the story often overlooked is that of Sister Mary Robert, the young novice who has been trained in the ways of the church to be quiet and unassuming, always trying to practice "custody of the eyes." That is a practice designed to keep the novice from distractions and temptations by avoiding looking at something that would lead to sin. But Sister Mary Clarence encourages the young novice to lift up her eyes, to let her light shine and to let her voice sing. She does indeed find her voice and the expression of this gift not only blesses the community, but blesses her as well.

2012 at St. James' has been a time of exploring our gifts and our mission. We have moved from primarily aiming to get "seats in the seats," to encouraging and developing discipleship in all our members, as we do what we do best -- feed people. This does not mean it is not important to work to fill the pews at worship; the crowd at the ordination of our Curate, Rod, demonstrated how exciting it can be to worship with more voices. It just means that bodies for bodies' sake is not a goal for disciples. Our goal is to find our voice, individually and collectively. Then we are to find a way to express that voice: to sing out, to shout out, to speak out, to sign strongly. Paul reminds us that individual gifts (voices) are to be expressed for the good of the body. There are so many ways to use our individual gifts for the building up of this body, and for the good of the world.

And for us disciples, it all starts with liturgy -- the work of the people. We gather at worship and around the altar week after week for strength as well as solace, for renewal as well as pardon, and to ask for the grace to learn what we are to know and what we are to be, in order to be disciples of Jesus Christ. And there is another step, one which Sister Mary Clarence taught to the nuns in *Sister Act*: we need to take the initiative. God has most certainly put work in our path: hungry and cold children, Super Storm Sandy, young people in need of a safe environment to express themselves, children who need to hear God's story, seafarers far from home, songs to be sung, and God's word to be proclaimed. We are called to listen to the voice of God, and then to respond, even if we are hard of hearing.

In the year ahead of us, may we not wait to be asked before we step up to say, "I can do that!" May we encourage others to share their gifts. May we do all we do for the glory of God.

Sister Mary Clarence put it this way for the young novice: "Close your eyes. Now imagine you are in a huge room, lots of noise, people talking, glasses and dishes clanking, and sing out so that your voice reaches the person in the farthest corner of the room."

There's lots of noise all around us. Close your eyes and imagine that your gift must reach way past the boundaries of your own life.

Then, sing out.

Yours in the journey,  
Cathy+

### **CURATE'S REPORT**

It was sometime after ordination as a Deacon that during a coffee hour Cathy and I sat down to discuss the "title" I would have as I started my ordained life at St. James'. I think we both had pretty much the same thing in mind, "Assistant" or "Associate" would only partially describe my role, and there is a title that although is not often use now days fits adequately both my role and part of my life as an ordained person; that is "curate".

Many of you have asked what does the title curate means, and if you notice the word "cure" as part of it, you are absolutely right. The title carries a rich legacy going all the way back to the ancient church. In the book "Pastors and the Cure of Souls in Medieval England," John Shinnars and William J. Dohar, describe the curate as "a cleric who had the cure of souls." The Curate was charged with assisting the rector, specifically with the celebration of the mass, administration of sacraments, moral teaching, and other functions as defined by the rector and the Bishop. No doubt about it, the title describes my role at St. James' quite well.

As you have experienced my role is very much one of support of the spiritual wellbeing of the community, and at the same time collegiality with Cathy in various roles and responsibilities she assigns to me.

I'm grateful to the people of St. James' and to Cathy (who I affectionately call "Jefe") for all the love and support as I take my first steps into ordained life.

In Christ,  
Rod +

### **DEACON'S REPORT** **(SEE DEAF MINISTRY REPORT)**

### **SENIOR WARDEN'S REPORT**

Throughout this annual report you will read about and see pictures of the many outreach projects and special events that have taken place over the last year. All of these stories tell us who we are as a community: a faithful community doing God's work in our own unique ways. Whether it was the Backpack program, Christmas Tree of Giving, EAM, fundraising and special events, opening our doors to another faithful community to worship, North Porch outreach site for women and infants, hospitality to those affected by Super Storm Sandy, our doors were open and we the people of St. James' were there to offer assistance in whatever way it was needed.

This is who we are. This is what we do.

As part of our parish development we have created three new committees, Special Events, Promotions and Welcome & Greeters. All of these committees are vital to the growth of

St. James' and they are doing great things for our community. You will read in this report why we created these committees and how they are going to help us.

I want offer just one example of how these committees worked together: the planning, organizing, publicizing and welcoming of everyone at the Ordination of Father Rod Perez-Vega. Rod's ordination was a huge event for St. James', being the only Ordination to the Priesthood in our 150+ years. It was organized and planned down to the smallest detail by Special Events, it was publicized in all the local papers by Promotions and our Welcome and Greeter committee made sure that everyone in attendance was welcomed and that they had everything they needed to enjoy the service. These three committees worked together making Rod's ordination not just a parish event but an event celebrated by the wider community of Hackettstown.

We are a growing community and we have taken great strides this year in preparing St. James' for growth but there is still work to be done and we need your help. Please volunteer! It is the many hours donated by so many that make all the ministries of St. James' possible. We are doing great things but there is much to be done, and we cannot do it without you.

To Dave Handville, Dan Miller and Peter Quelly: thank you for your service on Vestry, thank you for your service to St. James'. It has been an honor to serve with you all (*And your new assignments will follow shortly!*).

Invite a friend to Church!

Barbara White  
Senior Warden

## JUNIOR WARDEN'S REPORT

2012 sped by quickly and it's hard to believe that it's time again for the St. James' Annual Meeting and Report. The Annual Report is always such an amazing testament of the incredible and faithful work of the people of St. James' and it is always impressive to see all our shared work for the past year documented. I appreciate the opportunity to contribute and be a part of this story.

First, I would like to thank Dave Handville, Dan Miller, and Peter Quelly for their service on the Vestry. Each of them brought unique and special skills to their roles. They helped propel our mission and make important decisions on behalf of St. James'. They will no doubt continue to share their gifts.

I would very much like to thank Penn Pixley who served as our treasurer for the past seven years until recently relocating out of state. Penn was the Treasurer when I joined Vestry and I was always so impressed by his commitment, knowledge, and attention to detail. He truly did an amazing job and set a high standard that we will strive to maintain.

In my first year as Junior Warden, I tried to pay attention to both the individual and collective qualities that brought us to St. James' and what makes us who we are. I've noticed there are some common threads that define us as a community and have concluded the following:

- ✘ First, there is a universal acceptance and appreciation of both our individual uniqueness and commonalties. Our relationships may not quite be family, but they are not work either. Our relationships bind us and connect us in ways that are special and that are unique to us as a community. We don't take each other for granted and we celebrate our differences and readily acknowledge our gifts.
- ✘ Another quality is that we don't shy away from challenges that may be stressful or that push our limitations. In fact, we seem to do just the opposite. Together, we seek out challenges. Supporting and expanding all the various aspects of the

Backpack Program is an example of not shying away from challenges. And we have other challenges facing us too, including ensuring ongoing support of the mortgage of our Parish Hall which I'm convinced we will not shy away from either.

- ✘ But what brings us together and provides us our acceptance and strength is, of course, Scripture and the Eucharist. Through them, we are bound and unified in ways that go beyond traditional relationships and problem solving. They provide us with peace and acceptance and the perseverance to continue our (sometimes difficult) work. At the very least our faith helps to quell uncertainty and unknowns. At the very best, our faith makes things happen that are beyond our expectations. It is who we are and we are blessed for it.

We should all be very proud of who we are as a community and all we accomplished in 2012. I welcome the new Vestry members and look forward to working with them.

I am certain that we will continue to strengthen our relationships, continue our good work and together meet our challenges in Christ's name.

Dave Lacouture  
Junior Warden

### **MISSION STRATEGY-OUTREACH REPORT**

The mission strategy committee supports the outreach efforts of our church. Our mission is to concentrate efforts locally, trying not to duplicate programs hosted by other churches or agencies. We often, however, may contribute to or support those programs. We also support outreach undertaken by parishioners in activities approved by the Vestry.

The sale of ShopRite gift cards is the primary means by which we raise money for outreach. ShopRite donates 5% of the sales to our efforts. (We receive five dollars for every \$100 of cards that we sell.) This year we sold just over \$67,000 worth of cards and earned approximately \$3,300 for outreach. \$3,500 was transferred to the general operating fund of the church. This transfer included \$1,000 withdrawn from our certificate of deposit for the Deaf Ministry.

We continue to support outreach of the Episcopal Church by a donating 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. This year we also donated to the Senior Deaf Housing program, which supports housing for those with hearing disabilities.

This year's Christmas Giving Tree supported two local families by collecting about sixty presents that were divided among two girls and two boys, ages five to twelve, and their families. Our congregation provided wrapped gifts that included clothing, toys, games, art supplies, movie tickets, and restaurant and ShopRite gift cards. Thanks also go to the Sunday School children who colored paper angels to hang on the tree when the candy canes were removed.

Our holiday food collections generated about 60 bags that were assembled by the Sunday School and distributed at Easter, Thanksgiving and Christmas. Each bag consisted of nonperishable foods and some paper goods, as well as at least one ShopRite gift card donated by parishioners. Thank you Miss Jennifer and Miss Alicia for you super bag-organizing-packing skills and support!

As we have said in the past, we are all members of this committee and we welcome the opportunity to underwrite outreach projects that you might undertake.

*Spanish as a Second Language* This project was born of the desire to be more welcoming to people who come to our doors out of hunger, both physically and spiritually.

Classes were conducted in the spring of 2012 as we prepared for our summer program to provide nutritious supplemental food to the children of our community. Our instructor, The Rev. Rod Perez-Vega, guided us in a most engaging way to make connections with those whose first language was Spanish. Our primary funder, St. Peter's Episcopal Church, Morristown, made the program possible. The program was a success for the students, the instructor and the families we bless as they bless us. The report is extensive, and we provide it in its entirety in hope that others may benefit as they explore their own work of welcome. Read the full report via the link on our homepage. <http://stjameshackettstown.org> (*Spanish as a Second Language* report submitted by Cathy Deats)

*Summer Backpack Program* This was our third year to continue the academic year Backpack Program (supported by NORWESCAP). In summer months, St. James' and United Way partner to provide kid-friendly supplemental and nutritious foods for these children and many others. In 2012, we fed 270 children in 127 families. Despite a point at which it appeared there would not be enough food to complete the summer, St. James' parishioners once again provided food and cash donations enough to feed all the children through September, with food left over to supplement our local food pantry. (*Summer Backpack Program* submitted by the Church Office)

*Super Storm Sandy Warming Center* When the hurricane blew through New Jersey, St. James' was spared a power loss and we opened our buildings to people who were without power for a day or two, which became nearly two weeks. We offered our wireless network to home office workers, television to keep up with the news, a warm place, cup of coffee and hot meals. Some were without water, and we offered our shower in the Mitcham House for their use. The people of St. James' stepped in to shop, cook and clean up. But most of all we were listening ears to folks who needed to tell us their stories. (Cathy Deats)

*Gift of Warmth* The United Way of Northern New Jersey hosted a party for all the volunteers for the Summer Backpack Program. During the party in a passing conversation, Sarah Brelvi of the United Way mentioned how she always wanted to do a coat program in Hackettstown and asked if St. James' would help distribute the coats. With the summer cycle of backpack giving activities every weekend - a single day felt like a breeze. Sure.

The United Way had negotiated with M&M Mars for a coat drive and SAM's Club and Kohl's for donations and volunteers. We called in our summer volunteers to help and invited all our backpack families. We had food, coats, hats, gloves, scarves and a ShopRite gift card for each family. That day we gave out cards to 59 families and coats to 70 people. We also got requests for 170 more coats!

The United Way was able to get us several more coats. Carol Novrit contacted our "Angel" donor, a giving foundation, and he agreed to purchase all the remaining coats. St. James' members and summer backpack volunteers helped purchase, pack and deliver all the needed coats.

This program helped St. James' maintain contact with our neediest community members. We had the opportunity to learn who might need additional help. In addition to the coats, we found and were able to help many of our client families in need after Sandy, job losses, illnesses and other situations. (*Gift of Warmth* report submitted by Linda DeLoreto)

Respectfully submitted,  
Paul Bartkus

## SPECIAL EVENTS COMMITTEE

This committee is a spin off from the Parish Growth Meetings that started in the Spring of 2012. The group of steady participants is about 10 in number and we started meeting in August of 2012 to begin to plan fall events at St. James'. Several events were identified at that meeting as ongoing events in need of a boost of helping hands, ideas or energy, and some were new to the parish calendar.

We typically meet on the 3<sup>rd</sup> Wednesday of each month. We have made it part of our agenda to review events after they occur to document our honest feedback. And then we look ahead to the next event and start planning. The committee keeps the Promotions Committee informed of whatever media or communication needs are indicated.

The following events have been planned and executed by the Special Events committee and Reverend Cathy Deats, with other volunteers as well:

1. Open House / Homecoming Sunday-September
2. Blessing of the Animals-October
3. Got Baptism? - November
4. The Reception after the Ordination of Rod Perez-Vega-December
5. The Boar's Head Dinner-January

All ideas to the committee and from committee members are considered and discussed at the monthly meetings. If you are interested in joining our lively group of volunteers who have the role of planning fun events in keeping with the St. James' parish growth vision and general mission, please join us in the Mitcham House on the 3<sup>rd</sup> Wednesday of the month at 7:00pm.

All are welcome!

Respectfully submitted,  
Kathy Lacouture

## DEAF MINISTRY

*The Mt. Olive News* printed a wonderful article headlined, "Their Hands Sing the Songs". The story was about the Youth Choir of St. James' Episcopal Church participating in the Advent Arts program. Pam Laura was interviewed. She spoke about incorporating signing into music. Pam explained about how signing allowed deaf people to "hear" the music. Pam explained how one young deaf child in our church has helped Pam with her signing. That child is Olivia Clark. Pam has also grown in her ability to where she is comfortable being our stand by interpreter and she is appreciated for both her skills and willingness.

We continue to offer interpreted services every Sunday and for special events as needed. The Rev. Dr. Cathy Deats was the interpreter at the recent Diocese Convention. She was projected on two huge screens and inspired many comments on her skills. We continue to be active within the Diocese with interpreter referral and information. I had the experience of mentoring a deacon postulant regarding deaf ministry. We continue to reach out with community connections. I want to especially thank Kathy and Karin who do such a professional job as our regular interpreters.

Sheila Shuford  
Deacon

## YARN TWISTERS

The Yarn Twisters continued to meet during 2012, although not as often as we had in 2011. We did have two boxes of knitted/crocheted items to send to the Seamen's Church Institute (SCI) "Christmas at Sea" program, along with two boxes of books, toiletry items, etc. 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.

The SCI 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. It is located in Port Newark, NJ.

I am confident that the Yarn Twisters will be able to continue to donate a couple or 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](http://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](mailto: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.

Members of the parish use the UTO blue boxes to collect coins as an expression of thanks for blessings large and small. We use the box as a reminder of the many gifts we receive from God each day.

These donations are collected once or twice a year at In-Gatherings. Donations are brought to the Annual Diocesan Convention in January and gathered with the other congregations' donations, and sent to UTO. The amount of the UTO ingathering for the Diocese of Newark in 2012 was \$10,986.40.

Please keep in mind that this outreach 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.

### **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 brewer (coffee is premeasured and easy to prepare!), bring and set out the goodies and clean up or arrange for cleanup. Think about teaming with someone else and divide prep and cleanup.

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

### **FAMILY BREAKFAST**

Following in our long standing tradition, St. James' has completed another year of Family Breakfasts, meeting once a month between the two services to break bread together and enjoy the company of those we might not see on a regular basis.

Placed between the two services for ease of access from both the 8 AM and the 10 AM, we offered our standard fare of eggs, pancakes, sausage, bacon, French toast, hash-browns and whatever else crept into the minds of our dedicated volunteers (Pizza Quiche anyone?) This has been our first full year together in the new kitchen and we are gaining a better understanding of how to make the best use of the space and be most efficient. Additionally, there have been some wonderful gifts this year, most notable the large stainless steel prep tables that increased storage and counter space for preparation.

The fall saw an increase in attendance from the spring, but was later hampered by the aftermath of Sandy. We did see additional numbers from the community during those times as we continued to serve both parishioners and also members of the community we live in. 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 \$85.00 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 choose a perennial plant for the garden as a remembrance of the school year as well as the theme of the Sabbath. The students check on the plants' condition and tend to them.

The guild assembles as needed during the seasons of spring through fall, and welcomes anyone who enjoys gardening. We usually work in conjunction with our regular Maintenance Mornings, held from three to four times a year.

### **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 have also evolved to be the coordinating body for events, a communication function to give various groups space and time needed, as well as connections to our worship life.

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, held in the Great Hall for accessibility purposes (air conditioning) followed the liturgy from the New Zealand Prayer Book. We find 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 was interspersed with a monthly "Theology and a Cold Drink" session. In this gathering we talked about how our faith informs the decisions we make about current issues like the death penalty or the use of social media. As we shared 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 have also varied our Thursday evening Chapel service with a service of healing, Evening Prayer, or Compline

We believe in the sacramental nature of our lives and regularly bring to worship the renewal of our baptismal vows, 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 the joint efforts of all teams. The vessels and linens for the weekly chapel service are set out in the sacristy after services on Sunday. A local dry cleaner donates his services to help clean and maintain the vestments, paraments, and frontals. One Altar Guild member washes and irons the linens used at the Eucharist.

It will be necessary to purchase some replacement altar linens, particularly purificators. These are used at every service and are often stained with wine and lipstick. Time and frequent washings are taking their toll on these linens, and we still anticipate retiring the woolen white and gold frontal as it is shrinking before our eyes!

The candle holders that have lined the center aisle for the past years were not used this Christmas due to safety concerns. It has always been difficult to attach the candleholders to the pews. And now several thumb screws that adjusted the height of the candles have become worn resulting in the sudden and unanticipated telescoping of the pole into the body of the candleholder. Our own very handy Dave Handville will address this issue during the year and try to alleviate these problems.

The Altar Guild is very thankful for the continued support of the St James' parishioners. Without your generous contributions we would be unable to have beautiful flowers for our weekly Eucharist, Christmas, and Easter. Additional donations from lighting the Sanctuary Lamp

(in memory of a deceased loved one) are greatly appreciated. The Altar Guild is responsible for purchasing communion bread and wine, linens, candles and candle wax, and other “odds and ends.”

Altar Guild is just not another church job. It requires dedication, attention to detail, and a cheerful willingness to respond to the needs of our clergy and congregation. It is my privilege to serve St James’ with such a truly wonderful group of women (and men!).

Meg Critchley

## **ACOLYTES**

We have several amazing young adults that help our clergy, Cathy, Rod and Sheila, bring us to worship on Sunday mornings. They are our Acolytes; they show up early and prepare for the service by lighting candles and sometimes even resetting the altar for the next service. They process us into worship, assist in the setting of the table and receiving of your gifts, they offer assistance to the LEM’s if needed, assist in putting the elements away and process us out. Their tasks are performed with ease and reverence and make us very proud.

We also have another group, the Junior Acolytes. Of course they are adorable and make us smile. But it is the reverence for God and their focused attention on their duties that is most impressive. They serve with the more senior members but will eventually take on the same responsibilities. When I asked several of them recently what they thought of being a Junior Acolyte their responses were similar: they all liked it, and all were a little confused sometimes. One response: “it makes me feel more like a part of the service.” How great is that! Ladies of the Junior Acolytes (note: boys are welcome too), you are doing a fantastic job and we love serving with you!

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) lead public worship, such as a chapel service or service at a nursing home or assisted living facility. Lay Eucharistic Visitors are licensed to take the sacrament consecrated at the Sunday celebration to members of the congregation who, by reason of illness or infirmity, are unable to be present at the celebration.

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 approximately twenty LEMs and Lectors. This year, we trained and welcomed Carol Novrit and Peg Faust to serve as LEMs. All 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 season of Lent. 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

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.

With more room in the rear of the sanctuary to welcome guests, Greeters were added 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 2012, including our newest team, Sam Wood and Jayne Mutascio. If you would like to participate in this ministry, please contact the Church Office, or speak with Jerry Sheard.

## WELCOME / GREETERS COMMITTEE

The Greeter/Welcoming Committee developed out of the church growth initiative as an enhanced way to welcome visitors who may be attending services at St. James' for the very first time. Helping visitors feel welcome yet being sensitive to the visitor's reasons for attending services is a key role for the Greeters.

Serving in conjunction with the ushers, the Greeters welcome visitors, get to know them a little, get their name if possible, and answer any questions the visitor has about St. James' Church. Greeters also make sure that visitors receive a welcome packet, invite visitors to meet the clergy after the service and extend an invitation to join the congregation at coffee hour or family breakfast.

The Greeters Committee is always looking for innovative way to make guests and newcomers feel welcomed. The Greeters include, Scott Carson, Ron Cipriani, Dave and Kathy Lacouture, Barbara Olesen.

Dave Lacouture and Barbara White

## MUSIC MINISTRY

### Senior Choir

Membership: 2012 was a year of gains and losses for the Senior Choir. We lost long-time member Penn Pixley to a work-related relocation but we gained Kayode and Stella Oyegbite but then lost them again when Kayode was called up by the United Nations to work with children in Nigeria. The good news is that they will be back in the spring! We also gained Nancy Miller but have lost Helen Wise at least for a while as she battles illness. Our thoughts and prayers continue to be with Helen and her family during this time.

The upshot of this is that we have remained at about 4 pretty steady members this year. As some of you may have noticed, we were down to just 1 or 2 singers in January of this year due to illness. So, we continue to look for new members!

Services Participation: During 2012, in addition their weekly Sunday services the choir sang at the evening Ash Wednesday service, several Holy Week services, two Easter morning services, Advent Lessons & Carols, which for the first time was a single service at 10 AM so all our parishioners could participate in this special service, and three Christmas Eve services. We have experimented with singing downstairs to make it easier for some members to participate. That presents some logistical challenges in where we sit so our voices help the congregation sing, how we coordinate with Louise playing the organ (the distance creates a lag in the sound), using the piano more for anthems which creates more up and down the stairs for Louise. We're continuing to experiment with all this and welcome any suggestions!

### **Youth Choir**

Our Youth Choir continues to practice during Sunday School and sings in Church three times during the year as well as singing at the Hackettstown Tree Lighting and the annual Story of the Nativity through the Arts. Along with their singing, they learn to sign their songs. Practices are done *a capella* (without musical accompaniment) since we have no piano in the Parish Hall. In 2012 I think we had the most singers at our services and outside events that we've ever had!

### **Bell Choir**

Under the wonderful direction of Louise Olshan, our Multi-Generational Bell Choir continues to grow both in numbers and performing opportunities. During the Advent – Christmas seasons the Bell Choir performed outside of Church services five times, as well as playing at our Christmas Eve services. This past fall, Louise opened up the group to younger members and we have had Amelia Vitalos playing with us ever since, making this group again truly multi-generational! It is still unusual for an Episcopal Church to have a Bell Choir so we are truly blessed that Louise brings this particular talent to our church!

Louise, Cathy, and I are planning more times throughout the year for the Bell Choir to ring during our own services so we can enjoy their music more often! Look for more about the Bell Choir in Louise's report.

Pam Laura  
Music Director

### **ORGANIST AND CHOIR ACCOMPANIST**

There was some repair work done to the organ while I was on vacation in the fall so I cannot report on what exactly was done. Certainly it is apparent that the volume of the organ was increased.

Having rehearsals on Sunday mornings is working well, but I miss attending Thursday evening chapel services on a regular basis.

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 2012 the Bell Choir participated in the following services:

- March 18 10:00 AM service
- April 1 (Palm Sunday) 10:00 AM service
- April 5 (Maundy Thursday) 7:30 PM service
- May 27 (Choir Recognition) 10:00 AM service
- December 15 (Ordination) 10:00 AM service
- December 16 10:00 AM service
- December 24 (Christmas Eve) 7:00 PM service  
11:00 PM service

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 Katie Lacouture, Pam Laura, Tina Okoye
- 11:00 Pam Laura, Sylvia Okoye, Tina Okoye

In 2012 the Bell Choir went “on the road” six times:

- May 20 House of the Good Shepherd
- May 28 Hackettstown Memorial Day Parade
- November 18 Gethsemane Lutheran Church  
Hackettstown Hymn Sing
- November 30 Hackettstown Tree Lighting
- December 2 Port Morris United Methodist Church  
Ninth Annual Celebration of the Birth of Christ through the  
Arts
- December 16 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 not only sharing its music but also representing St. James’.

In September the choir welcomed Amelia Vitalos as a new ringer.

Dawn Modugno left the Bell Choir after she and Ed moved to Tennessee. We all miss her dedication and talent in ringing bells. I also miss the support she offered to me.

On Christmas Eve, the choir welcomed back college students Katie Lacouture, Sylvia Okoye and Tina Okoye. It is always a great help to me and enables the choir to participate in all the Christmas Eve services because our “former” members are willing to share their talents and time with St. James’. My son, Steven Bernauer, and his fiancée, Lori Kay Mattison, also helped out on Christmas Eve.

During the year 2012 the Bell Choir members were: David Bernauer, Scott Carson, Meredith Firmin, Drew Lacouture, Pam Laura, Dawn Modugno, Brian Nolan, Chika Okoye, Sam Olshan, Marge Schafetz, Amelia Vitalos and Helen Wise.

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 people at home, friends and others beyond our community. The newsletter is distributed by mail or email to more than 200 families or individuals.

The email Journal helps to save postage, paper, and trees. The email edition allows you to see our photos and illustrations in color. It is also available on our home page, along with archived copies of previous editions. As of yearend, we were emailing to about two thirds of our subscribers, and print mailing to the other third. 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](mailto:stjames214@comcast.net)

Ten monthly issues in 2012 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 Curate 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. David and Kathy Lacouture, David Olesen and Brian Nolan have provided photographs that are truly worth "a thousand words" on Journal pages. In the production crew are Marge and Richard 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, and she is our Editor Emeritus and will be an occasional contributor now with changes in her life. Behind the scenes husband, Dave Heistand, was also a rock of dependability in the Journal production.

Our Curate, Rod Perez-Vega, with a talent for Microsoft Publisher, moved smoothly into the role of Editor, as we continue to train others in the program to assure that several people are capable of this work. We thank Linda Ayres for her 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.

Please contribute to the Journal. The deadline is easy to remember: the last Sunday of the month; or simply check the parish calendar on our website. 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 (church office at [stjames214@comcast.net](mailto:stjames214@comcast.net) ) 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 St. James' eNewsletter (Constant Contact) 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.

Find us on facebook! We are St. James' Episcopal Hackettstown and all our special communications via email land on our page. Linda DeLoreto maintains it and helps us link to places to get the word out about our mission and ministry, as well as special events. Go to our page, and like us!

Press Releases were sent out during 2012 about the Blood Drive, St. Patrick's Day Dinner, Golf Outing, Great Vigil of Easter, Deaf Ministry Accessible Holy Week and Easter Services, Summer Backpack Program, Appalachia, Tricky Tray, Open House, 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 Parish Hall rental availability 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!

## COMMUNICATIONS

The St. James' website continues to grow as we expand into new communications methods. The pictures which tell who we are on our pages are updated about twice a year. On our "members" page, you can find the weekly Scripture readings and the Ministry Schedule. The schedule, Ministry Scheduler Pro, is new in 2012 and gives servers an opportunity to control their schedules better, make changes and substitute with others, and receive reminders of their times to serve. As with all conversions to something new, there were a few bugs which are nearly all resolved.

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](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.

## 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 19 students, from Pre-K to 5<sup>th</sup> grade, enrolled in Sunday School, and an average of approximately 10 students attends each week. The coordinators this year are Jennifer Howlin and Alicia LaForge. Kathy Lacouture continues to serve as a mentor to the coordinators, and Sunday School parents fill the role of assistants.

Sunday School students participate each year in sorting and bagging up the donated food for the Mission Strategy Committee at Easter, 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.

## YOUTH GROUP

St. James' Youth Group had a busy and exciting year. The youth participated in the Thirty Hour Famine; experiencing firsthand what is like to go hungry, as they went for thirty hours without having food, only drink. Additionally during as part of the experience they

participated in a service project assisting in the Sussex County Food Bank guided by the loving hands of Carol Novrit and Linda DiLoreto. At the end of the thirty hours the youth shared in a delicious meal consisting of soup and bread lovingly prepared by MaryAnn Simmons.

Another highlight for the year was the Youth Group leading the congregation in worship at the outdoor service held before St. James' church picnic, and then inviting all, younger, young, and young at heart to participate in a heavenly game of kickball in which everyone was a winner.

As the year came to an end, the Youth Group had the opportunity to learn about stewardship at St. James' in the voices and experiences of Carol Novrit and Paul Bartkus. And on the Sunday prior to the feast of St. Nicholas once again they delighted all us with a new version of "The Real Santa" this year featuring a dialogue between Santa and God.

In 2013 as we prepare to transition leadership of the group, we are trying a new approach to our meeting times, by meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of the Month right after the 10 am service.

If you feel a call to share and learn with an incredible group of spiritual and talented young people, join the group for one of the meetings and consider volunteering forty five minutes of your time every couple of weeks to share in the leadership of the group.

In Christ,  
Rod + and Dave Lacouture

### **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, Carol Novrit, Michelle Perez-Vega, Claudia Scala or Mentors Cathy Deats and Eileen Malejko. Graduates of the four-year program include: Eileen Malejko, Phyllis Heistand, DJ Hoffman, Barbara White, Ellen Infante, Jerry Sheard, Sheila Shuford, Barbara Olesen and Cathy Deats.

Cathy Deats  
EFM Mentor

## 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 2012. Please consider becoming a part of this ministry for others in need. Please speak to Cathy or notify the church office [stjames214@comcast.net](mailto: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 2012. 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 Eileen Malejko (908-852-3283) or Barbara Olesen (908-850-5645) if you are interested.

Barbara Olesen

## STEWARDSHIP

*Sharing* was the theme for our Stewardship Program this past fall.

Stewardship is something that we practice throughout the year in many ways, but in preparation for our annual budget and program planning, we asked parishioners to make a commitment of how they plan to share their time, talent and treasures for the coming year.

As of 2/7/13, we have received a total of fifty-six pledges for a total of \$96,338 to the Operating Fund. This is a decrease from the number of pledges from the previous year, as well as a slight decrease in pledging dollars. We do, however, have eight new pledges.

There are thirty-one pledges to the Capital Improvement Account for a total of \$20,046. This represents an increase of one pledging unit from last year, plus an increase in the pledging dollars.

If you have not yet done so, please consider what your commitment will be for the coming year, and how you can participate in 2013 to continue to make St. James' the special place that it is.

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.

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.

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. This fund is 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.

From a fiscal perspective, 2012 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.

## FUNDRAISING COMMITTEE

Our fundraising committee worked very hard this year raising money to support the ministry and mission of St. James'. Our golf outing is growing each year and our tricky tray continues to be a huge event. But, yes but, we need another big event, we need something that will, like the tricky tray and the golf outing bring out the support of the community. I've heard ideas of a Christmas Concert, we've talked about having a comedy night.

I would love to explore these ideas with a few more volunteers. Please consider coming to a fundraising meeting, we promise to NOT put you in charge of fundraising; we just need a few more hands, a few more ideas and a little more energy. Fundraising is a year-long event but you need only volunteer for a specific project. Please share your ideas, your time and your

talents; there is great reward in planning and organizing a successful fundraiser for the community that I know we all love so dearly.

Thank you for your support, for all the time, talent and treasure you so willingly give to St. James'.

Barbara White

## COUNTERS

Many parishioners have chosen to go the electronic route to keep on track with their pledges, but we still need to have an account of the offerings on Sunday morning and that is when "counters" are needed.

On Sunday mornings after the 10AM service, there are volunteers quietly working in the Mitcham House office. Their responsibility is to count/record the pledges/donations/memorials from both services for that particular day and then prepare deposit tickets for the bank deposits. Currently there are six teams (two per team) that rotate Sundays so that volunteers are usually scheduled every six weeks.

If this is a ministry that interests you, we'd be happy to "train" you according to our policies and procedures, and welcome you to our team.

Please contact me [rdc6@verizon.net](mailto:rdc6@verizon.net) or the Parish Administrator [stjames214@comcast.net](mailto:stjames214@comcast.net) for more information.

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 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 Joseph 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 building use fees from the Great Hall.

In 2012, our space was also shared with North Porch Program. In July, we welcomed The Church El-Shaddai to share space in our Sanctuary and Great Hall two days per week for worship and Bible Study.

Linda Ayres  
Parish Administrator

## PROPERTY MAINTENANCE

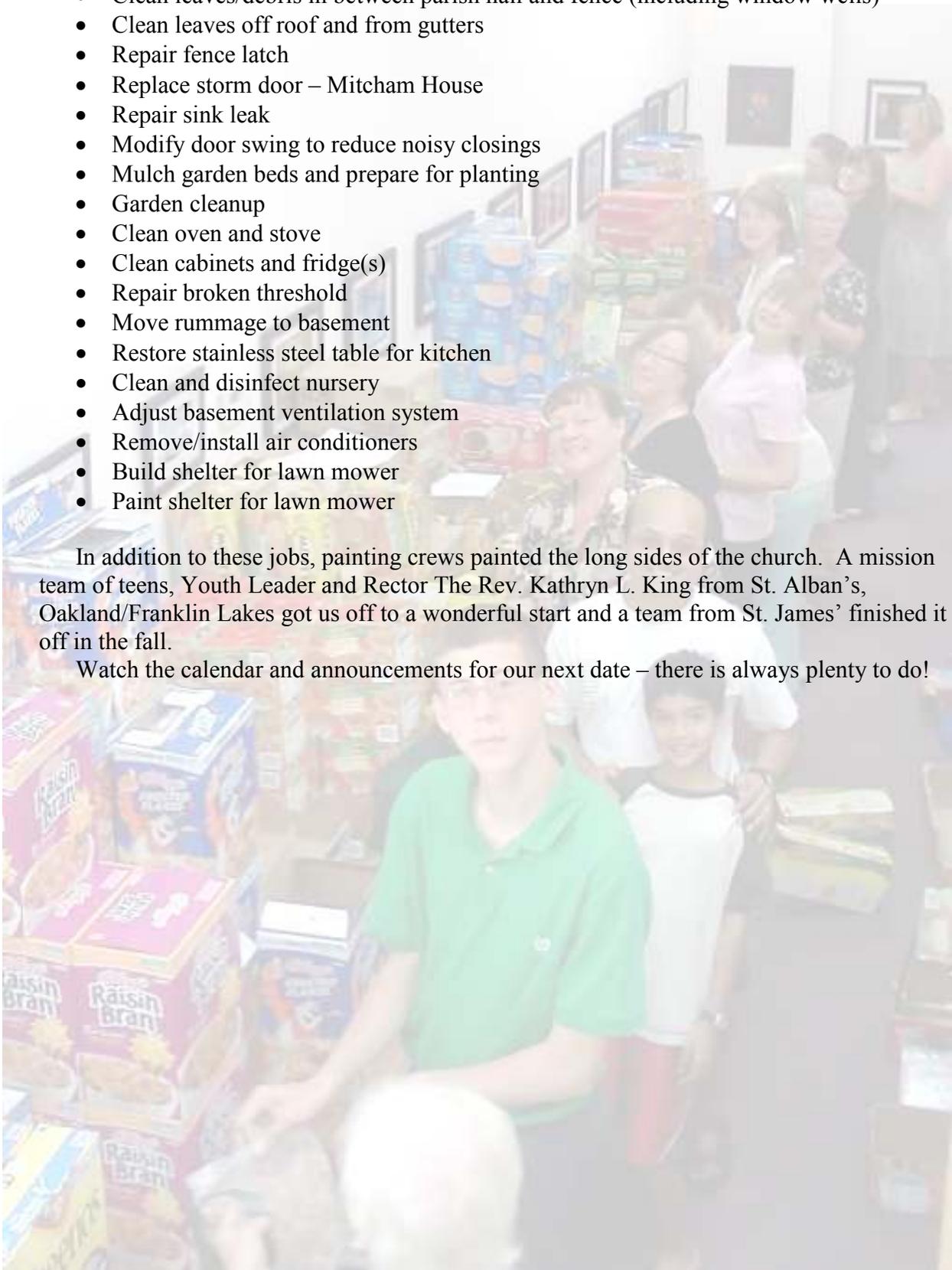
Maintenance mornings are great times of work and fellowship at St. James'. Seasonally, on a Saturday morning, parishioners gather to perform routine maintenance and minor repairs. We save money, learn more about our properties, and have some fun too.

Here are some things accomplished in 2012 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
- Repair fence latch
- Replace storm door – Mitcham House
- Repair sink leak
- Modify door swing to reduce noisy closings
- Mulch garden beds and prepare for planting
- Garden cleanup
- Clean oven and stove
- Clean cabinets and fridge(s)
- Repair broken threshold
- Move rummage to basement
- Restore stainless steel table for kitchen
- Clean and disinfect nursery
- Adjust basement ventilation system
- Remove/install air conditioners
- Build shelter for lawn mower
- Paint shelter for lawn mower

In addition to these jobs, painting crews painted the long sides of the church. A mission team of teens, Youth Leader and Rector The Rev. Kathryn L. King from St. Alban's, Oakland/Franklin Lakes got us off to a wonderful start and a team from St. James' finished it off in the fall.

Watch the calendar and announcements for our next date – there is always plenty to do!



## TREASURER'S REPORT

There are four major funds within our financial system: The Operating Fund, the Capital Improvement Fund, the Snyder Family Endowment Fund, and the Building Fund.

### **Operating Fund:**

The Operating Fund is focused on our day to day operations. The income to this fund is from pledge income, special offering income, fundraising, and all other undesignated income. Expenses from this fund are salaries, occupancy, and other operating expenses.

### **Capital Improvement Fund:**

The Capital Improvement Fund provides money to make significant improvements to our existing buildings as well as to fund other capital expenses. Among other expenditures, we repaid \$12,000 of the Steeple Loan to our generous donor and purchased paint and supplies for the painting of the outside of the church. We also had some major expenditures related to the heating of the church.

### **The Snyder Fund:**

The Snyder Fund is an endowment fund providing income which is partially used to support the Operating Budget. There is an annual contribution from the Snyder Fund to the Operating Fund, based on earnings and the common practice of utilizing 4-4.5% of the 5-year average endowment value. In 2012, \$20,200 was contributed to the Operating Fund. This Fund and the Building Fund are managed by Fulton Financial Advisors for a fee of .9% (.009). The value of the Snyder Fund on 12/31/2012 was \$583,333.

### **The Building Fund:**

The Building Fund originally financed the new parish hall and since its completion, funds the mortgage. The source of its funds was capital campaign monies, and it continues to receive donations. The cost of the mortgage is \$5,108 per month or \$61,296 per year. The Building Fund received \$5,531 in donations this year. The ending balance for this fund is \$93,868.

### **The Budget**

St. James' uses a unified budget, in which both operating and capital income and expenses are included. Capital income and expense are shown as line items in this unified budget, with an additional expanded view to show specific income and expense.

The expense budget for 2012 is \$198,264. The income budget is \$198,264, including \$22,000 from the Snyder Fund. The 2012 actual total expenses were \$192,334 and total income was \$198,076.

Some highlights of 2012:

- Income exceeded Expense by \$5,742.
- This past year, 66% of the budget was spent on occupancy and personnel costs, essential to the worship and ministry of the church.
- The steeple renovation was fully paid with a final amount of \$12,000
- A grant from the Diocese of Newark enabled us to fund a quarter-time Curate position with minimal cost to the parish.

## Accounting Systems

This year, we undertook a computer conversion to a new accounting system with the same software company (CMS – Church Management Systems). The new program allows us to work online from any computer, to allow proper access to each person authorized to use the system (read only, make different levels of changes, etc.), to keep our data out of a physical computer (in the “cloud,” so to speak), and to print all checks. We also have a payroll module to keep calculations current and produce all necessary tax reports.

The conversion was not without its challenges. Since its beginning in October 2012, we have been working consistently to modify our accounting procedures to get the most out of the new system. While we can see to the future when the finance responsibilities will be much smoother and take less time, that is not the case currently. Our yearend figures are accurate; in some cases the assignment of certain items to proper accounts has not yet been accomplished.

Penn Pixley is to be commended for the excellent work he performed as Treasurer during 2012 during his tenure. Many thanks to Chris and Jean Krauss, and Cathy Deats whose good work contributed to the financial reports. Special thanks to Linda Ayres for her good work in compiling, gathering, communicating, organizing audits, and troubleshooting tons of information. Very special thanks to Ellen Infante our bookkeeper. She shares a very valuable wealth of knowledge. Her excellent and extensive contributions to the finance system are a tremendous asset.

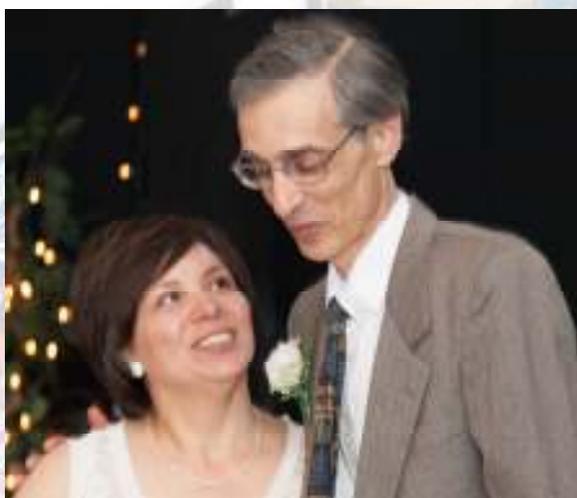
Submitted by Carol Novrit, Assistant Treasurer



## FROM THE PARISH REGISTER

### Baptisms:

Jennifer Dwyer  
Sean Raymond Dwyer  
Shea Elaine Lysiak (pictured  
with mom and dad)



### Marriages:

Robert Salmon to  
Maria Constanza Gomez-Diaz

### Burials:

Dorothy A. Bartkus  
Paul Robertson Whitney  
Janice B. Hettinger  
Earl T. Holsapple, Jr.  
Sydney Shuford  
Edgar Batz  
Donald Iverson  
Honor Agnes Quinn Palmer



## 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 unfeared, 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.