

St. Mary of the Harbor  
Episcopal Church  
ANNUAL REPORT

July 14, 2013



where the land, the sea, and the sacred meet



In this year's Annual Report we celebrate the lives of

- Remy Grace Cagwin, Sofi Blanford, and Isak Blanford who were baptized into the Body of Christ and made heirs of the kingdom of heaven at St. Mary of the Harbor in 2013
- Juan Rubio and Mark Niezgoda, Robert Beskovoyne and Jeffrey Jakubik whose lives were joined together in the sacrament of Marriage
- The Reverend Ellsworth Koonz, Lois Jean Irmer, Cynthia Scott Milby, and Ellen Campbell who departed this world yet continue to grow in God's grace in the fellowship of the saints.

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# The Church of St. Mary of the Harbor

## Warrant Annual Meeting July 14, 2013

Notice is hereby given of the Annual Meeting of the Church of St. Mary of the Harbor, 517 Commercial Street, Provincetown, Massachusetts. The meeting will be held at 11:30 a.m. on Sunday, July 14, 2013 in Nicholson Hall. The meeting will act on the following:

1. Receive the minutes of the Annual Meeting of July 15, 2012.
2. Receive the annual report of the Treasurer.
3. Receive the annual report of the Wardens and Vestry.
4. Receive the report of the Rector.
5. Receive the report of the Nominating Committee and elect the following:

Two wardens, each for a one-year term

One treasurer for a one-year term

One clerk for a one-year term

Two vestry members, each for a three-year term

Two delegates and two alternates to Diocesan Convention

Delegates to the Cape and Islands Deanery

Delegates to the Cape Cod Council of Churches

Three members of the Nominating Committee, each for a one-year term

6. Reaffirm the by-laws of the parish.
7. Transact any other business that may properly come before the meeting.

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Scott Turton  
Senior Warden

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Beth Chapman  
Junior Warden

# **AGENDA**

**Opening Prayer**

**Reading of the Warrant**

**Declaration of a Quorum**

*Any baptized person, aged 16 or older, who supports St. Mary's by regular attendance and financial support is entitled to vote. Each voter must sign in.*

**Call to Order**

**Receipt and Acceptance of the July 15, 2012 Minutes**

**Treasurer's Report**

**Committee Reports**

**Report of the Nominating Committee and Election**

**Institution of Wardens, Officers, and Vestry**

**Other business**

**Benediction**

**Adjournment**

## **Annual Meeting Minutes, July 15, 2012**

Church of St. Mary of the Harbor, Provincetown, MA

1. The meeting opened with a prayer at 11:30.
2. A motion was made and seconded to dispense with the reading of the warrant.
3. The rector declared a quorum was present.
4. A motion was made and seconded to accept the minutes of the June 2011 annual meeting.
5. The Treasurer presented her report. FY 2011 was financially successful. The year ended with a large surplus, over \$18,000. At the end of 2011, the current cash position was about \$50,000. Our savings in the Diocesan Investment Trust (DIT) ended the year at about its value at the beginning of the year because of market conditions. As of the end of June 2012, we have a deficit of a little over \$20,000. It is normal to have a deficit at this time of year, but this is a larger deficit than we have typically had at this time of year. We are entering the season of special events and many visitors, so we expect the deficit to be reduced, if not erased. The Treasurer is confident of our current financial position. A motion was made and seconded to accept the Treasurer's Report.
6. Committee Reports - the WAVE and Outreach Committees' reports were accepted.
7. Nominating Committee - a motion was made and seconded to direct the Clerk to cast one ballot to accept the report of the Nominating Committee. The motion was approved.
8. Senior Warden's Report - Scott Turton explained that his focus for the upcoming year will be on strengthening the parish committee structure to support the day to day operation of the parish. Scott's goal is to have every parishioner as a member of some committee. To this point, Priscilla McChesney asked for additional members for the Altar Guild and the Hospitality Committee.
9. Questions from the floor - David Lilly asked about the rector's sabbatical. Terry responded that his intention is to begin his sabbatical in mid-April until mid-June. Two parishioners have donated \$6,000, and the diocese has approved a grant of up to \$5,000. In September, we will find out whether our application for a Lilly Foundation grant has been approved. This grant was for \$32,000. If we get this grant, we will not take the diocesan grant.
10. New Vestry members were commissioned.
11. Capital Project presentation - Mark Weinress made the presentation. Using data provided by Cape Associates, Mark pointed out the areas in Nicholson Hall and in the Church which are problematic. Extensive work on support piers and new joists is necessary. The next step in the project is to contract with engineers to provide detailed plans for what is necessary to correct the deficiencies. Once we have these, multiple bids will be sought.

There were a number of questions - are these drawings the property of the Church? Yes. Do the deficiencies in the Hall and the Church affect our insurance? No. How will we budget for these repairs? Preliminary estimates for the repairs from 2 contractors indicate that the cost will be between \$150,000 and \$160,000. We are looking at a capital campaign, grants, and possibly a loan to fund the repairs. Will the floors be replaced? Yes. Will these repairs affect the second floor of Nicholson Hall in any way? No. Is the second floor safe? Yes, for the purposes for which we use it. When will work begin? We do not yet know. Can the work be done in the winter? Yes

As there were no further questions, the meeting was adjourned.

Respectfully submitted,  
Joan Gibbons, Clerk Pro Tem

## Rector's Report to the Parish

If there is one word to describe what has been going on this past year at St. Mary of the Harbor, it is momentum. The usual measures of congregational vitality are present. Total Sunday attendance was up by 1.8% from 2011 compared to 2010, and from 2010 to 2012 attendance was up 4.6%. We continue to attract new members. Also, the financial condition of the parish is stronger than ever thanks to the generosity of parishioners and our friends.

As important as those two things are, there are other equally important characteristics that must be considered when evaluating the health of a church. One is the quality of lay leadership. On that point, St. Mary of the Harbor excels. This parish is blessed by the dedication of our Vestry members. The ten people who serve on the Vestry have consistently demonstrated the integrity, maturity and determination that it takes to address the challenges of being a church. As a side note, the Vestry is particularly patient with a Rector who occasionally operates on the premise of *Ready, Shoot, Aim*.

The Outreach Committee headed by Priscilla Jackett continues to take the lead in identifying ways St. Mary's can stay true to our Core Value of reaching out to our neighbors in need. And while you don't hear much about them, St. Mary's Finance Committee provides sound counsel to the Treasurer and the Vestry. Few churches our size have the level of expertise found on St. Mary's Finance Committee.

Last year the Vestry voted to restructure the old Building & Grounds Committee by creating two separate committees. There is now a committee for buildings headed by Mark Weinress and another committee for Grounds headed by Maureen Cronin. Adequately budgeting for preventative maintenance, grounds upkeep and volunteerism will be crucial to the success of both of these committees.

The new Strategic Visioning Committee headed by Bill Glass continues their forward looking work. This committee was created with the view that it is better to be proactive and respond to future trends than to be reactive to change. The overall goal is to position St. Mary's so that we can effectively leverage new opportunities to grow the church, expand its mission and ministry, and secure its financial future so that St. Mary of the Harbor will be around for generations to come.

Even though signs of progress are evident, a number of challenges remain that we must address sooner rather than later. One of them is developing new leaders from within the congregation. The fact is most of the people who have served this church faithfully for years need a rest. The time to step forward is now. Church isn't what we do just on Sunday. It is who we are as the family of Christ 24/7, and as Paul was fond of saying, we rejoice together and we suffer together. Either way, we are in this thing together for the long haul.

Another challenge we face as a congregation has to do with the music program. Over the past four years we have lost many of our strongest voices. More recently, we have experienced a loss of critical mass on some Sundays which in turn has put additional pressure on the remaining choir members to carry the burden of leading the congregational singing. The choir, Bill Carlson, the Senior Warden, and I have held meetings over the year to flesh out the issues and to identify opportunities we can address. Some ideas have emerged but implementation has been sketchy so far. While the music program is still a work in progress, the fact is St. Mary's needs your voice and your commitment.

A third area we can improve is Christian Formation. St. Mary's is not your typical congregation. Most of our members do not live in Provincetown. Many live more than an hour away by car. As such, we have to be creative in how we do educational programming. That is why we will utilize the new audio/visual system that we just purchased through a generous grant from the Diocese of Massachusetts. My plan is to provide online video presentations that parishioners can access at their convenience. Topics will include theology, liturgy, history, etc.

I am awed by this parish's resilience and your willingness to take leaps of faith. Not only are these signs of congregational vitality, they are also the two ingredients that are absolutely necessary for 21<sup>st</sup> century churches everywhere to thrive. This is an exciting time to be the church. There are always challenges but that's the way it has always been. The faith of those who preceded us built the church that has been entrusted to us. From what I have seen over the years, that same faith is guiding St. Mary of the Harbor today.

## **Warden's Report**

This past year, Beth Chapman and I had the pleasure of representing the parish of St. Mary of the Harbor at our annual Diocesan Synod held at the Cathedral in Boston. I was struck at the vibrancy of this diocese, from active youth delegations, to the prevalence of Hispanic speaking congregations, the focus on the environment, creating safe communities, international outreach, and reaching our financial goals in the Together Now Campaign. Happily basking in the energy of the Holy Spirit, I was struck by the knowledge that this was not representative of the Episcopal Church at large. While many Episcopal congregations are shrinking and struggling to remain relevant in a modern world, this Diocese has arguably bucked the trend. Moreover, I was struck by the fact that our little parish by the sea has also "bucked the trend". While other congregations struggle to manage limited finances and fail to plan for future needs, St. Mary of the Harbor continues to exceed its own giving goals by increasing its yearly pledge amounts, has established a legacy fund (Carol Westcott), has established a capital campaign to support building needs, and continues to designate ten percent of our annual income for local and international outreach.

It is no secret that our congregation is aging, yet it appears that our energy and our commitment to support parish projects, the upkeep of our sacred space, and our work in the local community rivals that of any younger congregation. Substantial work and commitment continue to foster major fundraising events including Summer Fair, Art and Spirit, and the Cottage Furniture Sale. Five years ago we had only one major fundraising event.

Social events continue to create stronger parish and community bonds including our Fourth of July picnic and our Christmas Pageant, as well as our supportive presence during Family Week, our prayer service to begin the Homeless Prevention Council's annual walk, and our special service for pets and their owners. Our Winter Lunch Program for nine Saturday's in the deepest months of winter has become both a social event and a community outreach effort, and is considered an institution in the Provincetown community. As a congregation we have this year supported the raising of funds for a well-deserved sabbatical for our rector, and have successfully completed grant applications for a variety of funds to update our parish technology. When asked to support special local and international efforts beyond our outreach tithe, St. Mary's parishioners have time and again this year stepped up to the plate to make our dreams reality. This is the work of the Holy Spirit, alive and engaged in each and every one of us, creating this same vibrancy that we witnessed during Diocesan Synod.

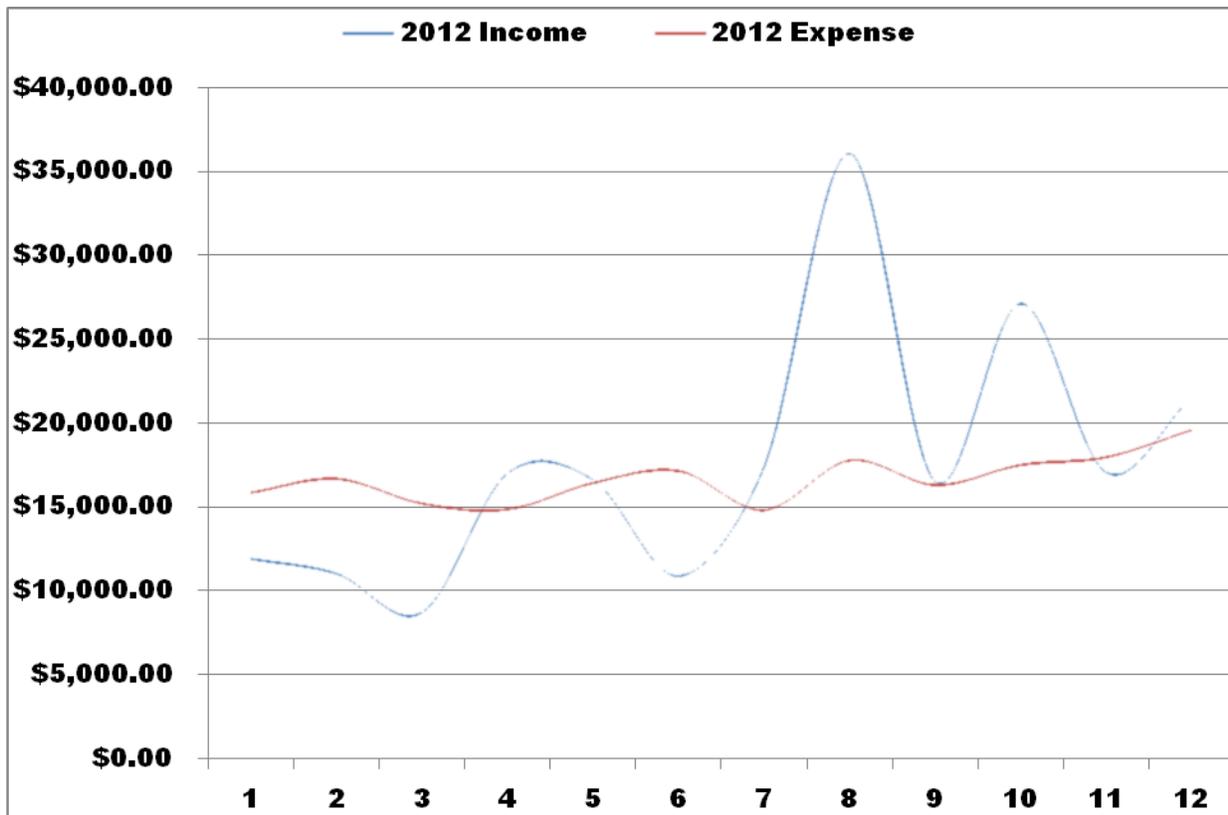
Ironically, we are mirroring the efforts of the diocese as we also move forward to focus on environmental awareness, creating a sustainable future through our capital campaign, developing and effectively using our technology to ensure our relevance and outreach in a modern world. As I mentioned in our last annual meeting, the core of the work happens in our committees that spread the work among many and relieve the work of one tireless rector. I again call for all to consider committee work that can be exciting and fulfilling (there are MANY committees to choose from, another sign of our parish vibrancy).

Both Beth and I have been honored to serve this parish as wardens in an exciting time of change. We are forever in debt to our fellow vestry members who have given of their time and talents to move this parish forward in an exciting direction. We are also thankful to have Terry, our dedicated, faithful rector. He holds a vision that has guided, challenged, and motivated us to accomplish greater things than we could have imagined.

Scott Turton  
Senior Warden

Beth Chapman  
Junior Warden

## TREASURER'S ANNUAL REPORT 2012 INCOME AND EXPENSE

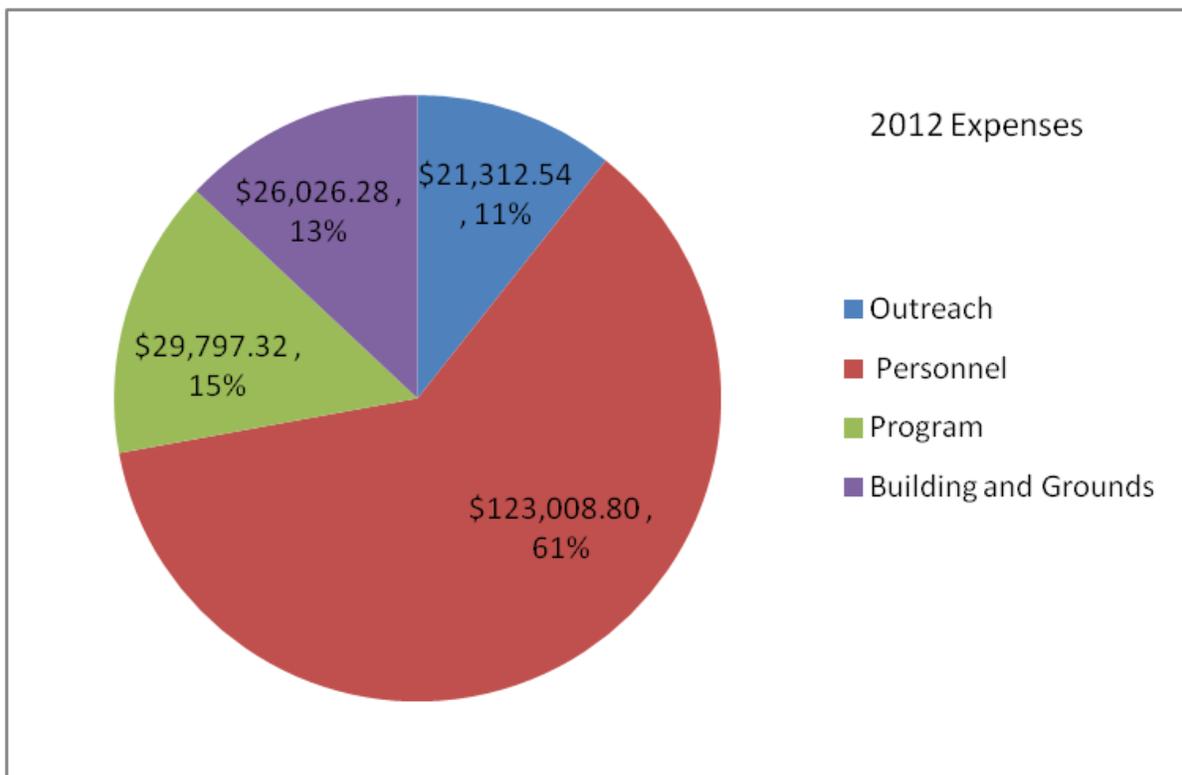
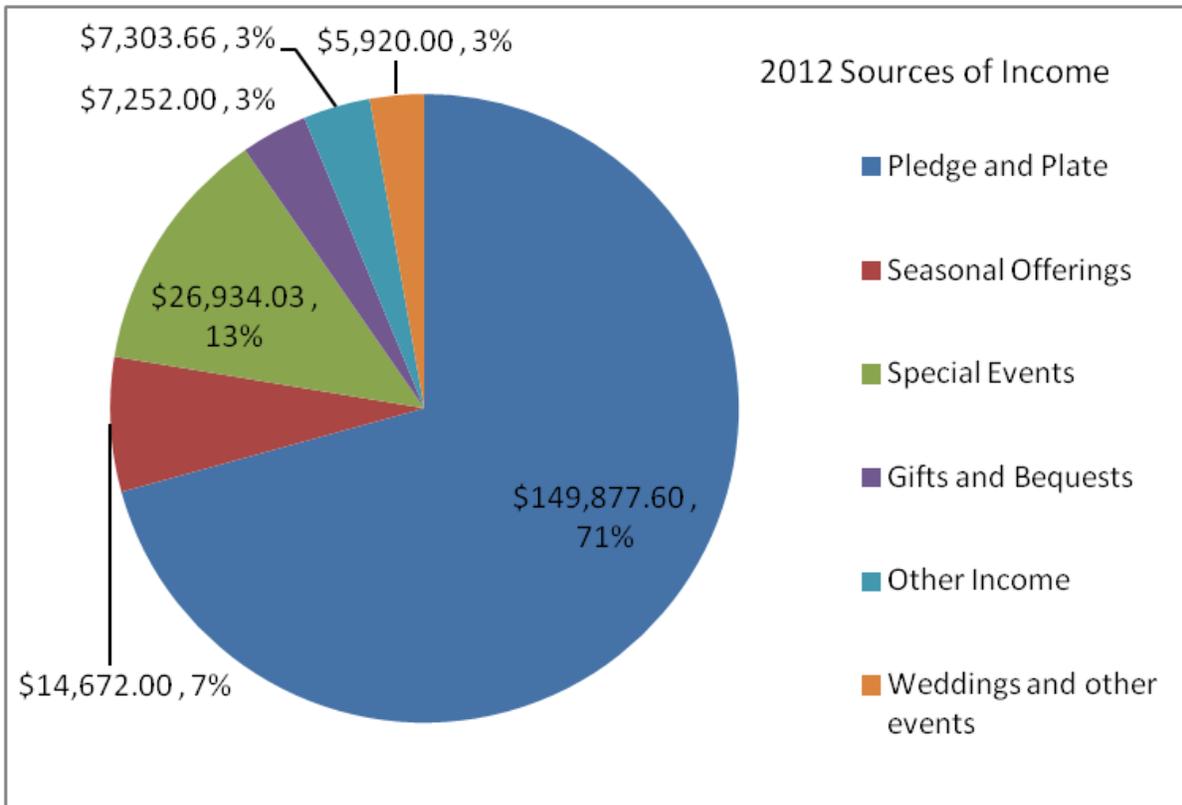


Fiscal Year (FY) 2012 was another successful one from a financial point of view for St. Mary's. For the third year in a row we lived within our means and ended the year with a surplus. The generosity of parishioners and friends of St. Mary's continues to vigorously support the work of the parish. Our total income was \$211,894. Income from pledges and plate offerings represented about 71% of that total. Our special events in 2012 brought in \$26,934. In addition we had a number of income-producing weddings in 2012.

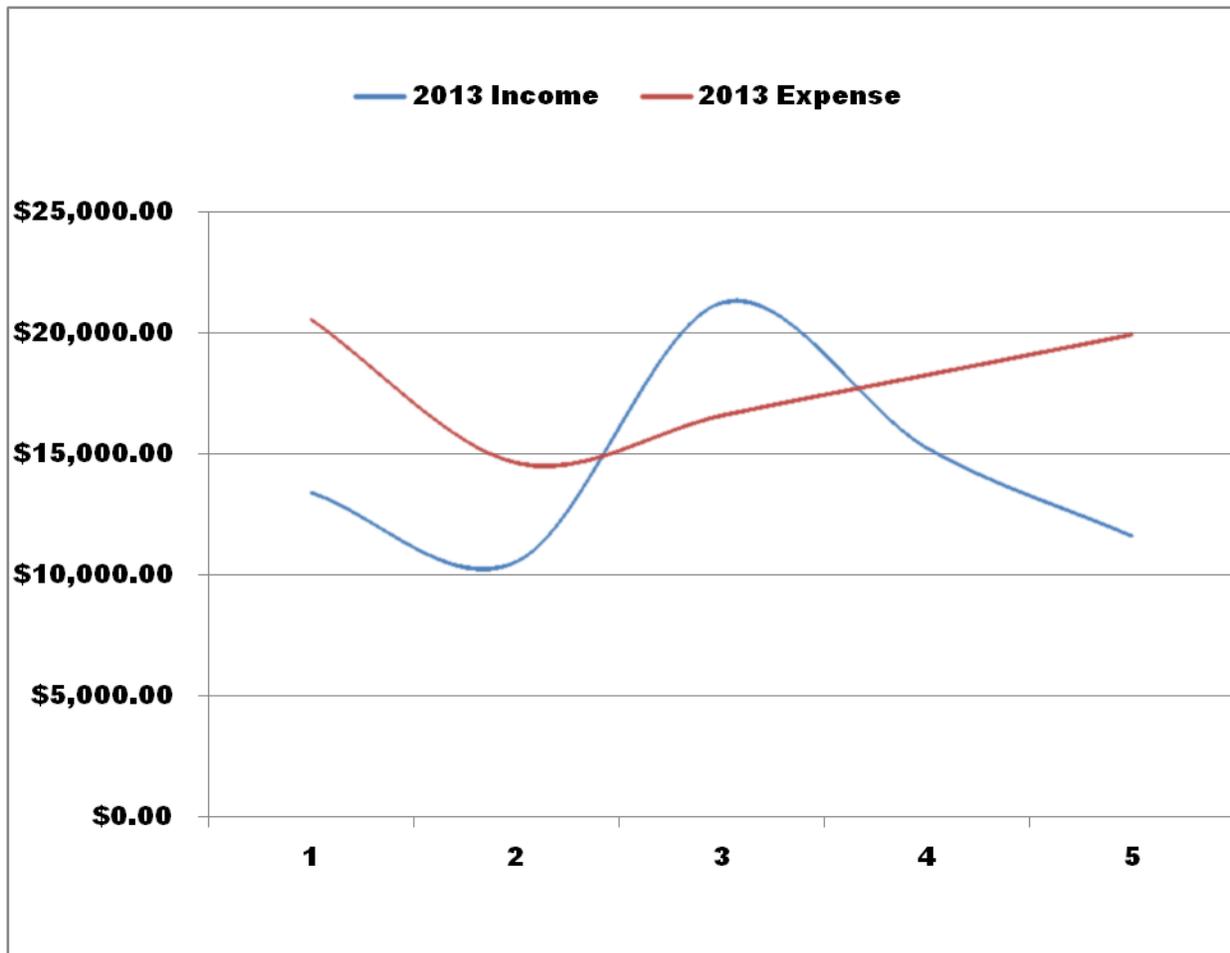
Personnel expenses consumed 61% of our income. This has been typical for our personnel expenses for several years. We also distributed 10% of our income to outreach activities. As our building ages and experiences the rigors of Cape Cod winters, we are keeping up with routine maintenance, even as we prepare for more comprehensive repairs. In total, expenses were well controlled in 2012; we spent about \$10,000 less than in FY 2011.

At the end of 2012, we had a sufficient cash balance in our current cash accounts. Those are the accounts that we use to pay our bills. Our savings in the Diocesan Investment Trust (DIT) grew at an annual rate of over 13% ending at \$150,511. We again had no need to take money out of our savings in the DIT. In fact, our last withdrawal from the DIT was in 2006.

## FY 2012 INCOME AND EXPENSE



## 2013 YTD INCOME AND EXPENSE

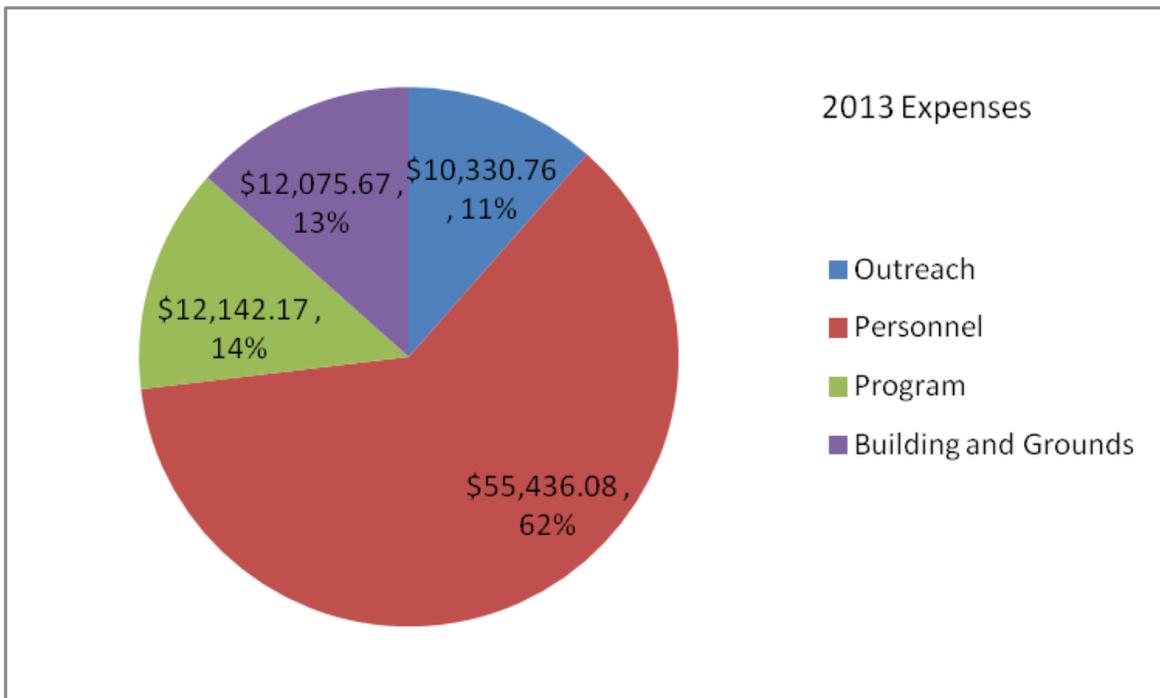
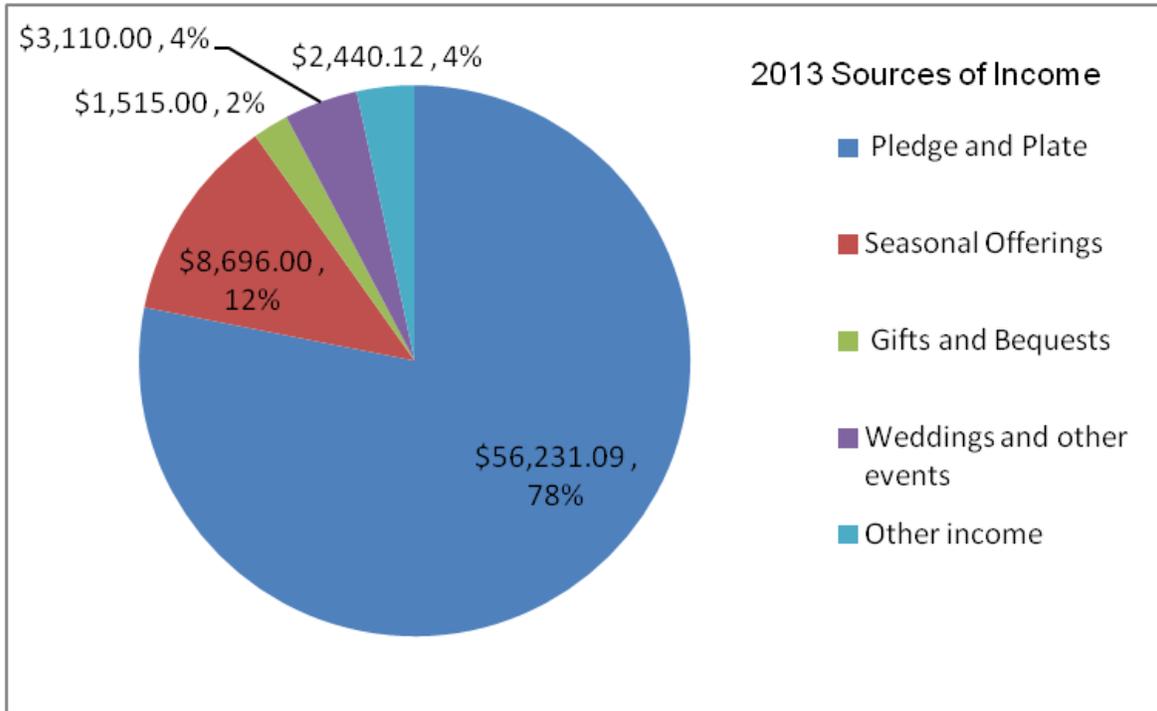


As of the end of May, our income at \$72,000 is about 10% ahead of last year's income at this time, due mainly to an increase in income from pledges. We are also ahead this year in seasonal income because of a very generous Easter offering.

Our expenses are running ahead of last year's, chiefly because we have been paying our monthly diocesan assessment in full each month. For the last several years, we paid only half of our monthly assessment from January until May or June and made up the difference in the summer. This year, however, we were in a better cash position and have met the entire obligation each month. As a result, our deficit at the end of May is larger than it was last year at this time. Our plan is that the summer fundraisers and summer attendance at services will decrease or eliminate the deficit by the end of August or September.

As of the end of May, we continue to have sufficient cash to pay our bills.

## FY 2012 INCOME AND EXPENSE



# Outreach Committee Report

## January 1 – December 31, 2012: By the Numbers:

Diocesan Assessment Outreach	8411.78
Rector's Discretionary Fund	5428.24
Soup Kitchen of Provincetown	537.28
Winter Lunch Program	623.24
Helping Our Women	500.00
Diocese of Jerusalem	2509.00
Episcopal Relief & Development (Sandy)	600.00
Habitat for Humanity of Cape Cod	1408.00
Cape Cod Council of Churches	500.00
Navy Marine Corps Relief Society	195.00
Homeless Prevention Council	600.00

**Total** **\$21,312.54**  
Gross CY12 Income \$211,894.09

## Current Fiscal Year (January – May, 2013): By the Numbers:

Diocesan Assessment Outreach	4956.75
Rector's Discretionary Fund	.47
Soup Kitchen of Provincetown	506.47
Winter Lunch Program	523.57
Diocese of Jerusalem	521.00
Cape Cod Council of Churches	3822.50

**YTD Total** **\$10,330.76**

## Committee Work

The two 'physical' meetings of the Outreach Committee during 2012 do not reflect the lively and not infrequent 'virtual' meetings held throughout the year, thanks to email! Either in person or virtually, we discussed and voted on recipients of the special offerings from Easter, Thanksgiving and Christmas that benefitted the Diocese of Jerusalem, the Rector's Discretionary Fund, the 'Adopt A Family at Christmas' program of the Homeless Prevention Council and the Episcopal Relief & Development Fund to support the victims of Hurricane Sandy. We sent a special donation to the Cape Cod Council of Churches for assistance in maintaining the Food Pantry of the Calvary Baptist in Hyannis following its devastating March fire. We continue to support our local SKIP and Habitat for Humanity of Cape Cod (with people power as well as financially) and HOW. The Winter Lunch program continues to be a highlight for those who participate either as a worker-bee or a guest. Exceeding our 10% tithe goal by over \$500, we stayed close to our guideline of using 50% of our outreach dollars to support local causes and 50% for Diocesan, National and International causes.

Tim Dixon, though not officially on the Committee, took Outreach out of the checkbook and into hard-copy producing a compilation of Services & Programs for Seniors on the Outer Cape. With huge gratitude to Joan Boudreau and Simonne Ketchum for their 3 year solo ministry to sell and administer the grocery gift-cards benefitting the Homeless Prevention Council, the entire Outreach Committee now rotates through a schedule to sell the cards that return 5% to the Homeless Prevention Council. We also are grateful to Deborah Minsky for her Banner article on local church outreach programs. It is abundantly clear that the Outer Cape in general and St Mary's in particular is a generous, caring community. There is no shortage of worthy causes and people in need of our love and support and we pray for God's guidance in discerning our role.

*Chair: Priscilla Jackett*

*Committee: Joan Boudreau, Maureen Cronin, Diana Hardy, Alec Marshall, Anne Marshall, Lynne Martin, Deborah Minsky, Bill Glass, Simonne Ketchum, Sharon Sullivan*

## Summer Fair 2012

Last year when I “volunteered” to chair the Summer Fair, everyone told me not to worry; there would be plenty of help at the time of the Fair. However, as a new chairman I was worried nonetheless. I quickly realized my fears were ungrounded. I was so impressed with the dedication and level of participation from our Parish getting ready for the Fair and equally impressed with the endurance and high level of energy throughout the day of the Fair. We had an amazing number of volunteers show up for setup on Friday, a dedicated group of “workers” keeping everything moving smoothly the day of the fair, and then even more new volunteers to help with the breakdown and cleanup at the end of the day. Again, my heartfelt thanks to everyone.

One note of great importance: Carol Studley, our church secretary, is a rock. She always works in the background, but she works incredibly hard on behalf of the Fair. Our success is greatly due to her support. Her wealth of knowledge and anticipation of what needs to be done, her grace under pressure, and her outstanding support of this new chair were essential to our success.

When the dust settled, our Treasurer Joan Gibbons figured that we exceeded the results of the 2011 Fair by our goal of 10%. I was ecstatic with this news. This year, I would like to challenge everyone to step this up in 2013 and I would like our final tally to be more than 10%. Based on what I observed last year, I believe with the team we have here at St. Mary’s, there will be no problem living up to this challenge.

Our total income from the Fair was \$12,111.38. This minus our expenses of \$1,156.36 left us with a profit of \$10,955.04. Thanks to all of you, this money helped us fund the important programs we support to help our neighbors here and abroad.

The Annual Summer Fair is a combined effort of many people here at St. Mary’s. It’s success is dependent on the ideas and participation of everyone. If you have any comments about last year’s Fair, or some new ideas for this year, please don’t hesitate to let us know. You can send them to me at [cargell@aol.com](mailto:cargell@aol.com) or leave a message on my cell phone 631-431-9637.

I look forward to chairing the 2013 Summer Fair and with the combined efforts of all the God given talents of this great parish, we will meet (surpass?) our goals.

Thank you again,  
John Carroll

## Art & Spirit 2012 Report

With huge gratitude to a host of parishioners and Parish Secretary, Carol Studley who contributed time, talent, brute strength and treasure, the 2012 Art & Spirit Preview and Auction held Saturday, October 13, 2012 was a great success! Mark Gutierrez and George Herrgott, our ‘angelic’ auctioneers, entertained us all while cajoling bidders into higher bids to contribute towards St Mary’s outreach mission in exchange for beautiful artwork. What a lot of laughs!

Artists are given the choice of donating 100% or 50% of the sale of their work to the church’s mission and ministry. The Art & Spirit Auction provides a venue for artists who may not show in a gallery as well as the opportunity to make some money. The “starving artist” exists in Provincetown! The gross income from art sales, paddles, wine tips and direct contributions was \$13,374. Expenses (some one-time only) totaled \$1280 and Artist Commissions totaled \$2596, leaving a net income of \$9501.

A ‘Monday-Morning-Quarterback Review’ held in November determined that we move the auction date in 2013 to one where more bidders are in town and prior to the late summer/early fall auction competition. We noted where we could cut expenses and how to increase our visibility through free media resources. We look forward to knowing the results of our decisions!

*Co-Chairs: Mark Weinress and Priscilla Jackett*

*Committee: Joan Boudreau, Judy Dozois, Lee Ann Fanning, Joan Gibbons, Jeanne Schmidt*

*Super Office Manager: Carol Studley*

## Green Team

Our diocese, the Diocese of Massachusetts, has begun a huge effort formally titled, The Creation Care initiative. It is one of those unusual but wonderful occasions when the Church backs its Ideals with real programs and significant funds. Our Bishops are challenging us to find ways to love God by loving His Creation and are providing real assistance for us to do that.

Each parish is to establish a “Green Team”, a committee of parishioners who are to review and analyze all the parish’s activities and facilities in the light of current ecological understanding and available technology and then help devise remedial actions. Our Rector, Wardens, and Vestry have accepted that challenge and appointed a “Green Team”. This will be a complete parish effort; affecting every aspect of parish life. It will not be done quickly but slowly, picking up momentum over time, until we can begin to say that our parish loves God and His creation and we are doing all we could to show that Love.

The vision being held up for us by our Bishops includes educating ourselves and our neighbors, replacing non-green facilities and practices in our garden, in our kitchen, in our heating and insulation, in our lighting, in our power sources, in our own personal living, in our future planning, in our activities and programs, working with other churches and community organizations, on and on far beyond what we can anticipate now. And there is money available from the Diocese and the wider Church to supplement our own funds and help us do what we should do. This is a wonderful opportunity. We must not neglect to step up to the challenge.

### **W.A.V.E**

(Wonder and Value Exploration)

In midsummer of 2012 it became apparent that several people who had been key staff for the WAVE Program were not going to be available in the 2012-2013 school year. Even Sallie Tighe, who had been the Lead Teacher from the beginning and had done a truly wonderful job, had commitments which precluded her continuing to be our program leader. Others also found themselves in similar circumstances. It was, therefore, impossible to undertake the 2012-2013 season. Most of us thought the program had “had a good run but was finished”. Terry, however, continued to hope for a revival. Therefore this spring we decided to look for a worthy successor to Sallie Tighe. After some searching we made contact with Susan Packard and subsequently engaged her as our Lead Teacher for the 2013-2014 school year. Susan is a certified and experienced teacher. Her most recent teaching job was in the Provincetown Schools. She is also familiar with the Truro Schools and she has long standing involvement in the Outer Cape communities. Now we have to assemble a team of volunteers to work with her in preparing for our first Program Day, October 11, 2013. We thank St. Mary’s leadership and people for the support in the past and urgently ask for everyone’s help as we endeavor to revive this important contribution which our parish makes to the larger community.

### **Report of the Nominating Committee**

Senior Warden, one-year term ending 2014:	Scott Turton
Junior Warden, one-year term ending 2014:	Joan Boudreau
Treasurer, one-year term ending 2014:	Joan Gibbons
Clerk, one-year term ending 2014 :	Sharon Sullivan
Vestry, two three-year terms ending 2016:	Michael Sutila Mark Gutierrez
Delegates to Diocesan Convention:	Scott Turton Harry Ellsworth

Alternates to Convention:	Robin Higgins Larry Higgins
Delegates to Cape & Island Deanery:	Harry Ellsworth Lynne Martin Priscilla McChesney
Cape Cod Council of Churches:	Peter Graham Maureen Cronin
Nominating Committee for 2014:	Simonne Ketchum Lee Ann Fanning Maureen Cronin

Respectfully submitted, Joan Boudreau, Harry Ellsworth, Maureen Cronin

### **Year-to-Date Numbers**

	<u>2011</u>	<u>2012</u>	<u>Jan.-June 2013</u>
Sunday Services	61	68	21
Sunday Attendance	3995	4067	1668
Other Services	72	77	59
Other Attendance	1432	1477	570
Baptisms	2	0	2
Confirmations	0	0	0
Weddings	4	6	2
Renewal of Vows	0	1	0
Funerals	4	4	4
*Active Baptized Members	201	165	165

\*Active baptized members are those who received Holy Communion at least three times during the preceding year. At the end of 2012, parish records were adjusted to reflect this number. Going back to 1990, names of individuals who no longer attend St. Mary's were moved to inactive status. Other names were removed from our records due to death or transfer to other churches.