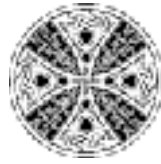


St. Mary of the Harbor  
Episcopal Church  
ANNUAL REPORT

June 11, 2017



where the land, the sea, and the sacred meet



In this year's Annual Report we celebrate the lives of  
*those who were joined together in the sacrament of Marriage:*

Jesus Cruz and Fabrizio Sommazzi  
Crissy Dyer and Alyssa Jo Vooheis  
Brian Murray and Warren Kilborn

*those who received the sacrament of Baptism:*

Dylan Cagwin

*and those who continue to grow in God's grace in the fellowship of the saints:*

Fran Hartswick  
David Lilly  
Ray Ahmuty  
Bunny Howe  
Frank McChesney

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# The Church of St. Mary of the Harbor

## Warrant Annual Meeting June 11, 2017

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, June 11, 2017 in Nicholson Hall. The meeting will act on the following:

1. Receive the minutes of the Annual Meeting of June 26, 2016.
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
  - One vestry member for a two-year term
  - Two delegates and two alternates to Diocesan Convention
  - Three delegates to the Cape and Islands Deanery
  - Two 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.

  
Mark Weinress  
Senior Warden

  
Joan Boudreau  
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 June 26, 2016 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**

### **St. Mary of the Harbor, Provincetown, MA**

**June 26, 2016**

The Rector convened the Annual Meeting with a prayer followed by opening remarks.

#### Warrant

A motion was introduced from the floor to dispense with the reading of the warrant and to accept it as written. The motion was seconded and the motion passed by unanimous consent. With the requisite number of members in attendance, a quorum was declared and the meeting was called to order.

#### Minutes

A motion from the floor was made to accept the minutes from the previous year's Annual Meeting. The motion was seconded and passed unanimously by voice vote.

#### Treasurer's Report

The Treasurer's report was presented and a motion was made and seconded to accept it. By unanimous consent, the report was accepted.

#### Committee Reports

The Rector expressed the parish's gratitude to all who serve and chair committees at St. Mary of the Harbor. A motion was then made from the floor to accept each church committee's reports. The motion was seconded and passed unanimously.

#### Report of the Nominating Committee

The Rector extended the parish's gratitude for the work of the Nominating Committee in putting forth this year's slate of candidates, noting the names of candidates by position contained in the Nominating Committee's report to the parish. A motion was made and seconded to instruct the acting Clerk of the Vestry to cast a single ballot for the list of nominees. By unanimous consent, the motion was passed and the acting Clerk cast the ballot for the following candidates:

Senior Warden, one year term ending 2017: Mark Weinress

Junior Warden, one year term ending 2017: Joan Boudreau

Treasurer, one year term ending 2017: Michael Sutila

Clerk of the Vestry, one year term ending 2017: Mark Westman

Vestry, two three year terms ending 2019: Joan Gibbons and Paul Gabel

Vestry, one two year term ending 2017: Julia Perry

Delegates to Diocesan Convention: Scott Turton and Harry Ellsworth

Alternates to Diocesan Convention: Simonne Ketchum and Jake Ketchum

Delegates to Cape and Islands Deanery: Harry Ellsworth, Lynne Martin, and

Priscilla McChesney

Representatives to Cape Cod Council of Churches: Peter and Maureen Graham

Nominating Committee for 2017: Carolyn Smith, Jennifer Clark, Mark Gutierrez

Commissioning of Newly Elected Vestry Members

Before commissioning new Vestry members, the Rector thanked outgoing members for serving on the Vestry. The Rector then commissioned the newly elected members.

Other Business

With no other business to conduct, a motion was made and seconded to adjourn. The vote was unanimous and the meeting adjourned after a closing prayer.

## **Rector's Annual Report June 11, 2017**

### **Past, Present and Future**

St. Mary of the Harbor is both a typical and an atypical parish. When it comes to membership, average attendance and operating costs, St. Mary's falls somewhere in the middle when compared to other Episcopal congregations. However, being located on Cape Cod presents some interesting contrasts. When compared to churches located in towns with stable year-round populations, the dramatic summer fluctuation and increased erosion of the winter population on the Outer Cape presents some unusual challenges for us. They also present some opportunities. How we approach this reality will in no small part shape the future of ministry at this harbor-side church.

In an ever-changing and disruptive environment, churches tend to focus their energy on solving the "problems" of declining attendance, membership and finances. While these are legitimate issues, focusing on problems alone feeds into a narrative of survival. Under this scenario, churches expend their resources and exhaust their volunteers in an effort to maintain programs and ministries that are no longer viable. And when a particular ministry concludes, there is often a sense of sadness and guilt rather than a sense of accomplishment.

In times of transition, understanding the difference between mission and ministry sets things in perspective. The mission to proclaim the gospel is the same today as it was 2000 years ago. In baptism, Christians are commissioned to become ambassadors of Christ. Our job is to share the story of Jesus Christ with people everywhere and to speak about the ways his love has and is changing people's lives, including our own. And while the church's mission is unchanging, ministry is both cyclical and dynamic by nature. Ministries are created to meet specific needs. They evolve or at some point are reworked or are replaced by other ministries to address changing contexts. That is where we are as a church in 2017.

One of the reasons St. Mary of the Harbor has remained a viable and vital parish is that we have adapted to our environment. At the same time, we have retained the character and spirit that defines us as a parish. That same creative determination will surely be needed in the years ahead.

Mission and ministry are proactive enterprises. In an ever-changing world, a proactive approach necessitates discernment, the courage to examine changing circumstances through the lens of faith and to be bold in our decision making. We do this with humility and hope, confident that when we open our hearts and our minds to the Lord of Love, he will, as St. Paul reminds us, work within us to "accomplish abundantly far more than we can ask or imagine."



## Report of the Wardens

### Senior Warden Report

Life presents us with its challenges. Finding a community in action and faith can help us in meeting those challenges. Finding that place where we can gather with others for a common goal. A place that can refresh and give fulfillment. For me that place is Saint Mary's.

They say to "think globally and act locally." Through the work we do together for our community, the causes we contribute to, and the message of love put forth by our rector, we do that at Saint Mary of the Harbor. Church is the place where we can find renewal and strength for the work of Christ in the world.

We come together in community to do the work of the church and to support our parish. We serve on boards, volunteer for the Church Fair or Art & Spirit, help out in the kitchen, work in the garden, serve meals for the Saturday lunches and contribute in so many other ways. We contribute to the life of Saint Mary's through our attendance at services, listening to the wonderful sermons and raising our voice in song. We gather at coffee hour to share in our community. We have a place together in our church by the water.

As always, we meet the challenges at Saint Mary's with grace. We work toward making sure we have a financially secure future. We face together the loss cherished members of the congregation who will be sorely missed. Our boards and committees continue their work to keep us moving forward. And we delight in joining to welcome newcomers to our church. We do the work to make our community thrive.

There are always opportunities to be more active at Saint Mary's. We welcome your contribution of gifts and talents and we are excited to help you find your niche. Participating in action is a means to bring a sense of order to a sometimes challenging world. Taking action gives the means to effect change; and it doesn't matter how small. A huge wave in the ocean starts with a ripple.

I am very grateful to be part of the community at Saint Mary's. Together we find joy and purpose in our community. Let a friend know what Saint Mary's means to you. Share the spirit!

Mark Weinress

### Junior Warden Report

This past year has been a busy one. Among the many tasks I was charged with organizing the Winter Lunch Program. Along with many other volunteers we successfully served hot lunches to 521 hungry folks. That's an average of 74 meals per Saturday. The volunteers worked very hard to fulfill this mission. Another project was helping with the planting of the parking lot garden. This was organized by Maghi Geary who recruited students from Cape Cod Tech and their teacher to plant the many bushes and flowers. At lunch time pizza was delivered and I helped with organizing drinks and other goodies to sustain the student workers. St. Mary's was a busy church this past year.

Joan Boudreau

**Treasurer's Annual Report**  
**St. Mary of the Harbor**  
**June 11, 2017**

2016 was a financially challenging year for St. Mary of the Harbor. Even so, our parishioners stepped up to fund St. Mary's mission and ministry. For the fiscal year ending December 31, 2016 the church ended the year with a net ordinary income loss of \$1,836. Pledge and plate income was down for a second year in a row by \$9,482. Special events (Art and Spirit and Summer Fair) generated revenues of \$25,702, but other income was down by \$15,000.

The church usually runs deficits through the first 5 months of the year but 2016 was different in that we operated in a deficit position throughout the year. At the end of October we had a deficit of over \$10,000. The vestry in consultation with the Outreach Committee decided to dedicate the one half of the Thanksgiving collection to Outreach and the remainder along with the Christmas collection to reduce the deficit. Parishioners donated over \$18,500 for those two collections enabling St. Mary's to end the year with a small, manageable deficit.

As to the church's cash position at the end of 2016, St. Mary's posted a strong year-end balance sheet totaling \$425,231. This increase from \$344,203 was largely due from a major gift donated to the parish along with memorial gifts we received throughout the year.

In January of 2017 St. Mary's retired the \$100,000 construction loan ahead of schedule. We did this by borrowing from the church's operating funds because it was more expensive in the long run to maintain the loan than to pay it off. This was amazing and in no small part due to the generosity of parishioner's Capital Campaign pledge payments from 2014-2016. However, we need to replenish the cash we borrowed from operating funds. A few households that pledged to the capital campaign still have unpaid balances on their Capital Campaign pledge and we are hoping they will honor their pledges so that we can restore the funds to operations.

In many of my OMV narratives and prior annual reports, I talk about the ongoing financial challenges St Mary's encounters each year. At the Thanksgiving, Christmas, and now Easter Holidays more and more our appeals are to meet ongoing deficits. Joan Gibbons and I were discussing this and during the past 8 years as treasurers (Joan 5, Mike 3) we see that each year becomes more difficult in meeting the parish's financial obligations. Though Terry and the Vestry are doing all we can to keep expenses in check, most of the church's operating costs are fixed. On the revenue side, the deaths of a number of our longtime parishioners who financially supported the parish has resulted in a downward trend in pledges and financial contributions. The two tables representing the Income Summary from 2011 to 2016 and the Pledge Summary from 2012 to 2017 give you an idea of the situation in real numbers.

### INCOME SUMMARY (Dollars)

Year	Total P & P Income	Pledge Income	Plate Income
2016	138,962	129,923	10,039
2015	132,582	123,659	8,923
2014	142,065	133,667	8,398
2013	159,716	151,214	8,502
2012	149,877	140,377	9,500
2011	153,474	144,955	8,519

### PLEDGE SUMMARY

Year	# Pledge Units	Total Pledge Amount
2017	54	\$80,098
2016	58	\$81,174
2015	70	\$152,394 (18 months)
2014	68	\$118,260
2013	78	\$121,109
2012	65	\$116,531

You might ask what are we doing about this. The Vestry and the Finance Committee have discussed the situation and we are looking at ways to address the challenges,

both in the short and over the long term. I have briefly summarized some of those ideas/measure:

- Stewardship Pledge Campaign for 2018 to take place during summer 2017 from July 1 to August 15<sup>th</sup>, 2017.
  - New and creative ways to generate additional non-traditional income: Actively in the process of renovating parish hall and marketing it as a revenue source for wedding receptions and other events.
  - Become more active in community through the Provincetown Chamber of Commerce.
  - Close monitoring of our income and expenses, including the timing and distribution of proceeds for Outreach to match the current financial situation.
  - Ongoing evaluation of fluctuations relative to budget and adjusting as necessary.
  - Adjust rental rates for the parish hall and other fees as needed to reflect the Outer Cape market
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- Focus on our Planned Giving Program through education and discussion regarding bequests, gifts and estate planning

The Vestry and I are very grateful for your ongoing financial support and generosity. Without it, there is no ministry. As we move into the future we need to think differently and accept change to keep St. Mary's thriving as it currently is.

Mike Sutilla, Treasurer

## 2016 Outreach Committee Report

### Annual Meeting 2017

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***Total Operating Income: January 1-December 31, 2016***

**\$ 211,924**

***Total Outreach 2016 Disbursed***

**\$28,132.28**

***Outreach Recipients:***

***January 1-December 31, 2016***

Diocesan Assessment Outreach	\$10,894.50	
Rector's Discretionary Fund		3,775.26
Soup Kitchen of Provincetown	900.00	
Winter Lunches	1,399.02	
Diocese of Jerusalem (Good Friday)		1,000.00
Amazing Grace	1 000.00	
HOW (Thanksgiving)		2,000.00
Navy-Marine Corps Relief Society (S4)	343.00	
Episcopal Diocese (Dio. Outreach Pledge 2/5)	1000.00	
Art & Spirit Artists' Commissions	3,050.00	
Homeless Prevention Council (Easter)	885.25	
Cape Cod Council of Churches(Easter)	885.25	
Diocese of Louisiana Flood Recovery		1,000.00

***Discussions:***

- The Outreach Committee enjoys the privilege of discerning agencies to receive the 10% tithes of the parish's gross annual income. We continue to be in gratitude for the enormous generosity of our little parish. We

meet occasionally face to face but often have virtual “email meetings” for efficiency and geography.

- We continue to support our ‘regular’ Outreach beneficiaries - fifty percent of our Diocesan Assessment that supports outreach efforts of the Diocese, The Soup Kitchen of Provincetown (SKIP) and HOW that also includes ‘man-hours’ from St Mary’s dedicated volunteers, our very successful Winter Lunch program where many of our hands make light work and fun, and the Rector’s Discretionary Fund that assists with rent, food, medicine and emergency expenses of our neighbors in need. Our Good Friday offering is always designated to the Episcopal Diocese of Jerusalem that supports non-sectarian hospitals and schools in Palestine, Israel, Syria, Jordan, and Lebanon. We have added to our ‘regular’ list, Amazing Grace Summer Camp, a residential summer
- camp in Sandwich for children living on Cape Cod with parents who are incarcerated, sponsored by St Mary’s, Barnstable.
- 
- Our Easter 2016 offering was divided between Homeless Prevention Council and The Cape Cod Council of Churches that has many successful programs that serve hospital, foster care, street youth and prison ministries, provide emergency assistance for low-income families, and operate a Thrift Shop and Baby Center.
- The Art & Spirit Auction and Artist Commissions is our way to assist local artists who may be non-galleried with exposure and income.
- Beginning in 2017, Baobab Home in Tanzania, Africa will receive a pledge of \$10,000 over a five-year period, a gift from an anonymous member of the parish. It is a self-sustaining orphanage, school, farm and feeding program for children who are HIV+ or have lost parents to AIDS. Check out their website!!!

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### The Baobab Home

[www.tzkids.org](http://www.tzkids.org)

Terry and several members of the Outreach Committee were delighted to meet Baobab’s Director, Terri Place during her American visit last summer. She is ‘blown away’ by our commitment which can do so much for the school and orphanage. Some non-monetary ways you may be able to help Baobab Home:

- Have experience with non-profit board leadership
- Are internet savvy and can research for us to recruit teachers who will work for a small stipend.
- Can spread the word...perhaps a niece or grandson who was going to school to be a teacher and wanted a year to really learn about teaching.....or one of their friends is a retired teacher...etc.
- Have University connections. We are developing an intern program and want to get the word out.

- Collecting books, understanding that shipping can take time
- As we unintentionally exceeded our projected 10% tithes of our annual income and anticipating a year-end deficit, one hundred percent of our Christmas offering went to help with the parish expenses.
- In 2015, the Vestry approved a \$5000 pledge to the Diocese's Together Now Campaign, spread over five years. This campaign funds new outreach ministries including the Green Grants of which we have benefitted. The 2016 contribution was our second of five.

Respectfully submitted,

Priscilla Jackett, Chair

Committee: Joan Boudreau, Maureen Cronin, Diana Hardy, Simonne Ketchum, Alec Marshall, Anne Marshall, Lynne Martin, Deborah Minsky

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## Summer Fair 2016

<b>Department</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Bakery</b>	<b>\$288.00</b>	<b>\$189.00</b>	<b>\$250.51</b>
<b>Books</b>	<b>\$100.50</b>	<b>\$56.50</b>	<b>\$79.00</b>
<b>Food</b>	<b>\$567.45</b>	<b>\$554.45</b>	<b>\$808.75</b>
<b>Front Gate</b>	<b>\$924.00</b>	<b>\$1,271.00</b>	<b>\$204.00</b>
<b>Golden Treasures</b>	<b>\$1,775.25</b>	<b>\$1,295.25</b>	<b>\$2,213.25</b>
<b>Jewelry</b>	<b>\$1,000.00</b>	<b>\$870.00</b>	<b>\$485.50</b>
<b>Raffles</b>	<b>\$810.00</b>	<b>\$992.00</b>	<b>\$1,144.00</b>
<b>White Elephants</b>	<b>\$1,082.00</b>	<b>\$737.00</b>	<b>\$815.00</b>
<b>Auctions</b>	<b>\$2,475.00</b>	<b>\$1,990.00</b>	<b>\$2,097.00</b>
<b>Donations</b>	<b>\$850.00</b>	<b>\$725.00</b>	<b>\$30.00</b>
<b>Total Sales</b>	<b>\$9,871.00</b>	<b>\$8,680.20</b>	<b>\$8,127.01</b>

The numbers above reflect how much each section raised over the past 3 years. Since 2014, the year it DID rain on St. Mary's Summer Fair, our numbers have been on a steady climb. This is totally in thanks to all the help our congregation gives to make The Fair a success.

I was not able to be here last year due to a previous personal commitment. Many thanks to Mike Sutila for stepping in and doing all he did and a big thank you to Rebecca Matarazzi for taking on the responsibility of the Kitchen.

We already know we will be short two people this year, and are looking for more volunteers. St. Mary's Summer Fair is a tradition in Provincetown that many people look forward to every year. Its success is due to the time, effort and hard work everyone puts in prior to and the day of The Fair. Please contact myself or Carol Studley in the church office if you are able to help out. We need people the day before and the day of The Fair.

As always, a HUGE thank you to Carol. Every year she is bombarded with work for the Summer Fair as well as Art & Spirit. As I've said in the past, she is the "Central Control" for both of these major summer fund raisers and keeps everything running smoothly.

This year, The Fair will be the first Saturday in August, the 5<sup>th</sup>. As usual, we will be emptying the pod the Friday before. I hope you've all been collecting treasures from family, friends and neighbors to fill our storage bin. Remember my motto . . . "One Man's Garbage Is Another Man's Treasure" and they pay for it.

Look for information and updates on The Fair via Constant Contact as The Fair gets closer.

John Carroll, Chairperson for The Summer Fair.

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## Art & Spirit 2016

### By the Numbers:

<b>INCOME</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Art Sales	\$12,796	\$13,885	14,565	13,993
Paddle Sales	490	440	310	390
Beverage	138	83	77	70
Pass The Hat	86	53	43	0
Underwriting	2,495	1,200	900	1,600
Reimbursed Expenses	750	963	1,259	0
<b>TOTAL INCOME</b>	<b>\$16,755</b>	<b>16,624</b>	<b>17,154</b>	<b>16,053</b>

### **EXPENSES**

Artists Commissions	3,050	4,225	4,215	5,422
Advertising	1,114	594	476	386
Food/Beverages	0	0	0	0
Labor	75	0	600	0
Materials	305	0	1,259	0



Bank Fees	317	379	290	63
Misc	125	0	0	0
<b>TOTAL EXPENSES</b>	<b>4,986</b>	<b>5,198</b>	<b>6,840</b>	<b>5,871</b>
<b>NET INCOME</b>	<b>\$11,769</b>	<b>\$11,426</b>	<b>\$10,314</b>	<b>\$10,182</b>

As the numbers show, we have continued to increase our net income each year. Art & Spirit is now our largest fundraiser of the year, thanks to the quality of art displayed and our parish underwriters. We could not produce this event without significant assistance from within the parish both on the day of the auction and financially!

Rod Funston ably guided us through our first year using his professional auction software that greatly improved accounting and tracking efficiency. Experience will also help Terry with the catalogue production.

Our Eighth Annual Art & Spirit Auction will be held Saturday, July 15<sup>th</sup> and the final date to donate art is Tuesday, June 27<sup>th</sup>. An Artist Sheet must accompany all donations – available from Mark Weinress or Priscilla Jackett. Preview and refreshments begin at 5:30 pm and the live auction begins at 7:00 p.m. We hope you, your family and friends will come, have fun, listen to our own Bill Carlson play beautiful music at the reception and buy art to support local and emerging artists many of whom do not show in a gallery and depend on us to show and sell!

Respectfully submitted, Priscilla Jackett and Mark Weinress, Co-Chairs  
2016 Committee: Lee Ann Fanning, Jean Fogg-Brock, Andrea Sawyer

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### **Rectory Task Force Report**

The Rectory Task Force is now in year two of its' work to discern the best possible use of our rectory property. In year one we created a task force mission statement, we provided the vestry with information for the vestry retreat, we initiated contact with the Diocese and provided our diocesan consultant with background information on our parish property which led to a basic exchange of ideas on possibilities for the parish. The end result of this groundwork was our World Cafe. This memorable event brought parishioners together to review possibilities for the property as well as providing an opportunity to share concerns and make recommendations.

Year two has been a continuation of research with vestry members researching town regulations, task force members contacting a real estate appraiser to understand basics of appraisal costs, and finally reaching out to a contractor to assess the rectory building for costs of needed repairs or renovations that would be essential whichever direction the parish decides to take for the rectory. The vestry is now in the process of reviewing

the assessment provided by Jonah Swain who was also instrumental in the recent church foundation project.

While this may seem a slow process, the task force is aware of the importance of being fully informed on all aspects of whichever road we take in regards to the rectory. We understand that having all of the information will help guide the vestry in its' decision process. As always, we welcome input from parishioners at any point as we view mutual education and transparency as integral to our final recommendations.

Sincerely,

Scott Turton  
Joan Gibbons  
Bill Glass

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## **2017 Report of the Nominating Committee**

Senior Warden, one-year term ending 2018:	Mark Weinress
Junior Warden, one-year term ending 2018:	Harry Ellsworth
Treasurer, one-year term ending 2018:	Mike Sutila
Clerk, one-year term ending 2018:	Gerri Spinella
Vestry, two three-year terms ending 2020:	Bruce Cagwin Julia Perry
Vestry, one two-year term ending 2019:	Simonne Ketchum
Delegates to Diocesan Convention, two one-year terms	Scott Turton

ending 2019:	Harry Ellsworth
Alternates to Convention, two one-year terms ending 2019:	Simonne Ketchum Jake Ketchum
Delegates to Cape & Island Deanery, three one-year terms ending 2019:	Harry Ellsworth Lynne Martin Priscilla McChesney
Cape Cod Council of Churches, two one-year terms ending 2019:	Peter Graham Maureen Cronin
Nominating Committee for 2018:	Joan Boudreau Maghi Geary Julia Perry

Respectfully submitted,

Mark Gutierrez, Carolyn Smith, Jennifer Clark

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**2016 Year by the Numbers**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Sunday Services	67	62	60	62
Sunday Attendance	3737	3702	3559	3503
Other Services	105	83	111	99
Other Attendance	1534	792	1077	1042

Baptisms	3	0	3	1
Confirmations	0	0	0	0
Weddings	4	7	6	3
Renewal of Vows	0	1	0	0
Funerals	7	4	6	7
*Active Baptized Members	163	164	165	160