

**St. Nicholas Episcopal Church
2023 Annual Report
and
Annual Meeting
Sunday, October 22, 2023**



Becoming a beloved community of God where all belong.

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2023 ANNUAL MEETING AGENDA
Sunday, October 22, 2023

- I. Opening Prayer – Rev. Beth
- II. Appoint Secretary – Rev. Beth
- III. Review Bylaws – Voting at Annual Meeting
- IV. Establish Quorum – ¼ of the Church membership
- V. Motion to Suspend Roberts Rules of Order to allow for hybrid Annual Meeting
- VI. Approve 2022 Annual Meeting Minutes (pages 3-6)
- VII. Senior Warden’s Report – Bob McCartin
- VIII. Junior Warden’s Report – Geof Fuller
- IX. Treasurer’s Report – Rev. Beth
- X. Stewardship Kick-Off – Rev. Beth
- XI. Recognition of Vestry Service – Rev. Beth
- XII. Nominating Report –
 - a. Presentation of the Ballot
 - b. Nominations from the Floor
 - c. Election
- XIII. Rector’s Report – Rev. Beth
- XIV. Open Microphone
- XV. Motion to Adjourn
- XVI. Closing Prayer & Dismissal

St. Nicholas Episcopal Church
2022 Annual Meeting Minutes
Sunday, October 23, 2022 - In-person and via Zoom

- I. **Appoint Secretary** -Rev. Beth appointed Ruth Willbanks as Secretary for this meeting.
- II. **Opening Prayer** – 11:08 am - Rev. Beth O’Callaghan called the meeting to order and opened the meeting with a prayer.
- III. **Review Bylaws-Voting** - Rev. Beth called attention to Article IV, Section 3 of the St. Nicholas Church’s bylaws and encouraged youth 15 years and older to vote.
- IV. **Establish Quorum** - The Bylaws state that a quorum of one-fourth of the church membership must be present. Twenty-six members were present and three people joined the meeting via Zoom.
- V. **Motion to Suspend Roberts Rules of Order** - Rev. Beth stated that the Diocese has recommended that Robert’s Rules of Order be suspended to allow for on-line participation in the Annual Meeting. Bob McCartin so moved, and Geof Fuller seconded. There was no opposition to suspending the Rule of Order.
- VI. **Approval of 2021 Minutes** – John Kraft moved that the 2021 minutes be approved; Carly Woolheater seconded. The congregation approved the 2021 minutes by acclamation.
- VII. **Senior Warden’s Report** – Bob McCartin shared the work that the vestry has been doing this past year and explained the role of the vestry. He stated that the vestry is trusted and expected to provide a valuable service to the congregation. He further explained that the lay leadership in the Episcopal church is expected to support and advise the rector on matters concerning the parish. He noted that Rev. Beth’s experience, her strong communication skills, ability to manage people, and executive experience have allowed the vestry to focus on issues confronting the parish. Bob identified the following:
 - Tending Our Soil Team – Mark Brown, Alicia Frechette, John Lightfoot, Rev. Beth O’Callaghan, and Ruth Willbanks are part of Diocese of Washington (EDOW) Teding Our Soil Program and have been working to better understand our community.
 - Geof Fuller and others have been working on the solar initiative to bring solar panels to our campus.
 - John Kraft, John Lightfoot, Bob McCartin, Ruth Willbanks, and others have been working to complete the installation of the Learning Cottage.

- Budget is currently balanced, and the vestry works closely with the Finance Administration and Human Resources Committee (FAHR) to accomplish the various projects. He introduced John Lightfoot as chairman of the FAHR committee.
- Bob also mentioned the MoCo Interfaith 5K which several members attended on Labor Day.
- Bob noted that the vestry is currently working on developing 5- and 10-year long-range plans.

Bob closed his remarks by stating that if any one is interested on working on any of these initiatives to please let him know.

VIII. Learning Cottage – Rev. Beth, Bob McCartin, John Kraft, John Lightfoot, and Geof Fuller provided information on the status of the Learning Cottage. A handout was provided that showed similar trailer designs.

- A contract was signed with Modular Genius in August to provide the learning cottage. (One 24-foot by 36-foot trailer)
- The building will be white with a red door. A sign or plaque will be placed on the cottage to identify it as the “Roberta Miller Learning Cottage.”
- The interior will be essentially one large room. There will not be any bathrooms or running water.
- A ramp will be provided to comply with Montgomery County accessibility requirements.
- Maureen Aglidian and Carly Woolheater (primary Sunday School teachers) worked with the committee to select flooring and interior colors.
- Bob McCartin is hopeful that we will receive final drawings soon and all information will then be submitted to Montgomery County.
- General discussion and questions followed. Rev. Beth thanked the committee for all of their hard work to bring the project to its current status.

IX. Solar Project – Geof Fuller provided a handout and discussed EDOW’s “Creation Care Task Force.” As part of this initiative EDOW has created a “solar boot camp” to encourage congregations to consider converting to solar energy. Highlights of the plans for St. Nick’s are:

- Solar panels would cover one-half of the current roof (the side that faces primarily east).
- It is expected that the panels will provide approximately 88% of our energy needs.
- Skyview has been selected by the vestry to provide and install the panels.
- The installation of the panels will not violate our roof warranty with Certainteed.
- There is no cost to St. Nick’s to have the panels installed or maintained.

Geof opened the floor to questions – there were none. Rev. Beth thanked Geof for his work on this project.

X. FAHR Report – John Lightfoot explained the purpose and work done by Finance Administration and Human Resources committee. Currently there are seven members, and they meet monthly. Much of their work goes on “behind the scenes” – these include:

- The 2021 audit has been completed.
- Actual income for 2022 has exceeded budgeted income.
- Maintenance expenses have been higher than expected due to HVAC repairs and a new ADT monitoring agreement.
- Fundraising continues to be below budget.
- The mortgage will be refinanced next year.

John opened the floor to questions – there were none. Rev. Beth thanked John and reminded all that FAHR meets on the second Wednesday of every month and said that if anyone was interested in serving they should contact her or John.

- XI. Treasurer's Report – Rev. Beth referred everyone to the report on page 15 of the Annual Report. She noted that we are above the budget amount for Giving Estimates, but below the budgeted amount in other giving. Our expenses are mostly on-target with the exception noted earlier concerning the HVAC system and security/fire monitoring. She is hopeful that we will end the year in the black. There were no questions.
- XII. Stewardship – Rev. Beth presented the Stewardship Report in David Maglott's absence. She said Giving Estimates (GE) will be dedicated on St. Nicholas Sunday and encouraged everyone to increase their GE by 1-2% or more, if possible. The members of the vestry and FAHR committee have begun submitting their estimates. Rev. Beth explained the process for submitting a GE and said that if anyone's circumstances change at any time and the GE needs to be revised they should contact Mindy McCartin who is serving as Assistant Treasurer. Rev. Beth also explained that the majority of our income comes from Giving Estimates, followed by rental income and fundraising. She encouraged 100% participation.

Rev. Beth also stated that currently we do not have a Treasurer and asked that if anyone feels so called, they should contact her or Bob McCartin. She explained that the role of the Treasurer is to review reports from our Accounting Software (currently QuickBooks) and to approve payments. The Treasurer also assists in preparing materials to be reviewed by an independent auditor.

- XIII. **Recognition of Vestry Service** – Rev. Beth invited Audrey Thompson to come forward. Audrey is retiring from her position as Junior Warden. Rev. Beth thanked Audrey for her faithful service and presented her with a St. Nicholas Christmas ornament. Audrey stated that "It has been a challenge and a pleasure to serve all of you." She will continue to serve as the non-voting vestry clerk, and as the leader of the Usher ministry.
- XIV. **Nominations for Vestry -**
- Geof Fuller was nominated to serve a two-year vestry term.
 - Incumbents Mark Brown, John Lightfoot, David Maglott, and Ruth Willbanks agreed to serve an additional term and were added to the ballot with Geof. There were no nominations from the floor.
 - Barbara Miles moved; Tracy Youngman seconded, and the ballot was approved by acclamation.

XV. **Rector's Report** -

- Rev. Beth recognized the many people who have served during the past year. She especially wanted to thank Carolyn Deibel, Director of Music, and the members of the vestry and the FAHR committee. She stressed that there are many ministry opportunities available, and everyone is welcome to serve in whatever way they feel called.
- Rev. Beth invited Deacon Sally Lermond to come forward. She thanked her for her work in the community and dedication to the Outreach Committee. She explained that the deacon's role is to be a bridge between the church and the community. Deacon Sally responded that she is only a small part, and that Rose Mahan (chair of Outreach) does the majority of the work. Deacon Sally mentioned that anytime a call goes out to the members of St. Nick's people are very quick and very generous to respond.
- Rev. Beth recognized the members of the Tending Our Soil Team, Mark Brown, Alicia Frechette, John Lightfoot, and Ruth Willbanks. The team has been meeting with eleven other churches as part of the Diocesan Tending Our soil initiative. In the second year of this program the focus is on developing strategic goals.
- Rev. Beth encouraged everyone to invite others to come to church and to share information about St. Nick's in their own communities.
- Parish Statistics:
2021 Average Sunday Attendance to date – 65 (live stream & in person)
2020 Average Sunday Attendance – 74 (live stream & in person)
2019 Average Sunday Attendance – 76
2018 Average Sunday Attendance – 75

10/19/2020 – 10/17/2021	10/27/2019 – 10/18/2020
# of New Member Households – 4	# of New Member Households – 1
# of Baptisms – 3	# of Baptisms – 0
# of Confirmations – 2	# of Confirmations – 0
# of Receptions – 0	# of Receptions – 0
# of Burials/Deaths – 2	# of Burials/Deaths – 5
# of Private Communion – N/A*	# of Private Communion – 16*
*due to COVID	*delivery of Communion due to COVID

XVI. **Open Microphone** -

- There were no questions/comments from the floor.

XVII. **Motion to Adjourn** – 12:04 pm – Bob McCartin moved; Alicia Frechette seconded adjourning the meeting. Rev. Beth closed the meeting with a prayer and the meeting was adjourned.

MINISTRY REPORTS

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RECTOR'S REPORT

Submitted by Rev. Beth O'Callaghan

O God of unchangeable power and eternal light: Look favorably on your whole Church, that wonderful and sacred mystery; by the effectual working of your providence, carry out in tranquility the plan of salvation; let the whole world see and know that things which were cast down are being raised up, and things which had grown old are being made new, and that all things are being brought to their perfection by him through whom all things were made, your Son Jesus Christ our Lord; who lives and reigns with you, in the unity of the Holy Spirit, one God, for ever and ever. *Amen.*

This is my favorite collect or prayer from the Book of Common Prayer (BCP). We pray this on Good Friday and at ordinations of deacons, priests and bishops. The prayer speaks to me about so many things, but especially about our God who is unchangeable in love, power and light; who works with us to let things go and to create new things; and to help us grow to be more and more like Jesus.

This past year feels like we've come out of the cocoon of COVID. We are discovering our new normal. Growth is happening on our campus with our garden, apiary, solar panels and soon to be Learning Cottage. Growth is happening in this community with new members joining us and becoming involved in various ministries. I hear over and over again how welcoming St. Nicholas is and as someone said recently, "I can be all in here with my beliefs." As our Presiding Bishop Michael Curry says, "If it's not about love, it's not about God!" And as our sign on Route 28 says "Love your Neighbor who doesn't look like you, think like you, love like you, speak like you, pray like you, vote like you. Love your Neighbor. No Exceptions." It's another way of saying what our mission statement is:

Becoming a Beloved Community of God where all Belong.

I am grateful for the leadership of the Vestry and all the ministry leaders, for the ongoing efforts of the Tending Our Soil Team (see Ruth Willbank's report) and for all of us sharing what we love about St. Nicholas, especially inviting other people to "come and see," what is happening in this place! With our increasing growth and future debt reduction I am confident that St. Nicholas, with God's help, will thrive as a beloved community of God where all belong.

Finally, I am deeply grateful for what God has done and what God will continue to do at St. Nicholas so that "things which were cast down are being raised up, and things which had grown old are being made new, and that all things are being brought to their perfection in the unity of One God: Creator, Redeemer and Sustainer."

In Christ's peace, power and love, *Rev. Beth+*

2023 PARISH STATISTICS

of New Member Households – 8

of Baptisms – 2

of Confirmations – 0

of Receptions – 0

of Burials/Deaths – 1

of Private Communion – 0

2022 Average Sunday Attendance – 52 [in person & live stream]

2021 Average Sunday Attendance – 52 [in person & live stream]

SENIOR WARDEN'S REPORT

Submitted by Bob McCartin

It has been a unique year for this parish's leadership. We have been working hard under a good deal of pressure.

It is not every year that a parish must refinance without having the cash flow to meet its monthly payment, and then set in motion the process for selling 5-6 acres of its property to improve its solvency. And while we were doing this, we also had to push through on advocating for the remaining funding we need to complete the payments for the Learning Cottage. And effectively respond to the many permitting challenges Montgomery County Government puts in our way. And then there is the solar project!

All of these are successful efforts so far.

We are blessed with people on our teams who have much needed expertise and a commitment to work through the many complex issues for the good of the parish.

We have worked effectively with the diocese to handle our refinance in a way that allows us to keep our payments within our budget. We need to recognize that it is a very big deal that the bishop allowed us to be backed up with diocesan funds in a \$700,000 CD at our bank! With the diocesan backing comes the requirement that we sell the adjacent lot in 2 years to reduce our mortgage debt and to pay back the diocese. We look forward to debt relief and solvency.

Every year we have challenges to overcome in our parish (or any parish, really). It is so satisfying to see it all come together as it has this year at St. Nicks. We succeed because the parish is committed and God's love shows up unpredictably to bless us and strengthen us in our work for His kingdom.

Another way of summing up is: We had a really fun and exciting year. And we recommend the experience to all of you who have not had the pleasure of serving in leadership here before.

For me, it is an honor and a pleasure to work in this parish with the great teams.

JUNIOR WARDEN'S REPORT

Submitted by Geoffrey Fuller

The focus of the Jr. Warden currently is to oversee maintenance of the property and participate with Rev. Beth and Bob McCartin in managing the operations of the parish. Two projects were required by the county, namely correction of rain garden deficiencies and clearing of weeds growing along the edge of the corn field. Other projects related to buildings and grounds are addressed in the FAHR report.

In addition to these efforts, the parish is in the process of subdividing its land to be able to sell a portion of it and improve its finances. This is a requirement of the diocese in exchange for its support for the parish in refinancing its mortgage. We are in the process of getting appraisals of the lot we intend to sell to ensure a fair price for the land.

Macris Hendricks & Glascock (MHG) is our contractor for this effort and has long experience with land development in the county. Our well and two alternate well drilling sites are located on the lot we intend to sell. Appropriate easements will be established on the new plat showing the subdivision to permit the parish to continue to operate its well. It will also provide for access to the well and to the alternate sites for maintenance and potential drilling of new wells.

The property can be marketed as soon as the new plat showing the subdivision is submitted and accepted by the planning director (as distinguished from the full planning board). This may be at the end of November if all goes according to plan. However, the property can't be sold until the plat is approved by the director. Any sales contract will need to stipulate this provision.

St. Nicks maintains a list of contractors that are needed to operate the church. We competed for a new lawn maintenance contractor and selected Paseur's Landscaping, which has been doing a very good job at a fair price. Paseur's is also maintaining the lawn at Seneca Academy.

ALTAR GUILD MINISTRY

Submitted by Ruth Willbanks

The altar guild continues to serve every Sunday and on Holy Days to prepare and clear the altar. We are using individual paper cups for wine and in order to follow liturgical guidelines, Steve Eriscon composts the used cups. In all seasons, other than Lent, we bake the large loaves of bread which the congregation seems to appreciate.

The altar guild is always looking for additional people who like to work "behind the scenes" to make our services special. Let me know if you're interested.

FAHR (Finance, Administration & Human Resources)

Submitted by Johnarthur Lightfoot, Chairperson

The FAHR Committee consists of Reverend Beth and eight members of the parish.

Financials

The 2022 audit has been completed and submitted to the Diocese and to Sandy Spring Bank.

The actual 2023 income-to-date is below the budgeted 2023 income-to-date. Giving Estimates and Fundraising continue to be below budget.

We discontinued our source for purchasing Quickbooks. The new source is TechSoup, a non-profit website that offers reduced subscriptions for software such as Quickbooks.

We completed refinancing the mortgage (at a higher interest rate and monthly payment) with Sandy Spring Bank. The Episcopal Diocese of Washington (EDOW) supported this effort by depositing funds (to be used as collateral) into a 5-year CD with Sandy Spring. As part of this process, Saint Nicholas and the EDOW entered into an agreement stating that:

- 1) Saint Nicholas will sell a portion of church property (approximately 5 of 13 acres) in 2 years in order to strengthen the church's financial status.
- 2) The EDOW will provide funds for expenses related to preparing the property for sale.
- 3) Saint Nicholas will use funds received from the sale of the property to reimburse the EDOW for the funds that were provided for expenses related to preparing the property for sale.

Learning Cottage

The contractor, Modular Genius, has built the cottage (850 square feet). We are in the final stages of having the drawings approved by Montgomery County, and acquiring the required permits. We anticipate the building to be on site before the end of the year. The electrical work by Pepco will be a remaining task.

Solar Power Initiative

The solar power initiative has progressed well. Skyview, the vendor, and Lumina, its subcontractor, have completed the installation of the panels on the roof. This was done at no cost to Saint Nicholas. Subsequent steps are to connect the system to our power panel and to the PEPCO grid. It will take another 30 days for PEPCO to review the system design and installation. Assuming all is in order, we should receive permission to operate by the middle of November. At that point, we will turn the system on and begin generating electricity using energy from the sun.

The panels should provide 88% of the church's electrical needs. Under the terms of the Power Purchase Agreement (PPA) with Skyview, we will pay Skyview for all electrical power generated from the solar panels. If we need additional power, that will come from PEPCO (whom we would also pay). As a result, our monthly cost for electricity (from Skyview and PEPCO) should be less than our current monthly cost for electricity (from PEPCO).

Apiary

The Apiary (beehives) on St. Nicholas property has been active for a year. The beekeeper now has approximately 17 beehives. In exchange for the use of the property, he donates a small portion of the honey produced from his business (Sycamore Apiaries) to St. Nicholas. He has given parishioners a “tour” of the setup, and is willing to teach anyone who wishes to learn about beekeeping.

Vegetable Garden

The vegetable garden was approximately doubled in size thanks to the work of Roma and her Girl Scout Troop. This was a project she completed as part of her goal to earn the Girl Scouts’ Gold Star award.

We continued to donate vegetables from the vegetable garden to Nourish Now. To date we have donated over 267 pounds of produce.

Building and Grounds

Routine tasks related to the maintenance of the building and grounds continued. This included work (mulching and planting) in the rain gardens in response to county comments.

Human Resources

St. Nicholas was awarded a Congregational Growth Grant from the Diocese for a new website, training, and logo development. We are working with Worship Times, an organization that has updated the Diocese’s website, and has worked with other churches in the Diocese.

Due to the departure of the Parish Administrator, the office is currently functioning without that position.

HOSPITALITY

Submitted by Alicia Frechette, Coordinator

Hospitality at St. Nicholas is where our community focuses on building strong relationships and welcoming new ones. As we have emerged from COVID, we are thankful that we have been able to engage in more in-person community events for our growing congregation. This year had a number of fabulous events, started with our annual Wine Tasting/Fundraiser, and following with our Maundy Thursday potluck event, our Jazz Mass/Pancake Breakfast, International Brunch, a Hawaiian themed Parish Picnic, a baptism, and coffee hours celebrating seasonal and liturgical events as well as our new Apiary, Pride Month and Blessing of the Animals. We also welcomed our Tending our Soil cohort to our campus this fall and are now planning a Trunk or Treat event for our littlest parishioners, and a Holiday Party, our first since COVID struck. All of this would not have happened without generous help from the Hospitality team - Margaret Valentine, the Youngmans and the Millers and all the others who volunteered to set up, clean up or contribute on an ad hoc basis. We are delighted to report that a few new members have indicated an interest in joining the team, and with their help, we look forward to seeing all the successes that 2024 will bring!

LECTORS

Submitted by Barbara Miles, Coordinator

The Lectors at St. Nicks are the people who read the lessons and lead the Psalms at our worship services each week. The lessons for each Sunday are those appointed in the Lectionary and include both Hebrew Scriptures and New Testament passages.

While anyone can find the lessons for any week (lectionarypage.net, or through the What's Happening at St. Nick's Thursday email), our lectors do look at them. Their skill comes in speaking with volume and clarity so that those of us who are listening can hear what the ancient texts are still saying to God's people.

In the past year, there were 21 people who served as lectors at least once, either on Sundays or for special services, such as those for Holy Week or Christmas. In addition, we used a "chorus" of several readers to voice parts for the reading of the Passion on Palm Sunday. That Palm Sunday reading also has a part for the full congregation to say together: if you were there, Congratulations! You also served as a lector (albeit as part of a mob).

Special thanks are due to Joby and Ruth Bedore, Charley Beatty, Mark Brown, Carolyn Deibel, Steve Erickson, Alicia, Katie, and Tess Frechette, Geof Fuller, John Kraft, John Lightfoot, David Maglott, Rose Mahan, Bob and Mindy McCartin, Nancy Price, Charlotte Rogers, Margaret Valentine, and Bob and Hailey Youngman.

We are always looking for new people to participate. We will soon schedule a training session (likely just after church) for any who are interested (and there is a short list already).

MUSIC MINISTRY & CHOIR

Submitted by Carolyn Deibel, Director of Music

During this past year the choir returned to its regular weekly rehearsal and singing schedule. We were delighted to have Nancy Hadad, Rita Che-Mponda, Lisa MacPhee, and Sean MacPhee join our group.

We were glad to sing in most of the services this past year, especially during Advent, Christmas, Lent and Easter. Last March we were finally able to resume the Jazz Mass, when the choir was accompanied by Sam Carolla on drums and Mikel Combs on bass.

My thanks for the hard work and dedication of our regular choir members: Jie Tan, Rita Che-Mponda, Alicia Frechette, Lisa MacPhee, Mark Brown, Doug Ripsom, Steve Ericson, John Kraft, Barbara Miles, Lynette Telford, Phyllis Parapinski. Thanks also to our occasional "ringers" who step in for special occasions: Mimi Yu, Katie Ericson, and Tess Ericson. As always, I especially thank Jie, who helps me to keep the anthem sheet music so well organized.

If you like to sing and particularly if you've had some choral experience, even years ago, please consider joining the choir. We always need new members, as it is impossible for everyone to

attend every rehearsal and service, due to travel, illness, family matters, etc. It is a wonderful way to participate in the ministry of music with a nice group of people who enjoy joining together to make a joyful noise.

I am also so grateful for the outstanding musicians who graced our services this past year with their artistry: our own Chloe Thompson, flute and violin; Logan Paschall, trumpet; and Dr. Geoffrey Deibel, saxophone. Thanks also to Charlotte Rogers who kindly lends us her drum for the Gaudete anthem during Advent each year. Please let me know if you have an instrumentalist in your family who likes to perform, so more people can have the opportunity to participate in our music program.

Thanks to the congregation for all your support and encouragement. Your compliments mean so much and inspire us to do our best. Special thanks to Rev. Beth, Deacon Sandra, Deacon-in-training Dawn for their encouragement and support. If you have any thoughts, suggestions, concerns, or special music requests, please feel free to contact me at carolyndeibel@gmail.com or 301-869-6745.

NOMINATING COMMITTEE REPORT

1st 2-Year Term

NAME: Alicia A. Frechette

HOW LONG HAVE YOU BEEN AT ST. NICHOLAS? My family and I have been members at St. Nick's since 2007/2008.

WHY ARE YOU INTERESTED IN SERVING ON THE VESTRY? I continue to care deeply about the parish and am happy to use my administrative, human resources and event planning skills to help it grow and flourish. Serving on the vestry again would be an opportunity to continue to do so.

IS THERE ANYTHING ELSE YOU'D LIKE US TO KNOW ABOUT YOU?

I am very excited about the future for St. Nick's! As we emerge from COVID and are making significant upgrades to our infrastructure – solar panels, bees, expanded garden, and the Roberta Miller Learning Cottage - I feel that we are poised to attract new parishioners and welcome them to a revitalized church community. I know that with God's help and everyone's creativity, energy and love, we will be able to move successfully towards God's plan for us.

2nd 2-Year Term

Bob McCartin & Gisele White

OUTREACH MINISTRY

Submitted by Ruth Bedore

The past year Outreach has provided the following support for our local community:

El Hogar: Monthly dinners at Laredo Grill provide an opportunity for fellowship while receiving donations from the restaurant to support Alondra Ortiz's class at El Hogar. Individual donations also contribute to this.

Germantown Help: Ongoing donations of food throughout the year and collection of Giant gift cards for Thanksgiving. Deliveries of food are provided as needed, and collection of food donated by the Greg Gannon food drive in Rockville and delivery of that food to the Germantown Help pantry.

Montgomery County Child Welfare Services: Collection of various items for the Social Worker Holiday Shop. These social workers provide the needed items to families with foster children and families trying to keep their children at home.

Episcopal Relief and Development: Advent donations to ERD to support their various services.

Road Cleanup: Spring and Fall group cleanup of Rte. 28 from Germantown Rd to Seneca Rd.

PRAYER GROUP MINISTRY

Submitted by Charlotte Rogers

The Prayer Group is always open to anyone from St Nick's who wishes to join. Our mission is to pray for members of the community, those whom the community know and love, and anyone for whom the members of the group request prayers. We usually meet once a month to support each other and to listen prayerfully to the concerns of each member. Also, we report about the prayers we have requested, if we have more information. Often there is a theme to the month meetings especially around Christmas and Easter. We do have members who belong to the Group and who do not attend the meetings. Attendance at monthly meetings is not mandatory to joining the group. We invite anyone whom God calls to join our group. New members are always welcome.

STEWARDSHIP MINISTRY

The theme for the 2023 Annual Giving Campaign was *See, I Am Doing A New Thing*. We can see from this Annual Report that God is definitely doing new things at St. Nick's! Thanks to the support of so many we are moving forward with various projects including the Roberta Miller Learning Cottage, the solar panels, the apiary, the expanded garden and the reduction of debt.

The 2023 Giving Estimate total so far is \$175,640; however, we have budgeted for \$180,000. We are grateful to every household that submitted a Giving Estimate and are especially grateful for those households who were able to increase their Giving Estimates from 2022. We are hopeful that giving will remain robust through the end of 2023 so that we will end the year in the black.

TENDING OUR SOIL

Submitted by Ruth Willbanks, Team Leader

The St. Nicholas Team completed the second year for Tending Our Soil, a three-year initiative in the Diocese of Washington. During Year Two we focused on our visibility and outreach to the local community. We also worked on finding new ways to connect with current members of St. Nick's. Some of the ideas that have grown from the Tending Our Soil program include: MoCo Interfaith 5K, community-wide Juneteenth celebration, and the International Welcome Brunch.

The TOS team attended four Learning Labs with eleven other churches where we were able to hear from invited speakers and share ideas. These labs were "Ninety Day Micro Strategies & Path of Discipleship", "Navigating Change and Growing Young", "Overcoming Resistance" and "Momentum". An additional in-depth learning activity that was available on-line was "Sustainable Digital Community."

Year Three of Tending Our Soil began in September with a work session hosted by St. Nick's with the three churches in our cohort and representatives from EDOW. The TOS team, Mark Brown, Alicia Frechette, John Lightfoot, Ruth Willbanks and Rev. Beth look forward to completing Year Three.

TREASURER'S REPORT

Submitted by Rev. Beth

2022 audit – completed and issued to the Bank and Diocese

The audit of the December 31, 2022 financial statements was completed and issued by the deadline of September 1st. The audit is required for St. Nick's loan from Sandy Spring Bank and for the Diocese. No significant issues were noted, with respect to either the financial statements and supporting records or the internal controls surrounding statement preparation.

We are happy to provide copies of both documents and review them in detail upon anyone's request.

2022 Sources of Revenue

As noted last year, in more "traditional" times we have had 4 main sources of revenue; Giving Estimates, Other Giving & Designated Giving and the rent for the usage of our building. Fortunately for the church, approximately 80% of our funding comes from those parishioners who submitted – and kept current with – Giving Estimates.

2022 Expenditures & Mortgage

Our expenditures are within budget, with the exception of the mortgage. Due to the August 31, 2022 deadline for the balloon payment, the parish refinanced the mortgage, with the financial backing of the Diocese. The mortgage is \$700,000 with an interest rate of 5.5%, an increase from 4.25%. Consequently, the monthly payment increased by \$500. The Diocese is requiring St. Nicholas, to ensure our long term fiscal health, to sell the land which has been used for corn. The Vestry has approved this plan and is working with Macris, Hendricks and Glascock toward that end.

St. Nicholas Episcopal Church					
Cash Basis					
	2022	2023			
	Year End	Approved	September	September	September
INCOME	Actual	Budget	Budget	Actual	Over/Under
Giving Estimates	\$186,557.00	\$180,000.00	\$135,000.00	\$122,972.00	\$ (12,028.00)
Other Giving	\$33,891.00	\$35,000.00	\$26,250.00	\$21,595.00	\$ (4,655.00)
Rental Income	\$18,275.00	\$19,800.00	\$14,850.00	\$15,575.00	\$ 725.00
Fundraising	\$172.00	\$2,000.00	\$1,500.00	\$1,118.70	\$ (381.30)
Designated Funds - Flower	\$400.00		\$0.00	\$50.00	\$ 50.00
Carry Over Income from 2021	\$3,000.00		\$0.00		\$ -
Other/Miscellaneous - Website Grant	\$2,249.00	\$3,860.00	\$3,800.00	\$3,800.00	\$ -
Other Income (Non-operating)				\$350.00	
TOTAL	\$244,544.00	\$240,660.00	\$181,400.00	\$165,460.70	-\$16,289.30
EXPENSE	Actual	Budget	Budget	Actual	Over/Under
Personnel - Rector	\$99,480.00	\$99,414.00	\$74,560.50	\$72,048.86	\$ (2,511.64)
Personnel - Music Director	\$17,550.00	\$16,088.00	\$12,066.00	\$12,825.00	\$ 759.00
Personnel - Parish Admin	\$10,583.00	\$10,855.00	\$8,141.25	\$720.00	\$ (7,421.25)
Personnel - Nursery Assistants	\$330.00	\$1,200.00	\$900.00	\$610.00	\$ (290.00)
Personnel - Guest (both rector and music)	\$2,016.00	\$1,000.00	\$750.00	\$733.10	\$ (16.90)
Payroll (taxes and fees)	\$2,976.00	\$3,000.00	\$2,250.00	\$1,599.06	\$ (650.94)
Discretionary Funds			\$0.00	\$100.00	\$ 100.00
Diocesan Pledge	\$7,000.00	\$7,000.00	\$5,250.00	\$3,520.00	\$ (1,730.00)
Worship & Liturgy	\$692.00	\$500.00	\$375.00	\$580.50	\$ 205.50
Christian Formation (adult, youth, children)	\$218.00	\$0.00	\$0.00	\$104.29	\$ 104.29
Spiritual Formation (Deacon support)	\$0.00	\$500.00	\$375.00	\$0.00	\$ (375.00)
Governance & Stewardship	\$325.00	\$375.00	\$281.25	\$226.00	\$ (55.25)
Outreach & Evangelism	\$722.00	\$500.00	\$375.00	\$250.00	\$ (125.00)
Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	\$ -
Buildings and Grounds	\$32,537.00	\$27,000.00	\$20,250.00	\$19,713.52	\$ (536.48)
Office Expense	\$20,390.00	\$20,000.00	\$15,000.00	\$15,045.27	\$ 45.27
Mortgage - \$4332/month thru July; August \$7193 refi expenses	\$47,655.00	\$48,000.00	\$36,000.00	\$37,518.82	\$ 1,518.82
Other Expenses - Website Grant		\$3,860.00	\$3,800.00	\$3,800.00	\$ -
TOTAL	\$242,474.00	\$239,292.00	\$180,374.00	\$169,394.42	-\$10,979.58
NET DIFFERENCE	\$ 2,070.00	\$ 1,368.00	\$ 1,026.00	\$ (3,933.72)	\$ (5,309.72)

ASSISTANT TREASURER'S REPORT

Submitted by Mindy McCartin, Assistant Treasurer

The Assistant Treasurer records parishioner's pledged and other donations each week in the online accounting system, Realm. All donations made by check are credited to the individual giver. Envelopes available at the Usher's table may be used for cash donations allowing us to correctly credit the donation. Please be sure to include your First and Last Name on the envelope. You can indicate whether the donation is for a special purpose such as the Learning Cottage or El Hogar on either or your check or cash envelope.

All individual donation and pledge information is private and shared only with the few church leaders who need to know. Reports from Realm, such as total pledged income and total actual donations, are used by the Rector, Treasurer, and Vestry to manage St. Nick's budget. Reports of Individual/Family pledges and actual donations may be used by the Stewardship chairperson.

A team of volunteer counters tallies donations and delivers the deposit to the bank weekly. Currently a counter comes to the Church Office during the week to prepare the weekly deposit and deliver it to the bank. When the Learning Cottage is installed, providing a classroom for Sunday School, the counting will occur on Sunday, after the service. New counters are always welcome. Please contact Rev. Beth (rector@saintnicks.com) or Mindy McCartin (mindy.mccartin@gmail.com) if you are interested in joining the Counters Team.

Individual giving reports are sent each quarter and annually to all those who have made contributions during the calendar year. Reports are sent via email, when available, or sent through the US Mail. Any questions about quarterly and annual reports should be sent to Mindy McCartin.

USHER'S REPORT

Submitted by Audrey Thompson, Coordinator

The Ministry of Ushers/Greeters was first designated in March 2022. Audrey Thompson was named its "Head Usher/Greeter" with responsibility to provide training, oversight and support for a group of volunteers.

Basically, an usher/greeter welcomes people to worship services at St. Nick's; hands out service bulletins to parishioners and visitors; is the people's guide before and during the service; delivers the bread and wine to the altar at the appropriate time; collects the people's offering and present them to the priest at the altar to be blessed; and, takes count of the number of persons attending the service. A more detailed list of the duties of a server/greeter is available on request.

The usher/greeter team is organized in the form of a roster:

- a) to serve in pairs;
- b) each pair to serve once a month, with some flexibility as needed or requested;

The coordinator sends out a weekly email to the entire team reminding of the pair scheduled to serve the coming Sunday, and requests confirmation that the assigned pair is available to serve. Adjustments are made if necessary, depending on the response received.

The initial volunteers, and who have remained through the year, were:

Joby and Ruth Bedore,
Margaret Valentine
Gisele White
Ruth Willbanks
Scott and Jackson Youngman

John Lightfoot, substitute/standby
Chloe Thompson, substitute/standby
Isabel Thompson, substitute/standby

Recent additions are:

Lydia Stockton
Bonnie West

These volunteers have demonstrated excellent reliability and cooperation resulting in great team work. It is hoped that we will continue to work together without any or very few changes for the coming years.

**BY-LAWS OF
SAINT NICHOLAS' PARISH
Germantown, Maryland
The Episcopal Diocese of Washington**
*(Draft for review by Vestry and approval at the 2012 Annual
Parish Meeting)*

ARTICLE I - PURPOSE

Section 1. These by-laws are for the governance and operation of St. Nicholas Church in Damestown, Maryland (the Church), which is in the Diocese of Washington. These by-laws may be adopted, amended, or rescinded by a two-thirds vote of those members who are eligible to vote and present at any Annual Meeting of the congregation, or at any meeting called for this purpose.

Recommendations for amendment or rescission shall be made to the Vestry which may, after due consideration, prepare and submit a proposed draft amendment to the congregation.

Section 2. All by-laws of this Church and amendments thereto, shall conform to the pertinent Canons of the General Convention of the Protestant Episcopal Church and the Diocese of Washington.

Section 3. Notice of proposed by-laws changes shall be distributed in writing to U members who are eligible to vote at east thirty (30) days prior to a meeting of the congregation. The notice shall include the proposed change(s) and an explanation of it.

ARTICLE II - MISSION STATEMENT

The purpose of St. Nicholas Church is to be a visible presence of Christianity as set forth in Matthew 22 and 28, the Creeds, the Book of Common Prayer, the Scriptures, and the

Canons by encouraging:

Regular gatherings for corporate worship, to hear the Word of God, to offer our prayers and thanksgiving and to receive Christ's Holy Sacraments, so that we may be strengthened to go into the world proclaiming the Gospel through our daily lives;

A church family/community through nurturing, caring for, educating, and welcoming all who come to St. Nicholas,

--specially the youth of our community,
 j that each may be enabled to grow into the fullness of the stature of Christ;

- a. The observing of the traditions and standards of the Anglican Communion, the Regional, Diocesan, and National Church family; and
- b. Reaching out to those in need, and giving of our resources for Christian mission and ministry by the tithing of God's gifts of time, talent, and money to the work of the Church.

ARTICLE III - MEMBERSHIP

A member of this Church shall be a person who is baptized and whose baptism has been duly recorded in the records of this Church (as defined in the canons of the General Convention).

ARTICLE IV - MEETINGS

OF THE CONGREGATION

Section 1. The Annual Meeting of the congregation shall be held on the fourth Sunday in October. The Vestry shall establish the time and place, and notify all members of the congregation in writing no less than thirty (30) days prior to the meeting. The Vestry may postpone the Annual Meeting with just cause, except that in no case shall it be postponed beyond the first Sunday in December.

Section 2. Special meetings of the congregation may be called by the Rector, by a majority vote of the Vestry, or by petition to the Rector of twenty-five percent of the qualified voters of the Church. At least ten (10) days notice providing time, place, and purpose of such meeting shall be given all members of the congregation in writing.

Section 3. Members of the Church, in order to vote at the Annual Meeting or a special meeting, must possess the following qualifications:

- a. Shall be at least 15 years of age;
- b. Shall have been attending the services of St. Nicholas for at least one month;
- c. Shall have been a contributor to the support of the Church, as evidenced by records of the Treasurer for at least one month.

Section 4. The presiding officer at all meetings of the congregation shall be the Rector. In the Rector's absence, or if there is no

Rector, the presiding officer shall be the Senior Warden. The Annual Meeting, and all other meetings of the Church, shall be operated in accordance with Robert's Rules of Order.

Section 5. A quorum for the purpose of conducting business shall be one-fourth of the Church membership entitled to vote. A majority of the quorum present shall be necessary for the adoption of any matter voted upon at the meeting, except as otherwise provided for in these by-laws.

Section 6. At each Annual Meeting, a nominating committee may present a slate of candidates of at least one candidate for each vacancy to be filled on the Vestry. All members of the congregation shall be notified in writing of the slate of candidates at least thirty

(30) days prior to the meeting. Other nominations shall be received from the floor, provided that after prayerful consideration, the nominee consents.

Section 7. A majority of the members of the Vestry present at the Annual Meeting shall decide any issues concerning an election.

ARTICLE V - VESTRY

Section 1. The Vestry shall aid the Rector in managing and conducting the affairs of the Church, including activities such as preparation of an annual budget; preparation of an annual parochial report to the Diocese; and assessing the work of the Church in fulfilling the mission statement.

Section 2. The Vestry shall be comprised of a minimum of eight (8) members from the

voting members of the congregation, elected by the congregation by secret ballot at the Annual Meeting. The term of a member shall be two years, as provided below. The order of election shall be based on the votes received. The person receiving the fewest number of votes shall fill an unexpired term, if any.

In the event of a tie, a run-off vote will be held. Ballots containing more than the maximum number of votes will be disallowed.

In the event of a vacancy in the Vestry due to resignation, the Vestry shall appoint a person to fill the position until the next Annual Meeting, where a person will be elected to fill the remaining portion of the term, if any. If the vacant position is also an officer, the Vestry will elect a successor. A Vestry member or warden shall be limited to two (2) consecutive full terms.

If necessary to accomplish the work of leading the Parish, Vestry membership may be increased in size to a maximum of twelve (12) positions by election at the Annual Meeting. Alternately, additional members may be appointed on an interim bases between Annual Meetings by two-thirds vote of the current Vestry, to be confirmed by majority vote at the Annual Meeting.

Section 3. The Vestry shall elect as officers of St. Nicholas Church, a Senior Warden, Junior Warden, Secretary, and Treasurer. The three former positions shall be drawn from the membership of the Vestry. The wardens are also officers of the Church. The Rector shall serve as Vestry Chair, and shall preside at all meetings of the Vestry, unless

the Rector has specifically delegated that responsibility to the Senior Warden. The Rector and all members of the Vestry shall have a vote on decisions of the Vestry, with the Rector voting in case of a tie.

Section 4. The Senior Warden, Junior Warden, Secretary, and Treasurer shall be elected by secret ballot at the first meeting of the Vestry following the Annual Meeting. The Vestry shall also elect the appropriate number of Lay Delegates and Alternate Lay Delegates to the Diocesan Convention. All of these positions will serve for one year and expire at the Annual Meeting, but are renewable.

Section 5. Meetings of the Vestry shall be called by the Rector, or in the absence of the Rector, by the Senior Warden. Meetings may be called upon not less than three (3) days notice to the membership, except that an emergency meeting may be called upon approval of a majority of the membership. Fifty (50) percent of the Vestry members shall constitute a quorum. The act of a majority of the members present shall constitute action of the Vestry. Meetings shall be open to members of the congregation. The Vestry shall meet not less than once each quarter.

ARTICLE VI – DUTIES OF OFFICERS

Senior Warden: The Senior Warden shall serve as counselor to the Rector, preside at meetings and represent the Church in the absence of the Rector, and assist the Rector in managing the affairs of the Church.

Junior Warden: The Junior

Warden shall assist the Rector in leading and coordinating congregational committees and special activities to facilitate the work of the Church.

Secretary: The Secretary shall prepare and maintain minutes of all meetings of the Church and the Vestry; read all correspondence addressed to the Vestry at Vestry meetings; inform members of Vestry meetings; prepare and submit the annual Parochial Report; and keep an enrollment of all members of the Church.

Treasurer: The Treasurer has custody of all Church funds which are on deposit in accounts approved by the Vestry; writes checks in payment for authorized Church expenditures; keeps records of all financial transactions, with receipts, and approval forms; and maintains a copy of the current approved budget.

ARTICLE VII – CLERGY

Section 1. This congregation and Vestry shall regard the payment of its clergy and lay salaries as having priority over all other charges upon its income.

Section 2. When the rectorship becomes vacant, the Vestry shall, by a majority vote of the

whole Vestry, elect a new Rector from among the priests of the Episcopal Church or other clergy authorized by the canons of the General Convention. The election shall follow consultation with the Bishop in conformity with the canons of the General Convention.

Section 3. The call of a new Rector shall be made to and accepted by the member of the clergy in writing. The call shall contain provisions in conformance with Diocesan Canon 25, Section 6.

ARTICLE VII- COMMITTEES

Section 1. The Rector, with the advice of the wardens or Vestry, may establish standing committees to support the work of the Church and appoint the Chair.

Such committees shall have a goal statement adopted by the Vestry, and shall include two Vestry members. In addition to any committee created under this Section, there shall be a Finance Committee whose duties shall be to: Prepare a

proposed annual budget and submit it to the Vestry; Prepare reports for the Vestry and Diocese as directed, following established formats and requirements; Review all financial records and reports of the Church to ensure that they are in accordance with standard accounting practices and requirements of the Diocese;

Oversee preparation of the financial portion of the annual report to the Diocese;

Monitor expense and income activity against the approved annual budget, recommending adjustments as necessary;

Support the work of the Treasurer; and Ensure that the annual audit is carried out. One of the wardens shall be a member of this committee.

Section 2. The Rector, with the advice of the wardens or Vestry, shall appoint any committees needed for special purposes to support the work of the Church.

ST. NICHOLAS 2023 ANNUAL MEETING
Sunday, October 22, 2023
NOMINATING REPORT
VESTRY BALLOT

1st 2-Year Term

_____ Alicia Frechette

2nd 2-Year Term

_____ Bob McCartin

_____ Gisele White

Delegate to Convention

_____ Bob McCartin

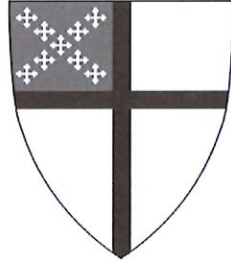
Alternate Delegate to Convention

_____ David Maglott

WRITE IN

Signature: _____
(Name & Date)

THE EPISCOPAL CHURCH



WELCOMES YOU

OUR STAFF

The Rev. Beth O'Callaghan | *Rector* rector@saintnicks.com

The Rev. Sandra Bramble | *Deacon*

Carolyn Deibel | *Director of Music*

| *Parish Administrator*

Worship - Sundays at 10 AM

STAY CONNECTED



facebook.com/SaintNicks



www.saintnicks.com



instagram.com/SaintNicksChurch



office@saintnicks.com

CHURCH OFFICE HOURS

Monday - Thursday 10:00 – 2:00pm

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240-631-2800