



# HOLY TRINITY

## EPISCOPAL CHURCH

*Welcoming · Loving · Serving*

**With God all Things are Possible**

### **2020 Annual Report**

January 17, 2021

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**AGENDA FOR THE ANNUAL MEETING**

**JANUARY 17,2021**

**12:30 PM**

Opening Scripture and Prayer

Appointment of the Clerk – Jan McMahon

Minutes of the 2020 Annual Meeting

Recognition of Staff and Vestry

Elections

Election Process for Zoom Meeting

Voter qualifications and vestry eligibility

Vestry Nominations

Ethel Zepp

Nominations from the floor

Election of Vestry Members and Results

Nominations for diocesan convention delegates/alternates

Nominations from the Floor

Election of convention delegate/alternates and Results

Reports

Senior Warden Report

Rector Report

2020 end-of-the-year financial reports

2021 Budget

Thrift Shop Report

Comments and questions

Closing Prayer and adjournment

**Bishop of the Diocese of Southwest Florida**

The Rt. Rev. Dabney T. Smith

**Rector of Holy Trinity Episcopal Church**

The Rev. Daniel J. Lemley

**2020 Officers and Vestry**

*Officers*

Senior Warden Joni Pfeifer (2023)

Junior Warden Cristina Cruz LeFebvre (2022)

Treasurer Mariellen Bauer

*Vestry Members*

Linda Campbell (2022)

Dorothy Granger (2020)

Nancy Camp (2020)

Charles Kunath (2022)

Deb Bowden (2021)

**Clergy and Staff**

Rector – Father Daniel J. Lemley

Church Administrator – Grace Smith

Facilities Maintenance Mgr. – Michael Johnson

Thrift Shop Mgr. - Diane Densmore

Thrift Shop Assistant – Edie Mann

Nursery - Sheila Voss

Nursery – Eleanor Luketic

## HOLY TRINITY EPISCOPAL CHURCH

### ANNUAL MEETING MINUTES

January 20, 2020

Joanne Wallend, Sr Warden, opened the Annual Meeting at 11:30 AM. She brought to the attention of the congregation the Agenda for the Annual Meeting on page 2 of the 2019 Annual Report. Joanne began with Scripture from Matthew 19:26, providing the theme for the meeting, "With God, all things are possible." This reading is timely given the accomplishments of the past year, as we moved from the retirement of Fr. Randy to the calling of Fr. Daniel as our new pastor. After prayer, Joanne expressed gratitude to Grace Smith for putting together the 2019 Annual Report, and to all those who submitted reports for inclusion.

#### **APPOINT CLERK:**

Joanne appointed Jan McMahon as clerk for the Annual Meeting.

#### **MINUTES OF THE 2019 ANNUAL MEETING**

**2019 Annual Report** (p. 4-8).

No additional or corrections were noted.

**Motion: Rogers Howard moved that the minutes of the 2019 Annual Meeting be accepted as presented; seconded by Cristi LeFebvre. Vote: Carried without dissent.**

#### **RECOGNITION OF STAFF AND VESTRY**

Linda Campbell recognized the staff and vestry, expressing gratitude for the work done in 2019.

#### **Vestry:**

- Joanne Wallend – Senior Warden
- Junior Warden position vacant at this time
- Mariellen Bauer – Treasurer
- Debra Bowen
- Nancy Camp
- Linda Campbell
- Cristi LeFebvre
- Dorothy Granger
- Rogers Howard

#### **Staff:**

- Grace Smith – Church Administrator (not present)
- Nick Herrin – Director of Music
- Michael Johnson – Facilities Maintenance Manager
- Diane Densmore – Thrift Shop Manager

- Edie Mann – Thrift Shop Asst. Manager
- Sheila Voss – Nursery
- Eleanor Luketic – Nursery

Linda expressed gratitude to the members of the Search Committee for the work in securing Fr. Daniel and to the Thrift Shop volunteers for their efforts in 2019.

## **ELECTIONS**

**Election tellers:** Connie Powell & Karen Owen

### **Voter Qualifications** (p. 9)

Cristi LeFebvre reviewed the eligibility requirements for voting in annual meeting elections:

- 16 years of age or older.
- Duly enrolled in the parish.
- A contributor of record.
- Regular in attendance.

### **Vestry Eligibility** (p. 9)

Cristi LeFebvre reviewed the eligibility requirement for vestry membership:

A vestry member shall be:

- 18 years of age or older.
- Duly enrolled in the parish.
- A contributor of record.
- Regular in attendance.
- Member of the congregation in good standing for at least one year.

**Convention Lay Delegates and Alternates** are required to be qualified electors in the parish.

### **Vestry Nominations:**

#### **Nominees:**

- Nancy Camp
- Dorothy Granger
- Joni Pfeifer

#### **Nominations from the floor:**

- No nominations from the floor.

### **Election of vestry members:**

With no additional nominations, Cristi moved that the vote be conducted by acclamation; seconded by Nancy Camp. Motion carried without dissent.

**Nominees Nancy Camp, Dorothy Granger and Joni Pfeifer were affirmed by voice vote, with no dissent.**

### **Nominations for diocesan convention delegates/alternates**

Cristi explained convention delegate responsibilities, including attendance at the convention on October 15-16, 2020, and at two convocation meetings prior to convention. The election will be for five (5) people in total, 3 delegates and 2 alternates. Cindy Medvic will serve, as she was elected as an alternate in 2019.

### **Nominees for delegates/alternates:**

- Linda Campbell
- Mickey Vallejo
- Art Tavenor
- Joanne Walland
- Nancy Camp

### **Election of convention delegates and alternates**

## **REPORTS**

### **Parish Parking Lot Paving – Michael Johnson**

- Mike gave an update on how the paving of the parking lot would take place, with a start date of Feb. 15.
- Paving will take place in 2 phases, with completion by in approximately a month.

### **Stewardship Report – Debra Bowen**

- 2019 Stewardship Theme: Shining Our Light
- For 2020, 74 pledges received totaling \$178,889 received.
- In June, an anonymous cash donation was received to fund the Stewardship Legacy Codicil fund.
- Stewardship activities included personal stewardship witnesses during worship, and the annual Stewardship Soiree with Father Russell Johnson speaking.
- Pledges are still welcome.
- Going forward, consider the stewardship prayer that we live “generous and compassionate lives of love, prayer and service.”

### **2019 End of Year Financial Reports – Rogers Howard.**

Rogers began by expressing thanks to the Finance Committee members: Ernie Colquette, Dave Densmore, Jim McCurtain, Joanne Wallend, Grace Smith, Mariellen Bauer.

In addition to the written report, (Finance Committee Annual Report for 2019 – p. 12-13), Rogers elaborated on and explained the following documents:

- Holy Trinity 2019 Restricted Accounts – Summary (p.17-18)
  - Sale of the property (\$962,500):
    - Pay-off of mortgage
    - Pay-off of apportionment debt to Diocese
    - Pay-off of pre-sale expenses
    - Capital improvements to property
    - Certificates of Deposit with remainder of funds to be used for capital expenditures
- Holy Trinity 2019 Operating Fund – Summary (p.15-16)
  - Importance of moving toward being self-sustaining without the income of the Thrift Shop

## REPORTS:

### Thrift Shop – Diane Densmore

- Thrift Shop Annual Report 2019 (p. 30)
- Diane expressed gratitude for all who helped with the move to the parish hall, especially Dave Densmore, Ernie Colquette, and the workers who installed the new shelving and display units and the volunteers who moved the stock up the hill to the new location.
- She also noted that the \$48,000 paid by the Thrift Shop in rent is income to the church.
- More volunteers are always welcome, especially for set up and take down.

### Parish Transition - Joanne Wallend

- Senior Warden Report for 2019 (p. 21-23)
- Joanne reported on all of the challenges and accomplishments of 2019, as indicated in her written report, with special emphasis on the process for acquiring a new rector, Daniel Lemley.
- Joanne spoke of the excitement of this time at Holy Trinity, and expressed gratitude to the congregation for the help, support and prayers given during this past year of transition.

## COMMENTS AND QUESTIONS

- Parking lot paving and parking clarified as well as how updates will be communicated.
- While there has been some decline in attendance during the transition, there is great hope for the future as Fr. Daniel begins his time with Holy Trinity.
- Suggestion that a report of transfer ins/transfer outs deaths, baptisms and marriages be published as well as having an annual acknowledgement of those who have passed away in the past year.
- Items needed for the nursery were noted, as well as improvements that have taken place.
- Positive experience of the outreach efforts of HT, with special note of the work done with the farm workers.
- BP funds to be used for capital improvements.
- Sound system upgrades are needed.
- In response to facility questions, Rogers and Ernie spoke to how repairs and improvements are being approached and prioritized.
- Compliments on the new location of the cross.

### Diocesan convention delegates/alternates – Ballot results

#### Delegates

- Cindy Medvic
  - Linda Campbell
  - Art Tavenor
- Alternates**

- Mickey Vallejo
- Nancy Camp

Vestry membership:

- At the request of the Bishop, Joanne and Rogers will continue to serve for a few months to assist with the transition to Fr. Daniel's leadership.
- Gratitude expressed to Joanne and Rogers, as well as concern for the burn out they are experiencing.
- Maryellen Bauer appointed as Treasurer
- Cyndi Medvic appointed as Vestry Secretary

Closing prayer: The Lord's Prayer

The meeting adjourned at 12:48 PM.

## **REQUIREMENTS TO BE A VOTING MEMBER AT HOLY TRINITY**

In order to vote in the election, parishioners must be at least 16 years of age, duly enrolled in the parish, a contributor of record, and regular in attendance. In order to stand for election to the vestry, parishioners must be at least 18 years of age, duly enrolled in the parish, a contributor of record, regular in attendance, and a member of the congregation in good standing for at least one year. Lay delegates and alternates to Diocesan convention are required to be qualified electors in the parish.

### **VESTRY NOMINEES – 2021**

#### **Ethel Zepp**

I am a native of Ohio. I was born in Toledo and later moved to Marion, Ohio. I attended Marion Technical College and graduated with RN degree in nursing. I was married to Pat Foight for 26 yrs until she passed away in 2007. I have a stepson and a stepdaughter Meredith, who lives locally and has attended Holy Trinity. I moved to Florida in 2005.

I was raised in the Evangelical United Brethren Church. I first came to the Episcopal Church in 1964 because I was drawn in by the liturgy. I was a member of St Paul's Episcopal church in Marion, Ohio. There I served as a LEM (Lay Eucharistic Minister) and LEV (Lay Eucharistic Visitor). I also was a member of the Altar Guild and served on the Vestry. While in Ohio I also attended Cursio #2! St. Paul's rector, Ted Blumenstein, was one of the most visionary priests I have ever met, and he had a profound influence on my life. He taught me that being a member of Christ's community is all about taking risks, and to never quit; to live until you die. While at St. Paul's I helped found and staff the Food Pantry. I also helped serve the community via Soup Suppers and helped found and operate the Parrish Emergency Shelter. In addition, I helped found and staff St. Paul's Free Medical Clinic. While a member there I also attended the Diocese of Ohio Convention several times. I believe it is important to recognize ties to the larger church. The local church is where you belong; the larger church is what keeps you going. Holy Trinity was founded as a mission church and wouldn't exist without the Diocese.

Since becoming a member of Holy Trinity I have worked in the Thrift Shop three days a week. I am a member of the Altar Guild, and have served as a LEM and LEV. I am an active member of both the Pastoral Care Team and the Outreach Team. I also participate in worship musically in both the Choir and the Bell Choir. As you see by my history, I believe in having a servant heart. I believe the church must serve God's people both within and outside of its doors. I would like to become a member of Vestry because Vestry is in charge of all the things that keep business part of the church running. Serving on Vestry is one of the more difficult jobs in the church, and it must be done with a spiritual mindset. It will be an honor for me to serve.

## **Annual Treasurer's Report for 2020**

Thanks to the generosity of our congregation, the bills and our Apportionment Payment are paid and up to date, and we have money in the bank.

Thanks to the Audit Committee Connie Powell, Jim McCurtain and Rogers Howard for performing the Annual Audit. Our Annual Audit conclusion is that Holy Trinity and the Thrift Shop are in compliance with the accounting standards of the Diocese. Thanks to Diane Densmore for answering any Thrift Shop questions and Grace Smith for answering any other questions.

No suggestions or complaints from the Audit Committee.

Looking forward to a great 2021!!!

Respectfully submitted,

Mariellen Bauer

## FINANCE COMMITTEE ANNUAL REPORT FOR 2020

I start this report with profound thanks to Finance Committee members Ernie Colquette, Dave Densmore, and Jim McCurtain as well as the Ex Officio members: Fr. Lemley, Grace Smith, Joni Pfeifer, Cristi Cruz LeFebvre and Mariellen Bauer. Their advice and counsel and moral support was greatly appreciated by this Committee Chairman. I believe that our monthly review of parish financials, discussion of issues, and strategies for addressing them would not have been as incisive or fruitful without their valuable contributions.

I follow these observations immediately by urging members of the parish to consider serving on this or other teams in the coming year. Broad parish representation and commitment to the welfare of the parish are essential if we are to thrive and bear effective witness to God's abiding love for His children.

Observations about finances in 2020:

- 2020 started off with great anticipation of the arrival of our new Rector, Fr. Daniel Lemley and the parish finances in their best shape ever.
- Hardly had Fr. Daniel arrived at the beginning of February when the COVID-19 pandemic made its appearance - we made some small modifications to our liturgical practices, but operations and finances were as expected.
- Parking lot re-pavement was ongoing, and we learned that the expected cost would be reduced to a significant degree
- At mid-March, however, we had to suspend all onsite gatherings including Sunday services and were forced to close the Thrift Shop as well. At this point, from a financial standpoint we were looking at a likely loss of revenue to an unknown degree – both parish operating and Thrift Shop income with no real idea of how to compensate.
- Fr. Daniel immediately created a Sunday service that was available for viewing each Sunday. These services were embraced by the congregation and to their credit, they continued their pledge support by mail or on-line giving. This enabled us to sustain operations.
- Parking lot re-paving was completed in early April and we learned that our cost had been reduced by \$64,916.
- In April our Parish Administrator, Grace, completed our application for the SBA PPP Loan that the Federal Government was providing because of the pandemic and submitted it to our bank. This resulted in a grant of \$21,312.50 which we received in May. These monies were used to pay staff payroll in May, June and July.
- In May, a generous parishioner contributed \$10,000 to aid the parish during the pandemic.
- In mid-May, we received instructions that we could again start to observe in-person worship under greatly modified procedures – one of which significantly increased operating costs – in particular the cost of antiseptic cleaning supplies needed to sanitize the church after each service. During the time in-person worship was not allowed, Fr. Daniel developed a plan for broadcasting Sunday services. This concept involved installation of Boxcast broadcasting equipment and initiating a subscription to the Boxcast broadcasting service. This service started concurrently with the re-opening of in-person worship and has been met with great enthusiasm by the congregation. We have even had persons from Ohio and Texas become regular viewers of our services and they have made welcome contributions to our Sunday collections. The equipment costs of this project were borne by our capital equipment funds held in the Restricted Fund. Subscription cost (\$100 per month) have been borne by the Operating Fund.
- The Thrift Shop also re-opened in mid-May to what has become an even larger customer base. Even though the TS was shut down for two months, sales for the year reached \$153,103 – a new annual record! We cannot express our wonder at this achievement and thank God for the enthusiastic dedication of the Thrift Shop Staff and fabulous volunteers.
- In December, we were blessed with an organist, Juan Rodriguez, which allowed a partial return to our traditional 10 AM Sunday service.
- In December, Grace submitted the application for forgiveness of the SBA PPP Loan. If approved, we will not have to repay the loan – it will become a grant. As a precaution, the Vestry approved the transfer of \$21,312.50 from the Operating Fund to a Restricted Fund account for repayment of the loan in the unlikely event our application is not approved.

- It should be noted that our only permanent renter - the AA Group – has paid us their usual rent for the entire year even though they have been unable to meet at the church. We thank them very much and wish nothing but the best for the group and its members.
- A summary of total year observations regarding the parish finances:
  - Operating Fund:
    - Total Revenues have exceeded budget by \$33,125.
      - Contributions exceeded budget by \$6,604.
      - Thrift Shop Contributions exceeded budget by \$12,463.
      - Other Income (including the PPP loan) exceeded budget by \$14,058.
    - Total Expenses were less than budget by \$26,518.
    - The Operating Fund checking account balance was \$60,000 after transfer of \$60,290 to the Restricted Fund as an Operating Reserve. This is a first for Holy Trinity!
  - Thrift Shop Fund:
    - Total Revenues exceeded budget by \$10,103.
    - Total Expenses were less than budget by \$16,441.
    - Profit exceeded budget by \$26,544.
      - Profit distributed to the Outreach Restricted Fund totaled \$7,744.
      - Profit returned to the parish Outreach Fund totaled \$69,693.
    - The Thrift Shop Fund checking account balance was \$ 2,500.
  - Restricted Fund:
    - A \$15,132 account was created to pay that portion of the 2021 Diocesan apportionment obligation that was incurred by using sale proceeds to pay off the existing mortgage which occurred at the time of the property sale.
    - A \$21,313 account was created to pay off the PPP Loan should our application for exemption be denied.
    - The capital reserve accounts total \$407,563.
    - The Restricted Fund checking account balance was \$505,029.
- Observations regarding the 2021 budgets:
  - Operating Fund:
    - Total Revenues are expected to be \$14,090 less than 2020 actuals, principally due to the one-time PPP loan that was received in 2020.
    - Total Expenses are expected to increase \$42,580 as all expense categories are expected to exceed 2020 levels.
    - None-the-less, Revenues are expected to exceed Expenses by \$211.
  - Thrift Shop Fund:
    - Total Revenues are expected to exceed 2020 by \$15,597
    - Total Expenses are expected to exceed 2020 by \$24,606.
    - Profit is expected to be \$62,704 of which \$6,270 will go to Outreach and \$56,434 will go to the Operating Fund.

Observations about the future:

- Holy Trinity is in the best financial posture ever! None-the-less, we must commit to husband our financial assets and use them with great care and foresight while looking to God for guidance.

Rogers Howard  
Chairman, Finance Committee



## **HOLY TRINITY 2020 OPERATING FUND - SUMMARY**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Positive/(Negative)</u>
<b>Revenues</b>			
<b>Contributions</b>			
Pledges	\$ 186,700.28	\$ 178,889.00	\$ 7,811.28
Non-Pledge Revenue	\$ 34,642.92	\$ 35,850.00	\$ (1,207.08)
Total Contributions >>>	\$ 221,343.20	\$ 214,739.00	\$ 6,604.20
<b>Other Income</b>			
Thrift Shop	\$ 144,869.46	\$ 132,406.68	\$ 12,462.78
PPP Forgivable Loan Revenue	\$ 21,312.50	-	\$ 21,312.50
Other (Rents, Amazon, Other Misc)	\$ 4,086.61	\$ 7,104.00	\$ (3,017.39)
Altar Guild Income	\$ 925.00	\$ 2,100.00	\$ (1,175.00)
Fellowship Income	\$ 1,337.74	\$ 4,400.00	\$ (3,062.26)
Total Other Income >>>	\$ 172,531.31	\$ 146,010.68	\$ 26,520.63
Total Revenues >>>>	\$ 393,874.51	\$ 360,749.68	\$ 33,124.83
<b>Expenses</b>			
Lay Salary & Benefits	\$ 103,499.71	\$ 118,116.67	\$ 14,616.96
Clergy Salary & Benefits	\$ 78,021.76	\$ 80,879.71	\$ 2,857.95
Diocesan Support	\$ 35,039.23	\$ 36,431.96	\$ 1,392.73
Operations	\$ 53,207.03	\$ 50,463.00	\$ (2,744.03)
Electricity	\$ 18,788.52	\$ 21,784.00	\$ 2,995.48
Buildings & Grounds	\$ 29,839.35	\$ 28,475.00	\$ (1,364.35)
Administration	\$ 10,373.86	\$ 12,805.00	\$ 2,431.14
Parish Life & Fellowship	-	\$ 4,350.00	\$ 4,350.00
Stewardship	\$ 547.90	\$ 1,400.00	\$ 852.10
Worship	\$ 4,445.15	\$ 3,250.00	\$ (1,195.15)
Evangelism	\$ 569.04	\$ 2,000.00	\$ 1,430.96
Christian Formation	\$ 677.00	\$ 1,250.00	\$ 573.00
Lay Ministry Development	-	\$ 450.00	\$ 450.00
Senior Warden	\$ 129.01	-	\$ (129.01)
Total Expenses >>>>	\$ 335,137.56	\$ 361,655.34	\$ 26,517.78
Net Gain/(Loss) >>>>>	\$ 58,736.95	\$ (905.66)	\$ 59,642.61
Operating Fund Balance = \$ 60,000.42 after transfer of \$60,290 to Restricted Fund Operating Reserve			
If you want a copy of this Report by detailed line item, please call the Parish Office at 727-795-5514 or e-mail church@holyltrinityclw.org			

## **HOLY TRINITY 2020 THRIFT SHOP FUND - SUMMARY**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Positive/(Negative)</u>
<b>Revenues</b>			
Sales	\$ 153,102.91	\$ 143,000.00	\$ 10,102.91
Total Revenues >>>	\$ 153,102.91	\$ 143,000.00	\$ 10,102.91
<b>Expenses</b>			
Rent - To Operating Fund (OF)	\$ 42,000.00	\$ 48,000.00	\$ 6,000.00
Electricity - To OF	\$ 7,451.25	\$ 8,650.00	\$ 1,198.75
TS Telephone - To OF	\$ 749.96	\$ 1,000.00	\$ 250.04
Maintenance/Repairs	\$ 210.00	\$ 1,000.00	\$ 790.00
Supplies	\$ 3,177.64	\$ 2,100.00	\$ (1,077.64)
Advertising	\$ 245.00	\$ 600.00	\$ 355.00
Bank Fees	\$ 2,181.03	\$ 1,500.00	\$ (681.03)
Volunteer Expenses	\$ -	\$ -	\$ -
Renovations	\$ -	\$ -	\$ -
Pick-Up	\$ -	\$ 150.00	\$ 150.00
Security - To OF	\$ 450.00	\$ 600.00	\$ 150.00
Refuse Collection - To OF	\$ 2,981.30	\$ 3,976.00	\$ 994.70
Junk Removal	\$ 400.00	\$ 1,000.00	\$ 600.00
Thrift Shop Payroll - To OF	\$ 21,543.47	\$ 29,254.70	\$ 7,711.23
Total Expenses >>>	\$ 81,389.65	\$ 97,830.70	\$ 16,441.05
Profit >>>>>	\$ 71,713.26	\$ 45,169.30	\$ 26,543.96
<b>Distributions to Holy Trinity</b>			
Profit to Outreach Restricted Fund	\$ 7,744.35	\$ 4,517.00	\$ 3,227.35
Profit to Operating Fund	\$ 69,693.48	\$ 40,651.00	\$ 29,042.48
Total Distributions >>>	\$ 77,437.83	\$ 45,168.00	\$ 32,269.83
Net Gain/(Loss) >>>>>	\$ (5,724.57)	\$ 1.30	\$ (5,725.87)
Thrift Shop Fund Balance = \$ 2,500.41			

## **HOLY TRINITY 2020 RESTRICTED ACCOUNTS - SUMMARY**

	<b>Beginning Balance</b>	<b>Restricted Revenue</b>	<b>Restricted Expense</b>	<b>Ending Balance</b>
<b>Headings and Account</b>				
<b>Temporary Restricted</b>				
<b>DESIGNATED - Operating Checking</b>				
08019 - Alpha program	\$ 94.67	\$ -	\$ -	\$ 94.67
08029 - Bishop's Discretionary Fund	\$ -	\$ 1,240.00	\$ 1,240.00	\$ -
08071 - OP Prepaid Pledge	\$ 2,240.00	\$ 14,585.00	\$ 2,240.00	\$ 14,585.00
<b>Total DESIGNATED - Operating Checking &gt;&gt;&gt;</b>	<b>\$ 2,334.67</b>	<b>\$ 15,825.00</b>	<b>\$ 3,480.00</b>	<b>\$ 14,679.67</b>
<b>DESIGNATED - Restricted Checking</b>				
08007 - Thrift Shop Outreach	\$ 3,200.67	\$ 7,744.35	\$ 7,630.35	\$ 3,314.67
08008 - Legacy Codicil Fund	\$ 500.00	\$ -	\$ -	\$ 500.00
08009 - Altar Guild	\$ 1,300.00	\$ 1,400.00	\$ 1,337.10	\$ 1,362.90
08011 - Cursillo	\$ 3,560.94	\$ 500.00	\$ -	\$ 4,060.94
08058 - Organ Designated	\$ 5,963.00	\$ -	\$ 5,963.00	\$ -
08065 - F.E.A.S.T	\$ 40.00	\$ -	\$ -	\$ 40.00
08074 - Dominican Republic Mission Proj	\$ 36.13	\$ -	\$ -	\$ 36.13
08078 - Handbells	\$ 842.92	\$ -	\$ -	\$ 842.92
08091 - Farm Workers	\$ -	\$ 100.00	\$ -	\$ 100.00
08102 - Youth & Children's Ministry	\$ 1,552.75	\$ -	\$ -	\$ 1,552.75
08103 - Stations of the Cross	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
08150 - Apportionment Offset	\$ -	\$ 15,131.79	\$ -	\$ 15,131.79
08247 - Discretionary Funds	\$ 2,220.92	\$ 2,463.00	\$ 650.00	\$ 4,033.92
08248 - Outreach	\$ 195.14	\$ 40.48	\$ -	\$ 235.62
08249 - Consultation/Misc	\$ 1,130.68	\$ -	\$ -	\$ 1,130.68
08802 - Building Fund	\$ 3,436.84	\$ -	\$ -	\$ 3,436.84
08906 - Women's Spirituality	\$ 589.08	\$ -	\$ -	\$ 589.08
09000 - Memorial Garden Funds	\$ 9,858.11	\$ 1,165.00	\$ 536.83	\$ 10,486.28
09001 - Sunday Arts Series	\$ 107.00	\$ -	\$ 107.00	\$ -
09003 - BP Settlement	\$ 9,037.20	\$ -	\$ -	\$ 9,037.20
09004 - Diocese Apportionment Dividend	\$ -	\$ 2,115.00	\$ 2,115.00	\$ -
09005 - Music Program	\$ 1,000.00	\$ 50.00	\$ -	\$ 1,050.00
09006 - Sanctuary Technology Renovation	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
09007 - Annual Auction - 2017	\$ 8,624.49	\$ -	\$ -	\$ 8,624.49
09050 - PPP Loan Liability	\$ -	\$ 21,312.50	\$ -	\$ 21,312.50
<b>Capital Reserve</b>				
09008 - Property Sale Expenses	\$ -	\$ 137,060.00	\$ 137,060.00	\$ -
09010 - Investment Proceeds	\$ -	\$ 10,460.93	\$ -	\$ 10,460.93
09012 - Property Sale Proceeds	\$ 67,412.57	\$ 472,915.33	\$ 540,327.90	\$ -
09013 - Capital Reserve	\$ -	\$ 538,375.57	\$ 141,273.40	\$ 397,102.17
<b>Total Capital Reserve</b>	<b>\$ 67,412.57</b>	<b>\$ 1,158,811.83</b>	<b>\$ 818,661.30</b>	<b>\$ 407,563.10</b>
<b>Total DESIGNATED - Restricted Checking &gt;&gt;&gt;</b>	<b>\$ 122,108.44</b>	<b>\$ 1,217,833.95</b>	<b>\$ 837,000.58</b>	<b>\$ 502,941.81</b>
<b>Total Temporary Restricted &gt;&gt;&gt;&gt;</b>	<b>\$ 124,443.11</b>	<b>\$ 1,233,658.95</b>	<b>\$ 840,480.58</b>	<b>\$ 517,621.48</b>

## **HOLY TRINITY 2020 RESTRICTED ACCOUNTS - SUMMARY (CONT.)**

	<b><u>Beginning Balance</u></b>	<b><u>Restricted Revenue</u></b>	<b><u>Restricted Expense</u></b>	<b><u>Ending Balance</u></b>
<b>Headings and Account</b>				
<b><u>Permanent Restricted</u></b>				
08722 - Parking Lot CD	\$ 151,856.62	\$ 95.71	\$ 151,952.33	\$ -
08723 - Roof CD	\$ 65,366.66	\$ -	\$ 65,366.66	\$ -
08724 - Paint CD	\$ 50,283.58	\$ -	\$ 50,283.58	\$ -
08725 - Long Term CD 1	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
08726 - Long Term CD 2	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
08990 - Endowment with Diocese	\$ 680.23	\$ 14.94	\$ -	\$ 695.17
<b>Total Permanent Restricted &gt;&gt;&gt;&gt;</b>	<b>\$ 468,187.09</b>	<b>\$ 110.65</b>	<b>\$ 467,602.57</b>	<b>\$ 695.17</b>

## **HOLY TRINITY 2021 OPERATING FUND BUDGET - SUMMARY**

	<b><u>2020 Actual</u></b>	<b><u>2021 Budget</u></b>	<b>Change Increase/(Decrease)</b>
<b>Revenues</b>			
<b>Contributions</b>			
Pledges	\$ 186,700.28	\$ 190,776.00	\$ 4,075.72
Non-Pledge Revenue	\$ 34,642.92	\$ 29,400.00	\$ (5,242.92)
Total Contributions >>>	\$ 221,343.20	\$ 220,176.00	\$ (1,167.20)
<b>Other Income</b>			
Thrift Shop	\$ 144,869.46	\$ 152,005.00	\$ 7,135.54
PPP Forgivable Loan Revenue	\$ 21,312.50	\$ -	\$ (21,312.50)
Other (Rents, Amazon, Other Misc)	\$ 4,086.61	\$ 4,104.00	\$ 17.39
Altar Guild Income	\$ 925.00	\$ 1,000.00	\$ 75.00
Fellowship Income	\$ 1,337.74	\$ 2,500.00	\$ 1,162.26
Total Other Income >>>	\$ 172,531.31	\$ 159,609.00	\$ (12,922.31)
Total Revenues >>>>	\$ 393,874.51	\$ 379,785.00	\$ (14,089.51)
<b>Expenses</b>			
Lay Salary & Benefits	\$ 103,499.71	\$ 110,348.00	\$ (6,848.29)
Clergy Salary & Benefits	\$ 78,021.76	\$ 92,913.34	\$ (14,891.58)
Diocesan Support	\$ 35,039.23	\$ 39,801.21	\$ (4,761.98)
Operations	\$ 53,207.03	\$ 52,061.00	\$ 1,146.03
Electricity	\$ 18,788.52	\$ 20,175.00	\$ (1,386.48)
Buildings & Grounds	\$ 29,839.35	\$ 37,670.00	\$ (7,830.65)
Administration	\$ 10,373.86	\$ 12,825.00	\$ (2,451.14)
Parish Life & Fellowship	\$ 1,856.43	\$ 3,350.00	\$ (1,493.57)
Stewardship	\$ 547.90	\$ 1,200.00	\$ (652.10)
Worship	\$ 4,445.15	\$ 5,200.00	\$ (754.85)
Evangelism	\$ 569.04	\$ 2,000.00	\$ (1,430.96)
Christian Formation	\$ 677.00	\$ 1,450.00	\$ (773.00)
Lay Ministry Development	\$ -	\$ 450.00	\$ (450.00)
Senior Warden	\$ 129.01	\$ 130.00	\$ (0.99)
Total Expenses >>>>	\$ 336,993.99	\$ 379,573.55	\$ (42,579.56)
Net Gain/(Loss) >>>>>	\$ 56,880.52	\$ 211.45	\$ (56,669.07)
If you want a copy of this Report by detailed line item, please call the Parish Office at 727-795-5514 or e-mail church@holyltrinityclw.org			

## **HOLY TRINITY 2021 THRIFT SHOP BUDGET - SUMMARY**

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>Change</u> <u>Increase/(Decrease)</u>
<b>Revenues</b>			
Sales	\$ 153,102.91	\$ 168,700.00	\$ 15,597.09
Total Revenues >>>	\$ 153,102.91	\$ 168,700.00	\$ 15,597.09
<b>Expenses</b>			
Rent - To Operating Fund (OF)	\$ 42,000.00	\$ 48,000.00	\$ (6,000.00)
Electricity - To OF	\$ 7,451.25	\$ 10,780.00	\$ (3,328.75)
TS Telephone - To OF	\$ 749.96	\$ 1,000.00	\$ (250.04)
Maintenance/Repairs	\$ 210.00	\$ 2,500.00	\$ (2,290.00)
Supplies	\$ 3,177.64	\$ 3,275.00	\$ (97.36)
Advertising	\$ 245.00	\$ 500.00	\$ (255.00)
Bank Fees	\$ 2,181.03	\$ 2,600.00	\$ (418.97)
Volunteer Expenses	\$ -	\$ 400.00	\$ (400.00)
Renovations	\$ -	\$ -	\$ -
Pick-Up	\$ -	\$ 150.00	\$ (150.00)
Security - To OF	\$ 450.00	\$ 600.00	\$ (150.00)
Refuse Collection - To OF	\$ 2,981.30	\$ 4,284.00	\$ (1,302.70)
Junk Removal	\$ 400.00	\$ 1,000.00	\$ (600.00)
Thrift Shop Payroll - To OF	\$ 21,543.47	\$ 30,907.00	\$ (9,363.53)
Total Expenses >>>	\$ 81,389.65	\$ 105,996.00	\$ (24,606.35)
Profit >>>>>	\$ 71,713.26	\$ 62,704.00	\$ 40,203.44
<b>Distributions to Holy Trinity</b>			
Profit to Outreach Restricted Fund	\$ 7,744.35	\$ 6,270.00	\$ (1,474.35)
Profit to Operating Fund	\$ 69,693.48	\$ 56,434.00	\$ (13,259.48)
Total Distributions >>>	\$ 77,437.83	\$ 62,704.00	\$ (14,733.83)
Net Gain/(Loss) >>>>>	\$ (5,724.57)	\$ -	\$ 5,724.57
If you want a copy of this Report by detailed line item, please call the Parish Office at 727-795-5514 or e-mail church@holytrinityclw.org			

## 2020 Senior Warden's Report

2020 has been quite the year! We started the year with the good news that Father Daniel Lemley would be joining us as our rector. Daniel's first official day with us was February 4<sup>th</sup>. Who would have thought that after only two Sundays with Father Daniel in our pulpit we would be forced to close our doors to in person worship due to Covid 19. Father Daniel, using members of our congregation, allowed us to continue to worship virtually via exceptional videos. This continued until June 28th when within Covid restrictions we were able to open our doors again to a limited number of congregants. We also began recording our services to make them available to that those who weren't able to or comfortable with attending services in person. After a soft start with video streaming we began live casting our services via Boxcast so that our entire congregation was able to worship together. Finally, the first Sunday of Advent we were joined by Juan Rodriguez to add music to our worship, and began live streaming the 8:00 as well as the 10:00 worship services. We also had virtual coffee hour.

It was a time of uncertainty. How would Holy Trinity remain united without worshipping in person together, eating breakfast together, joining for coffee hour together, meeting in person, and learning through Christian education in person together. Would our membership survive? Would giving continue? How could we run a Stewardship Campaign and make a new budget during Covid times? The Finance Committee had continued to be good stewards of Holy Trinity's finances, and we have a balanced budget proposed for 2021.

We have gotten through this year with excellent leadership including Father John Suhar assisting from the pulpit. We have made staff adjustments. We have a new parking lot. The THRIFT STORE has continued to break records! The Outreach Committee has continued to remain active. We have stayed connected with each other through the efforts of the Pastoral Care Committee and Invite, Welcome, Connect. New members joining us virtually from across the country. Our Vestry has worked hard and remained committed.

It has been a gift and a blessing to me to serve as your Senior Warden this past year. We have accomplished a lot and will continue to do great things in Jesus' name. I look forward to seeing each and every one of you in person, and to lots of hugs and handshakes. We are all blessed to be a blessing!

Joni Pfeifer

Senior Warden

## **Church Administrator Annual Report for 2020**

I started at Holy Trinity Episcopal Church in June of 2018. What started as a temporary position ended in a permanent placement. Thanks to a very capable team of volunteers helping with necessary administration tasks, Lynn Talbot and Connie Powell, the church office continued to run smoothly and efficiently. Thank you to all of the office volunteers, the deposit volunteers, and all of the members who help to keep the church operating. It is their efforts that make it possible for the office to continue to do all that it does. Thank you to our Senior and Junior wardens, our treasurer, and the finance team members for working closely with me to ensure the church's financial security in these very challenging times. Thank you to my fellow staff members for standing with me in service of the church and its members especially Mike Johnson for his tireless work as facilities manager. I look forward to a bright 2021 with a renewed sense of excitement for what lies ahead for Holy Trinity as we begin a new year with Father Daniel.

Here are some highlights from administration during 2020:

- With the wonderful support of office volunteer Connie Powell, we greatly improved the Office Procedures, which includes detailed instructions on how to perform necessary office tasks.
- Worked from home during the Mid-March to June shut down.
- Worked with the leadership to cut expenses and maintain a positive cash flow.
- Oversaw the successful annual financial audit of the church and thrift store.
- Prepared and sent the weekly emails and other emails as needed.
- Prepared the printed weekly bulletins for Sunday services.
- Maintained membership and contribution records
- Maintained all financial records.
- Provided marketing support to the Thrift Shop.

*Respectfully submitted by Grace Smith church administrator*

# Facilities Annual Report

Dec. 8, 2020

- I. Overview
- II. Milestones
- III. Systems
- IV. Grounds
- V. Exterior Building
- VI. Planning and Estimates for FY 18 and Beyond expenditures

## I Overview

2020 was a successful year for the Facilities Team. We experienced some major changes within Holy Trinity's Facilities Operations as well as some major expenditures because of planned maintenance repairs and unscheduled systems failures. Each of the challenges have been met with temporary or permanent solutions, with cost savings and cost reductions principals applied while ensuring that normal church functions were able to be carried out with minimal interruptions.

## II Milestones

The Facilities Expenditures exceeded the projected budget for 2020

1. Ground maintenance. A decision was made during 2017 to reduce the amount of lawn maintenance conducted on a weekly basis to monthly. This reduction included weed control, hedge trimming and other grounds/landscape related costs. As a result, many areas of landscape care have been neglected. We are taking steps to increase our maintenance care and lawn maintenance.
2. Lake Management. During 2018, a decision was made to reduce the scheduled pond maintenance to an as required schedule. Overall, we were able to save associated costs, and the facilities team has been able to maintain the esthetics and functioning of the pond by trash removal, debris removal and monitoring. However, as a result we experienced an overgrowth of aquatic plants (which had a negative impact on the irrigation system). We have recently initiated steps that include increasing pond maintenance which included an aggressive pond treatment program.
3. Tree Trimming. Starting in 2016 and continuing through 2018, the Facilities Team has continued to trim the population of Live Oaks surrounding our facility. The cost savings had been substantial; however, the trees were not maintained at the level of expertise that a tree trimming service would provide. **During 2019 we reinitiated a tree trimming service which continues today.**
4. Building Cleaning: We are exploring the use of a professional cleaning service for our buildings.
5. Roads. For 2020 we completed the repair and replacement of asphalt in our parking lot and driveways.
6. Mechanical. We have reintroduced scheduled maintenance on our Heat and Ventilation systems by professional HVAC Teams. This action has been taken to extend the operating life of our systems.
7. Other:

## III Systems

We are quickly approaching the life cycle end to many of our systems. This section will address each and will attempt to provide an expected failure rate for 2018 and beyond. We will also explore expected costs that should be planned for the future:

### Heat and Ventilation

1. Currently we have 10 A/C systems servicing the Church and Parish Hall. This year we were required to conduct major maintenance on 3 of the 10 systems. All but three AC systems have exceeded their life cycle as projected by the manufacturer. Total replacement cost for a single large capacity HVAC system can be estimated in the 15 to 20 K range. In the short term (2021) we should expect failure of at least one major unit, based upon the age and usage. We have experienced increased usage for the First Floor (Parish Hall) which may shorten the life expectancy of the four AC units servicing the spaces (6 days a week usage by the thrift shop). We have taken steps to extend the service life of all units by re-establishing scheduled maintenance and service by our AC service company. Additionally, we have purchased computer-controlled thermostats to better manage scheduled (and unscheduled) AC activation.

### Electrical, Audio, Video

1. The wellness of our “House” electrical system overall is excellent. Maintenance continues with occasional outlets, switches, and lights being replaced on as needed bases. During 2019 we replaced most florescent light bulbs with LEDs and as a result have experienced a decrease (97%) in burned out light bulbs. We still maintain halogen, incandescent and fluorescent light bulbs in the exterior fixtures and remote storage areas, however, for the most part our lighting is doing better than past years. Long term savings of electrical usage as well as replacement costs will be significant
2. The current sound system in the Church and Parish Hall are essentially “nonfunctioning” or questionably reliable. We have had speakers professionally installed in the church and added temporary fixes to the systems. We are seeking a permanent solution and will continue to keep all up to date of its status.
3. We have taken steps to increase the efficiency and reliability of our computing systems with new servers, Wi-Fi, and surge protection.

### Plumbing

1. House plumbing. Our current plumbing system is and continues to work as advertised. We have taken preventive steps this year to ensure reliable functioning and esthetics. We have replaced the toilet seats in all bathrooms in the church, Parish Hall, and office. A routine replacement of wax rings for the toilets continue with an average of two per month. Internal flush valves for toilets continue on an as needed basis. Flapper stops are replaced as needed. We have reduced the water flow for urinals to cut water consumption. All replacement toilets when required for replacements are of the 1.2 gal. Capacity units. I foresee no major costs for plumbing for 2021 other than routine maintenance.
2. \_Sprinkler. Our sprinkler system is gaining and is increasing in maintenance needs. Over the year Facilities has initiated 10 in-house repairs which included broken sprinkler heads, glue connection leaks of piping, and broken pipes due to tree/shrub roots. Additionally, we have had numerous repairs by our sprinkler service company for major repairs because of pond, pump, and line issues. We are currently treating our pond (source of water for irrigation) with an aggressive chemical treatment program in hopes of resolving the sprinkler pump and distribution issues. We are also exploring the possibility of a well installation for irrigation.
3. Fire system. Our current system is adequate and inspected. There are no signs of excessive wear and should be on little to no cost in the foreseeable future.

### Roof System

Our metal roof system for the church and parish hall is at a critical stage and is showing an ever increase of failures. During the last storm (November) we experienced a minimum of 15 leaks throughout the two buildings. Although repairs were

completed in 2019 on active leaks, the roof system has increased in failures. We have determined that the roofs hold down screw's (sheet metal screws with rubber washers) rubber seals are beginning to fail due to sun exposure and or airborne contaminates. Short term repairs are simply hit or miss since there is no sure fire way of determining which screw is causing the leak without replacing an entire section. Recently, the leaks have increased and have become unmanageable. We contacted our insurance carrier, who has inspected and is currently, reviewing our case for possible coverage.

#### **IV Grounds**

1. The general state of repair of the grounds is fair. Our drainage, parking and roads are good. Our shrubs, plants, flower beds and bushes are becoming sparse and showing age. Sod is relatively good. Sidewalks need repaired due to up rise or ground swell caused by roots or ground settlement and cracks. Trees are in relatively healthy condition and are on a twice a year pruning schedule. We are experiencing certain weeds (long runner type) that are somewhat immune to weed killer and have required the Facilities team and volunteers to hand pull from the building, flower beds, shrubs, and Air Conditioning units. (We have checked with authorities and they have confirmed that these weeds require hand removal). Although it sounds bad, we have been maintaining all areas of landscape. Although not professionally groomed, we are accomplishing the basics.

#### **Structure**

1. The condition of the overall structure is opined to be good. Doors and windows function as advertised. We have recently repainted the exterior of the buildings which should last for 15 to 20 years.
2. Interior wall paint should be good for another three to four years. The aesthetics of the interior paint and ceiling tiles are showing its age and will require painting in the future.

#### **Planning and Estimates for FY 21 and beyond.**

1. The above analysis is based upon visual inspection and day to day contact with the facility property of Holy Trinity. While it is impossible to determine longevity of elements of the facilities materials and equipment we should plan for the worst case and be prepared. Based upon that the following cost increase/decrease is provided for your review:
  1. The break down rate of HVAC s will increase with an estimated 1 major change out required for 2021. We will continue to need other relatively minor fixes throughout the upcoming year.
  2. The elevator has been running fine since we changed service companies. However, we do have an air leak in the hydraulic pickup line at the hydraulic cooling reservoir. This is not a critical fix; however, it needs to be budgeted and scheduled soon.
  3. Electrical. OK with minor as required maintenance
  4. Kitchen. OK with minor as required maintenance
  5. Plumbing. OK with minor as required maintenance
  6. Sprinklers. Ok with minor as required maintenance
  7. Structure. OK however major interior painting expenditures need to be planned
  8. Roof. Not ok we should discuss future roofing plans based upon the insurance companies' findings.
  9. Grounds. OK. With continued attention
  10. Flooring throughout OK with maintenance. However, the bathrooms in the Narthex need replaced. Note: we have temporarily tabled remodeling the bathrooms and will revisit later.
  11. Windows and doors. Ok with maintenance

Conclusion. This year (2021) may be costly if an HVAC system fails and needs replaced, and a decision is made to install a new roof. We will see an increase in required continuous maintenance by the Facility Team but should remain manageable within our limitations and capability. Our submitted budget will be a challenge but opined to be achievable. We have no major planned

expenditures other than scheduled maintenance and cost associated with day to day housekeeping. However, I cannot express enough that roofing will be a major cost in a noticeably short time.

Respectfully,

Mike Johnson

Facilities Manager

## **Thrift Shop Annual Report 2020**

Things have been a little different this year and all of our volunteers have risen to the challenges we have been given. There have been those who braved it out and came in to help sort during the shutdown and those who came in after we reopened. We love and respect those who have chosen to cautiously stay at home and look forward to when they will feel safe to return.

The shop has thrived through it all. Even though we were closed for a 2 month period, the donations kept coming from those who stayed at home and cleaned out closets, garages and kitchens. They were very happy to have somewhere to give their “treasures”. As a result ,we did again, have a fantastic year. In fact, we had record breaking months. We think in part because we are, not only helping the shop, but also helping those with financial challenges during this time to have some place where they can get much needed items at low prices.

We are very proud of all our volunteers for all of their hard work and dedication to the shop and to Holy Trinity. We are truly blessed to have them on our team. All of us look forward to another successful and joyful year.

Diane and Dave Densmore

## **Nursery Annual Report 2020**

After being shut down for almost 8 months the nursery is back open and running! The Sunday hours are from 9:45 until 11:00AM. We look forward to having all our children back!

Shelia Voss

Barbara Luketic

## Holy Trinity Outreach Team Annual Report – Jan 2021

Holy Trinity's Outreach Team, co-chaired by Karen Owen and Robert Lux, was successful at continuing the church's charitable works despite the obvious local and national health concerns that persisted for most of this year. We began the year by hosting a Thrift Shop Appreciation dinner in January, organized by Mickey Vallejo, to thank the many thrift shop volunteers for their service to our church and community.



In February, ten church members volunteered their morning and donated funds toward packaging thousands of meals to be provided to needy families and food pantries at the Rise Against Hunger Event in Tarpon Springs. February also marked the beginning of the church's contributions to Feeding Tampa Bay that are now earmarked for the Coalition of Immokalee Workers to improve the lives of Farmworkers in nearby Plant City and beyond. This began a chain of contributions in 2020 totaling \$2200 to help farmworkers disproportionately impacted by Coronavirus. We did not meet in March or April due to unknown risk from the Coronavirus while awaiting more information. Co-Chair Karen Owen volunteered at the FEAST Food Pantry during that time and coordinated a home-sewn mask effort. Dianne Densmore and Pat Furnans from the thrift shop expertly sewed over 40 washable masks for the FEAST volunteers when protective masks were in short supply nationwide, to protect FEAST volunteers and meet the growing food needs of hungry families in Pinellas. Thanks to generous members of the congregation, food continued to be donated to FEAST, Church and Community Outreach, and Homeless Empowerment Program. During April, FEAST re-shared special products used in "no-cook" blessing bags for people living on the street. Bob Lux and Ethel Zepp carefully sorted and packed these "Blessing Bags" with prayers contributed by Joni Pfeifer, for church office outreach. We also provided a resource folder to the thrift shop as front-line volunteers often encounter those on the verge of homelessness, to direct them toward county services.

By May, we began to hold our meetings online via zoom or phone, a successful practice that will continue into 2021. The High Point Neighborhood Family Center requested a contribution of games and toys for the families needing food while schools were closed for the rest of the school year, so Outreach happily agreed.

In June we approved a \$500 grant to a veterans counseling organization supporting Tampa-area veterans and their families who have died by suicide. Veterans Counseling Vets fills the gap the VA leaves when vets cannot get the counseling they need. As the year drew to a close, Bob and Frances Lux delivered generous gifts of food

and blankets from the Stewart family and even more in the form of gift cards, diapers, and blankets to the farmworkers in need between Thanksgiving and Christmas.

Our church sent Episcopal Relief and Development a contribution of \$2000 to support hurricane relief, a type of emergency we know all too well here in Florida. Other organizations receiving support from Holy Trinity's Outreach efforts include HEP, RCS Food Bank, the Clearwater Free Clinic, Resurrection House in St. Pete, Food for the Poor, and the Guardian Ad Litem Foundation.

Our Outreach Committee also drafted a set of policies and procedures for Vestry approval, and is in the process of developing an Annual Plan – the first in recent memory. Our contributions can be grouped geographically by Pinellas County, the state of Florida, and International groups mostly through Episcopal Relief and Development. Our Annual Plan will begin to frame these efforts, and your suggestions or participation on our Outreach Committee meetings (the 3<sup>rd</sup> Tuesday of the month) are always welcomed! The pandemic has created so much more hunger, homelessness, and untreated mental and physical illness that we hope to address in 2021. All Outreach funds derive from Thrift Shop profits. This means when you donate to, shop at, or volunteer with the Holy Trinity Thrift Shop, you are reaching out to share God's love. Blessings to all of you, and especially the Thrift Shop volunteers who make our work possible!

Karen Owen and Robert Lux, Outreach Committee Co-Chairs

## **CURSILLO 2020 ANNUAL REPORT**

This vital ministry has been a part of Holy Trinity since the 1980's. The main purpose of Cursillo is to develop leaders in the church. It is a 3-day weekend sponsored by the Diocese of Southwest Florida that participants attend once; after attending a weekend, "Cursillistas" may serve on the Team of a weekend. The church Rector is responsible for "signing off" on participants ensuring that there are no pastoral reasons that would inhibit full participation in the weekend at DaySpring Episcopal Conference Center. Participants also must have a sponsor who has attended a Cursillo weekend in the past. Anyone wishing to attend a Cursillo weekend should talk to the Rector and the Holy Trinity Parish Rep (currently Charlie Kunath).

Once the lockdown occurred because of Covid19 in March, the entire Cursillo ministry came to a halt too. Currently there is \$4,035 in the designated Cursillo fund voluntarily supported by Parish Cursillistas. We will move forward with Cursillo as soon as it is deemed safe to do so.

There are currently two weekends scheduled for 2021:

#145 Spanish #7, Feb. 18-21, 2021

#146, Oct. 6-9, 2021

Respectfully submitted,

Barbara Kunath for Parish Rep. Charlie Kunath

## **Kairos Ministry Annual Report 2020**

By Charlie Kunath, Parish Rep.

The main purpose of a Kairos weekend is to share with the inmates the unconditional love of Jesus, what forgiveness means to the heart, and to start an accountability group inside the prison after the Kairos Team leaves. Matthew 25:26 says: When you were in prison, I visited you. This ecumenical group of men volunteers enter Zephyrhills maximum security prison for a 4-day weekend as part of the Kairos International Organization located in Orlando, FL. 40 men of Catholic, Episcopal, Methodist, Presbyterian and many other dominations put aside their individual procedures and bring the love of Jesus to the weekend.

There are six Saturdays of training before the weekend. These meetings prepare the Team with the rules of the prison and bond the Team together so they can enter as one. There are 36-42 inmates on the weekend resulting in a group of about 80 total.

There were no weekends in 2020 due to Covid-19 restrictions.

In November of 2020 they allowed socially distanced meetings in the prison with masks, but a case of Covid developed so it got shut down again.

If anyone would like to know more about the Kairos Ministry as far as participation in a weekend, or simply how you can support the weekend, please see Charlie Kunath.

## Invite Welcome Connect Steering Committee Annual Report for 2020

Earlier in the year, headed by Chairperson Dorothy Granger, the Welcome Team changed its name to the Invite Welcome Connect Steering Committee (a.k.a. IWC Committee). Along with members Barbara Kunath, Cristi LeFebvre, Joni Pfeifer, Art & Stella Tavenor, and of course our Pastor Daniel Lemley, we sought to find ways to move forward albeit Covid and the restrictions imposed on the church. Some of us watched a Digital Zoom Gathering from the IWC website, and we intersected with the Vestry in seeing how we could mesh with the strategic plan of the Vestry.

In looking at our church campus, we looked at ways to improve the appearance of our campus as though we were visitors. We suggested new rugs for the Narthex, and those came to fruition this year. Other ideas have been suggested and will be worked through the Facilities area.

Before Covid-19 struck in March, we had a Newcomer Luncheon in the first floor hallway empty classroom that was very well attended and soon after that, at the Kunath home, we held a social gathering of all Ushers, Greeters, and Vestry just to introduce the Committee and share some thoughts about what ideas were in the pipeline.

With the guidance and help of parishioner Robert Wallend, and through an anonymous donation to the project, we were able procure Jar Lid Openers that will be given out to visitors and parishioners all year long; they were given out beginning Christmas Eve. The item has our Holy Trinity logo on it and is a great advertising tool. We thank Bob for his excellent design and his tireless effort in getting the Openers in a timely manner.

We added a Prayer leg to our IWC team headed by Stella Tavenor and a letter was sent out from the church from her asking people to sign up to pray and also sharing more about IWC and how it will impact our parish in the year ahead. The Visitor Log book was updated and we have a system of getting in touch with newcomers; eventually our newcomer luncheons will return.

Currently our IWC Committee is structured as follows:

Dorothy Granger, Chairperson

Joni Pfeifer, INVITE

Jan McMahon, Team Member

Cristi LeFebvre, WELCOME

Linda Campbell, Team Member

Barbara Kunath, CONNECT

Joanne Wallend, Team Member

Art Tavenor, Education

Stella Tavenor, Prayer

Respectfully submitted,

Barbara Kunath

Secretary for IWC

## NOTES