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## **Trinity Church Annual Meeting**

**February 25, 2024**

### **Standing Order of Business**

1. Opening Prayer
2. Call to Order
3. Election of Clerk pro tempore
4. Clerk of the Vestry Oath

I, \_\_\_\_\_, do solemnly swear, that I will faithfully execute the office of Clerk of the Vestry of Trinity Episcopal Church, in Portland, CT, without prejudice, favor or affection, according to the best of my skill and knowledge.

5. Notice of Meeting to be Read
6. Presentation and Adoption of Roll of Voting Members
7. Recognition of Outgoing Vestry and Officers
8. Election of Officers, Vestry and Delegates to Convention
9. Minutes of last Annual Parish Meeting
10. Presentation and Discussion of Annual Reports
  - a. Financial Story
  - b. Capital Projects Story
  - c. Other Stories
  - d. Vital Statistics
11. Closing Prayer
12. Adjournment

## Opening Prayer

### **Prayer #12 BCP 818**

Almighty and ever living God. Source of all wisdom and understanding, be present with those who take counsel in the annual meeting of Trinity Parish, Portland for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right and grant us both the courage to pursue it and the grace to accomplish it, through Jesus Christ our Lord.

**Amen**

## Closing Prayer

### **Prayer #11 BCP 817**

Almighty and ever living God, ruler of all things I heaven and earth, hear our prayers for the parish family. Strengthen the faithful, arouse the careless and restore the penitent. Grant us all things necessary for our common life and bring us all to be of one heart and mind within your holy Church. Through Jesus Christ our Lord.

**Amen**

# MINUTES FROM 2023 ANNUAL MEETING

Parish of Trinity Church - Portland, CT

February 5, 2023

## **Opening Prayer**

The opening prayer was read in unison by meeting attendees.

## **Call to Order**

Father Burke called the meeting to order at 11:41 am.

## **Election of Clerk pro tempore**

Charley Bayha made a motion to nominate Rita Phillips. Judy Henderson seconded the motion. The motion passed unanimously.

## **Notice of Meeting**

The Notice of the Meeting was read by Rita Phillips, Clerk of the Vestry.

## **Adoption of Roll of Voting Members**

Charley Bayha presented a list for adoption as the official roll of voting members for the Annual Meeting. Father Burke made a motion to accept the official roll of voting members. Judy Henderson seconded. The motion passed unanimously.

## **Recognition of Outgoing Vestry and Officers**

Father Burke acknowledged the contributions of the outgoing Vestry members, Treasurer, Carol Hill, Senior Warden, Charley Bayha, Junior Warden, Mark Ricci, Clerk, Pamela Accola, and Vestry Person, Kathy Kavanaugh.

## **Election of Wardens, Vestrymen, Treasurer and Pledge Secretary and Convention Delegates**

Charley Bayha shared those on the Nominating Committee and qualities that were determined for Vestry positions. The Nominating Committee went through an exercise to determine who should be nominated to Vestry positions.

The following slate for Vestry positions was presented:

- *Senior Warden* – Carla Harris
- *Junior Warden* – Open
- *Treasurer* – Pam Accola
- *Pledge Secretary* – Carol Hill
- *Clerk* – Rita Phillips
- *Vestryperson 2 (year 1 of 3-year term)* – Gerry Pajer
- *Convention Delegates* – Carla Harris & Lori Donadio
- *Alternate Delegates* – Charley Bayha & Lee Hart

## **Returning Vestry Members**

- *Vestryperson 1 (year 2 of 3-year term)* - Judy Henderson
- *Vestryperson 3 (3-year term)* – Open
- *Vestryperson 4 (3-year term)* - Open

There were no additional nominations from the floor. Motion was made by Father Burke and seconded by Jim Hill to direct the Clerk to pass a ballot to elect the slate, as presented. The motion passed unanimously.

## **Minutes of Last Parish Meeting**

The minutes of the Annual meeting February 20, 2022 were presented. Charley Bayha made a motion to accept the minutes, as presented and to waive the reading of the minutes. Mark Ricci seconded the motion. The motion was passed unanimously.

## **Presentation of the Annual Report**

- Priest-in-Charge – Expressed a desire to expand our church membership. This year the church is celebrating its 235th year anniversary. Fr. Darryl suggested we use our creativity and our inner light to reach out to the community and entice people to our church. He suggested exploring different fundraisers and possibly selling souvenirs and tickets to our anniversary party. His goal is for us to be self-sustaining within 3-5 years.
- Financial Report – Carol Hill shared a summary of Report 1. 2022 was a very challenging year. We had a deficit budget in 2022, but we fared better than anticipated. Actual expenses were very close to budgeted expenses.
- Other Stories – Fr. Burke extended a heart-felt thank you to Jim Hill for his dedication and many years of service to the church.
- Charley Bayha acknowledged the dedication of two members of the church who had passed in 2022, Ruth Freeburg and Donald Markham. Pam Accola stated she had interviewed them both and saved the recording at church.
- Pam Accola wanted to recognize Marjorie Barrett for her many years of dedication and service to the church.
- Father Burke made a motion to accept the 2022 Annual Report, as presented. Judy Henderson seconded. The motion passed unanimously.

## **Closing Prayer**

The closing prayer was read in unison by the meeting attendees.

## **Adjournment**

The 2023 Annual Meeting was adjourned at 1:15 pm

Respectfully submitted,

Rita Phillips, Clerk of the Vestry

# REPORTS

## ALTAR GUILD REPORT

The Altar Guild, originally known as the Altar Society, was founded in 1890 by the Rev. Oliver Raftery who was rector from 1886 until his death in 1919.

The Altar Guild has a special role as the priest's liturgical partner in making the worship life of the parish run smoothly. The member's work goes on quietly behind the scenes – a ministry of love undertaken in the name of Christ.

The Altar Guild prepares the Altar for all regularly scheduled services as well as special services, such as baptisms, weddings and funerals. The volunteers place the appropriate colored Altar hangings for the church season, prepare and clean up for Holy Eucharist and maintain the Altar Linens.

The Guild administers the donations of memorial flowers from our weekly services and furnishes flowers when there are no memorial donations. Thank you to Susan Beers for providing beautiful arrangements for the Altar. Donations are used to purchase Christmas Poinsettias and Easter Lilies to decorate our church for the holiday services and are delivered to those who cannot join us. We were not able to deliver flowers this year because of the pandemic, but thank you to Sharon, our homebound families received the weekly bulletins.

Thank you to all of the Altar Guild members for their loyalty, commitment and continued service to Trinity Church.

Respectfully Submitted,  
Marjorie Barrett

## ALTAR GUILD FINANCIAL REPORT:

	<b>Balance in Checking Account on 1/1/2023</b>		<b>\$3,261.65</b>
<b>Receipts</b>			
	Easter Flowers	\$505.00	
	Misc. Donation	\$50.00	
	<b>TOTAL</b>	<b>555.00</b>	\$555.00
			\$3,816.65

<b>Disbursements</b>			
	Easter Lilies	\$216.00	
	Palms	\$64.00	
	Communion Supplies	\$397.81	
	Two Free Standing Altar Candles	\$222.33	
	Misc. Supplies	550.38	
	<b>TOTAL</b>	<b>\$1,450.52</b>	- \$1,450.52
	<b>Balance in Checking Account on 12/31/2023</b>		<b>\$2,366.13</b>

**Liberty Saving Account            \$2,302**

**Mary Brainard Lyman CD        \$1,482**

Respectfully Submitted,

Alicia Currier

## **BOOK OF REMEMBRANCE REPORT REPORT**

When a parishioner dies from this parish, often friends and loved ones wish to give a memorial donation as an expression of thanksgiving for their life and witness.

The Book of Remembrance is a fund that was created in 1963 as a way to allow memorial gifts to be recorded and managed. Gifts can be made for designated or undesignated projects. A listing of all gifts is kept in the Church office.

The funds of the Book of Remembrance are used with the approval of the rector on advice from the senior warden and vestry for memorial additions to the church, for upkeep of memorials and in some cases, operational expenses.

### **2023 Book of Remembrance Financial Report**

<b>Starting Balance</b>	<b>\$31,000.78</b>
Interest	\$ 62.86
Deposits - Gifts	\$ 3,650.00

**Ending Balance** **\$34,713.64**

Carol K. Hill  
Book of Remembrance Treasurer



## **CAPITAL PROJECTS COMMITTEE REPORT**

### **Basement Renovations: \$15,046 Spent**

Big ticket items included: purchase and install of two fire exit doors by Aresco Construction; new carpet tiles for room where the bowling alley bowler benches are located: removal and reinstallation of portions of the vinyl plank in hallway areas; new carpeting on stairs; and renovations of the two bathrooms, including new fixtures and faucets, new fan ventilation, light fixtures, ceiling tiles. door hardware installations, and painting, etc. In spite of the plus \$15,000 spent, considerable dollars were saved due to more than a couple of hundred hours of volunteer general contractor and builder labor I put in, as well as the considerable free labor from Phoenix volunteers, mostly for painting. Unfinished work remaining includes: new vinyl flooring for the old kitchen area, and minor electrical work replacing outlets and switches in the hallway area need finishing.

### **Capital Heating System Repairs: \$12,348 Spent**

The main control module (*which I call the computer*) failed and was replaced. Rusted zone valves and supply and return piping to the boiler required replacement and repair; which has been an issue for the last couple of years and will continue to be for the foreseeable future. In fact, we did some temporary clamp repairs on some rusted return piping which goes to the back of the boiler which will be repaired after this heating season (*hopefully we make it through*). Also, due to the extent of rust, our contractor, Advanced Mechanical Services, expects it's likely the rear section of the boiler will fail due to the age of the install (*early 1990's I think*) and extent of the rust. Last time they replaced one for another customer, they had to wait eight months for one to come into stock. Our contractor was notified by their HB Smith supplier this past week that one is available, and our contractor contacted me recommending we grab it. Advanced Mechanical quoted me \$5437 including installation with a 50% deposit required. In my opinion, it was a no brainer since likely it's inevitable we'll be facing replacement sooner than later, and I've already sent a deposit. I'm crossing my fingers we get by until this heating season ends.

### **Spring & Main Streets Lot – Worship Area: \$11,590 Spent this year: (\$17,725 Spent 2022)**

The largest expenditures included the building of the altar, completion of the patio area, paver walkway to the shed, and planting 3 beech shade trees along the parking lot side between the shed and the sidewalk by the street. Notable remaining unfinished work includes: purchase and install of a new timber cross and installation of two brownstone benches which we purchased years ago when the quarry closed and are presently being stored for us by Jack Sterry.

### **Sanctuary Plaster Repairs and Painting for Ceiling and Walls due to 2022 Slate Roof Valley Leak: \$4597 Spent**

About one half of that expense was because the job required significant scaffolding. I recently submitted an insurance claim for that amount and am hopeful we'll be reimbursed.

### **Sanctuary Undercroft Project: \$3195 Spent**

This was a tricky project which required freezing the water main fitting just inside the building to disconnect and abandon the approximate 70 feet of steel water main piping to the meter that was buried below the concrete slab and replacing with overhead Pex tubing. It would have been a less expensive option had the Town water department been receptive to turning off the water outside the building. Given the recent history of opening a can of worms for the aged town water supply, especially in the downtown Portland area, the most feasible method ended up having Masselli and Sons who have the equipment to freeze pipe fittings complete this project. It likely was a matter of not much longer we could go without a major water leak in the undercroft.

### **Miscellaneous Capital Repairs: \$3029 Spent**

The largest expense for this category was for additional Medeco deadbolt locksets and keys costing about \$1500; about \$300 for a minor cold-water leak in basement; \$300 to move the huge Mrs. Hall painting from the rector's office to the hallway; ranging down to \$13 for a minor record keeping expense.

### **LED Lighting Upgrades: \$1495 Spent**

We continue to upgrade older light fixtures to LED. A good portion of this year's upgrades were for the parish house basement area. Some older fixtures in the Parish Hall and in the hallways of the Parish House were replaced as well. The Parish House kitchen area is overdue for replacing the old fluorescent fixtures located there and a handful of older fluorescent ceiling fixtures in the Parish House hallways; otherwise, we're in very good shape for lighting updates.

### **Fire Alarm Upgrades and Maintenance: \$1399 Spent**

We had many trouble signal reports (*not actual smoke or heat triggered alarms, including several 2 AM notifications on my cell phone*) that we were never able to identify the cause of. Most of the above expense was for a comprehensive service call which included inspection and cleaning of all of the monitoring points. (*Thankfully, I haven't received any 2 AM notification since that service*).

### **Organ Repairs and Renovations: \$1280 Spent:**

This included organ labor and material expenses beyond tuning annual expenses covered by the Operating Account.

### **Sanctuary Sound System Upgrades: \$502 Spent:**

Expenses ranged from \$110 for a recording device to \$7 for some additional sound cables.

**Capital Projects 2023 Year End - Detailed Financial Report**

Jarvis Foundation Restricted Funds Carried Forward from Year 2022 into Year 2023 *	\$ 111,108 *
Unspent Book of Remembrance Funds Previously Transferred in for Vestry Approved Projects **	\$ 2,489 **
Unspent Non-Restricted Capital Funds Carried Forward into Year 2023 ***	\$ 431 ***
Unspent Flowers & Garden Funds Carried Forward ****	\$ 183 ****
<b>Total Capital Projects Funds Carred Forward from Year 2022 into Year 2023</b>	<b>\$ 114,211</b>

**2023 Capital Projects Income**

2023 Money Market Interest Earned	\$ 255
<b>Total 2023 Capital Projects Income</b>	<b>\$ 255</b>

**Total Capital Funds Available in 2023 \$ 114,466**

**2023 Jarvis Foundation Restricted Capital Expenditures \***

Parish House Basement Renovations - Phoenix Project	\$ (15,046)
Capital Heating System Repairs-Upgrades	\$ (12,348)
Spring & Main Streets - Outdoor Worship & Activities Project	\$ (11,590)
Sanctuary Plaster & Paint Repairs for 2022 Roof Leak Damage	\$ (4,597)
Undercroft Project (replace under slab water line from foundation to meter with overhead pex)	\$ (3,195)
Capital Repairs - Miscellaneous	\$ (3,029)
LED Lighting Upgrades	\$ (1,495)
Fire Alarm Upgrades	\$ (1,399)
Organ Repairs & Tuning	\$ (1,280)
Sanctuary Sound System Upgrades	\$ (502)

**\* Subtotal: \$ (54,481) \***

\* Note: 2023 \$111,108 unspent Jarvis funds carried forward minus \$54,481 = \$56,627 Jarvis funds carried forward into 2024

**2023 Book of Remembrance Restricted Capital Expenditures \*\***

N/A: None Spent in 2023

**\*\* Subtotal: \$ - \*\***

\*\* Note: \$2489 BOR Restricted Funds previously carried fwd from 2022 into 2023 is available for 2024

**2023 Miscellaneous Non-Restricted Capital Expenditures \*\*\***

Record Keeping Expenses	\$ (17)
Flowers -Gardens Expenses	\$ (33)

**\*\* Subtotal: \$ (50) \*\***

\*\*\* Note: 2023 unspent non-restricted funds of \$431 + \$183 MM interest = \$614 -\$50 = \$564 carried forward into 2024

**2022 Outdoor Flower & Gardens Expense \*\*\*\***

**Flowers - Gardens \$ (183)**

\*\*\*\* Note:: \$183 carried forward into 2023 depleted this income category to \$0 at end of 2023; \$33 was covered by non-restrict

Jarvis Foundation Restricted Remaining Funds	\$ 56,627	12/31/2023 Money Market	\$ 55,411
Book of Remembrance Restricted Remaining Funds	\$ 2,489	12/31/2023 Checking	\$ 4,269
Non Restricted Remaining Funds	\$ 564		
	<b>\$ 59,680</b>		<b>\$ 59,680</b>

Respectfully submitted,  
Jim Hill

## **CHURCH SCHOOL REPORT**

The Sunday School met during the 9:30 am worship service when students were present, which averaged approximately once a month. We explored bible stories using crafts, games and snacks. The Sunday School met in the nursery to follow all Safe Church and Covid guidelines.

We hope to expand our Sunday School program with increased attendance and a Sunday School director dedicated to our youth.

Yours in Christ,  
Marjorie Barrett

## **DIOCESAN INTERN REPORT**

These past few months have been an educational and spiritual gift. There are three areas where I am especially grateful. (1) I have been able to learn more about liturgy. Participating in Worship Team meetings has expanded my understanding of the theological and practical considerations that go into planning services. Conversations with Father Darryl, the members of our amazing lay leadership team, and our supply clergy have helped me better appreciate the variety of pastoral perspectives that one might bring to worship. (2) I have also learned a lot about leadership and mission, especially the development of lay leaders. Trinity has been very intentional about empowering its laity. The vestry has walked me through what it means to direct stewardship, finances, and annual reports. The members of Living God's Mission have helped me rethink how to support and encourage people to be the body of Christ in the world. (3) Finally, I have been able to work on my skills as a preacher. It has been incredibly useful to observe the range of preaching styles that folks share within the parish. I am also thankful for everyone's willingness to offer their insights about my own sermons. I have no doubt that your wisdom will improve my preaching for years to come.

I am excited about what's in the pipeline at Trinity, including our Lenten Book Study, ongoing monthly service projects, and weekly Bible Study. Many thanks for all that you are giving to my discernment process!

Yours in Christ,  
Maggie Labinski

## LIVING GOD'S MISSION & PARISH LIFE REPORT

*"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."* 1 Peter 4:10

Living God' Mission/Parish life maintains the church activities calendar and schedules our activities as well as the use of our building for the community.

This year we continued collecting items for the Portland Food Bank. We want to thank Lee Hart and Charley Bayha for coordinating this effort and Kevin Backman for delivering the food to the food bank.

Our Anglican Prayer Bead ministry with the residents of Stonehaven continued every Friday afternoon. The beads are displayed in the Parish Hall and are available for anyone to take compliments of Trinity Church. We estimate over 5,000 prayer beads have been made since we started 5 years ago! We truly love the laughter, conversation and fellowship and definitely feel the Holy Spirit among us.

The church was open to the public every Friday afternoon from 2:00pm - 4:00pm for quiet prayer and meditation.

We participated in the Portland Town Wide Tag Sale by renting space and holding our own tag sale. Thank you to all who donated items and volunteered time and energy. We also had the church building open for hospitality. We had approximately 150 people come through our beautiful space giving us many compliments, tons of appreciation and donations left in the baskets in the restrooms.

Vital Connections Through Prayer has been resurrected by reading the prayers along with the Prayers of the People during our worship service. Members and visitors can leave prayer requests in the prayer jar in the front of the church.

The Prayer Chain is in full swing, bringing back a responsive prayer to our Trinity Church community. If you have a prayer request, please contact Charley Bayha.

We have continued our calling to be part of Streetfire Ministry by serving and providing dessert every week and providing 5 meals throughout the year. The collection of monetary donations helped to offset the cost of toiletries that we filled backpacks with for the Annual Christmas Party. We also baked and packaged cookies that were handed out and served at the Christmas Party. Every week we provided transportation for residents of Stonehaven to volunteer with us. This ministry is vital to the North End of Main Street in Middletown and we are honored to be part of the ministry.

Two outreach benefit concerts were held in 2023. The May concert featured Paul Serra Jr. and the Country Gold with \$300 donated to Wounded Warriors. The June concert featured

The Sharades with \$800 donated to the Middlesex Land Trust. In addition to the work of volunteers to organize the concerts, some parishioners donated goodies for the concerts. We have received positive feedback on these events with a number of people in the community asking when the next one will be scheduled.

A Craft Fair was held in the fall. Thank you to all the volunteers and the “Crafting Commandos” for their hard work to make this fair a success.

We hosted the Episcopal Church Women and the Regional Pot Luck Dinner this past year. We hope to make our space more available to regional meetings as we have ample parking and are centrally located.

Trinity celebrated our 235th Anniversary with a wonderful celebration dinner at the Inn of Middletown. Thank you to Father Burke, Pam Accola and the committee for organizing this terrific evening.

Morning Prayer Service Projects were started this year starting with collecting new and gently used games from the community. We inventoried them and donated them to Batonce’s Magnet School in Hartford. Other service projects included filling backpacks with small games for Covenant to Care’s Fatherhood Initiative program, filled bags with books and blankets for “Books and Blankets for Children’s Literacy”, made cookies and filled backpacks for Streetfire Annual Christmas Party.

Our Christmas offering provided enough money to provide over 20 gift cards for children through DSS in Middletown. Thank you to everyone who donated.

Living God’s Mission donations for 2023 included:

Portland Food Bank  
Streetfire Ministries  
Wounded Warriors  
Middlesex Land Trust  
Episcopal Relief - Turkey and Syria Earthquake  
DSS Giving Tree  
Anglican Prayer Bead supplies

We continue to pray and listen to where God is calling us to be in our community. It is in coming together as a group we are filled and by reaching out to others we are connected more deeply. Let’s see what God has in store for us!

Respectfully Submitted  
Marjorie Barrett and Carol Hill

# MUSIC PROGRAM REPORT

## Choir and Musical Activities

The year began with our service on New Year's Day, featuring selections from Handel's "Messiah". Epiphany was celebrated on January 6, with the appearance of the Three Kings and a solo of Cornelius' "The Three Kings" sung by Pam Accola. Lent began with our tradition of The Great Litany, and concluded with the Good Friday service and a beautiful rendition of "Adagio" by Samuel Barber. We welcomed Easter with a Great Vigil service with The Exultet, sung by Fr. Burke. Easter Day included our traditional "Welcome Happy Morning" and a rousing rendition of "The Lord is Risen This Morning". Pentecost was observed at Holy Trinity in Middletown. We had several outdoor services during the summer in our beautiful new outdoor liturgical space and concluded the summer with the annual "Mass on the Grass" Labor Day weekend. Choir reconvened the next Sunday and we had a Homecoming service September 17, ending with a Trinity favorite, "The Call of Christ.". Trinity's 235 Celebration event on October 29 was enlivened by a musical program presented by Two Beers and Accola. The Christmas Eve service was very moving – we thank Joe Dinegar for his rendition of "O Holy Night" and the choir for the beautiful anthem "What Shall I Bring Him." Special thanks to the Choir and John Beers for their support during the Holiday season.

Along with our music rehearsal, the choir continues the practice of prayer and saying (and singing) the Compline service at the end of our time together. This simple devotion brings comfort to us all.

## Instruments

The organ was tuned/serviced early this year and the vintage Steinway piano was tuned in the Fall.

## Choir Members

The dedication of our choir is a constant blessing – we give thanks for our current (and past) members.

Pam Accola (Cantor)*	Sean Donadio	Jackie Keech
Charles Bayha	Ruth Freeburg	Sharon Paddock
Joe Dinegar*	Lee Hart	
Lori Donadio	Carol Hill	*Soloist

**RAYZE Folk Group** We are so thankful for their blessings and contributions, especially for our Morning Prayer services.

We are constantly grateful to John Beers for his roles as Trinity's brass section, substitute organist, and occasional tenor, and to Carmen Ciarcia, substitute organist.

Respectfully submitted,  
Susan Beers

## **TRINITY FOLK GROUP (THE RAYZE)**

The Rayze, the Trinity Folk group, has been playing for the church since 2019. We have played both indoor and outdoor services this past year. Our mission is to praise the Lord and inspire the congregation.

Our current members are Sharon Paddock (vocalist), Joe Dinegar (vocalist), Rita Phillips (vocalist) and Ray Phillips (guitarist). We have recently added Jacque Bennett (pianist) and Molly Bennett (mandolinist) to our group.

We presently have almost 50 songs that we have played for Sunday services over the years. We plan to continue to add new songs (i.e. both traditional hymns and new Christian inspirational songs) to our collection to play when needed.

Respectfully submitted,  
Ray Phillips



## PLEDGE SECRETARY REPORT

Statistic	2023	2024
Pledge Units	20	19
Pledges Budgeted (Line 01)	\$45,812	\$44,932
Pledges Received (Line 01)	\$49,701	N/A
Pledge Variance (Budget vs Actual)	\$3,889	N/A
Regular Giver Units	9	10
Regular Giver Budgeted (Line 01a)	\$10,415	\$11,850
Regular Giver Received (Line 01a)	\$12,977	N/A
Regular Giver Variance (Budget vs Actual)	\$2,562	N/A
Paper Envelope Users	14	16
2023 Twelve Step Donations*	\$2,781	N/A

\*Twelve Step donations (Line 29a) are documented as part of the parishioner donation records.

### ***What is the difference between a pledge and a regular giver?***

Each year, parishioners are asked to complete a pledge card or in a few cases are sent a follow-up email asking if they wish to pledge for the upcoming year. If a pledge card or response is given, the donation is counted as a pledge. Some parishioners choose not to confirm a pledge for the upcoming year but give on a regular basis so they are identified in the budget as regular givers.

For budget planning purposes:

Line 01 (Pledge Income) of the Budget is based on an affirmative response and estimated pledge amount.

Line 01a (Regular Givers) is estimated based on prior year giving.

Parishioner donation statements are provided for both pledgers and regular givers.

The distinction is needed for Parochial Report and Diocese financial reporting purposes.

Yours in Christ,  
Carol Hill

## **PRIEST-IN-CHARGE REPORT**

My Siblings in Christ:

Another year has all too quickly passed, as we continue to discern that to which our God is calling us. While in many ways we have not fully recovered from the last vestiges of Covid, we do see a gradual increase in attendance and a growing sense of community as together we strive to fulfill the tasks our God is calling us to do. It is my fervent prayer that this trend continues!

There have been a number of significant events over the course of this year as we have sought to “stretch” ourselves and our outreach efforts. We conducted what truly became an evangelical activity through our “Ashes to Go” on Ash Wednesday which allowed us to provide ashes to well over 100 persons from the larger community. Once again, we joined with the other Portland churches, for our Good Friday meditative walk throughout the Portland community with stops at the Portland churches. Our congregation has continued in their effort with Street Fire Ministries and continues to identify other avenues through which they can serve their brothers and sisters in Christ.

Of special note, this year we were blessed with the placement of a seminarian, Maggie Labinski, as an intern in this church. She has become an amazing asset to this church and I thank God that she is with us during this time of uncertainty. Our outdoor altar, which is truly beautiful, has been completed and we were able to use it for our ecumenical “Mass on the Grass” during the first Sundays over the summer. We celebrated our 235<sup>th</sup> anniversary, as a congregation, at the Inn in Middletown where we were able to invite friends and family to join us in our efforts to honor our church, its history and its heritage. While this was a significant achievement, of equal importance was the manner in which our congregation came together, months in advance of our Gala to create crafts, gift bags and baskets to be given, auctioned and sold as a part of this event. Many of those individuals continue to meet regularly and create these crafts. The bond and spiritual connection which was created through their shared efforts still continues. And we must all thank God for that!

This year has been a difficult year for our community and for me, personally. The year began with the death of my father, which was an unexpected and devastating loss for my family and myself; however, this community surrounded me with love and support and prayer which as sustained me and I am eternally grateful for the prayers, love and support which was and continually is extended towards my family and myself. We operated with a deficit budget and will have to do so again this year. We are fortunate that God has blessed us with a generous endowment, but we must be cognizant of our responsibility to safeguard the corpus of that endowment for those who will come after us. That is what our Christian responsibility demands of us. Finally for over 3 months I have been unavailable due to a sudden illness which incapacitated me. After over a week in the hospital and nine weeks in Seabury for rehabilitation I am now receiving Physical Therapy and Nursing at home. I have gotten better and stronger and pray that I will be able to rejoin you in the near future. God has been good! I would especially like to thank Carla Harris, our Senior Warden, and the vestry and our intern Maggie for the manner in which they have stepped up to fill the void left by my absence. I thank God for all of you and your ministries!

I continually say that God has something special in store for this small but mighty church, for we have the faith to accomplish anything He calls upon us to do. May we remain united in our commitment to loving and serving our God and our neighbors as we do good works in the name of Jesus, the Christ, always striving to discern what else our God may be calling us to do!

Yours in Christ,

Rev. Darryl C. Burke+

Priest in Charge

## **RECOVERY COMMUNITY REPORT**

We continue to follow God's calling of supporting those in need by providing space and support for the recovery community.

Sundays @ 7:00 pm –Portland Sunday Night AA Open Beginners Group

Mondays @ 8:00 pm - Road Menders Closed AA Mens Group

Tuesdays @ 7:00 pm – Daily Recovery from Every Addictive Mindset (D.R.E.A.M.S.)

Thursdays @ 7:30 pm – Whole Lava Love NA Group

Fridays @ 7:00pm. - New Life Journey Faith-Based Recovery Community

Saturdays @ 7:00 pm - Came to Believe Closed AA Discussion Group

The Phoenix

NAPR Subcommittee

*Narcotics Anonymous* held a regional workshop, a dance, pumpkin carving, Recovery Resource Coalition, and several karaoke nights, as well as several anniversary celebrations.

*Alcoholics Anonymous* held some crafting workshops and featured speakers the last Saturday of the month.

*The Phoenix*, a recovery movement that focuses on mind and body health, held many work sessions to prepare the "lower level" for regular meetings. They also held a potluck dinner and crafts sessions. Some residents at Stonehaven helped with the work sessions. Thank you to Jim Hill, who has done an enormous amount of work to upgrade and update their space.

*New Life Journey* is a faith based recovery group lead by Sean Donadio and Wallace Collins.

Peace,

Marjorie Barrett

## REV. EDWARD T. and SALLY T. PATRICK SCHOLARSHIP FUND REPORT

This fund was established in 1988 at the request of Father Patrick's family in the belief that helping to educate Christian young people, affiliated with the parish he served, is a most fitting memorial to Sally and Father Patrick. Father Patrick was rector in our parish from 1972-1987.

The Scholarship is awarded to members of Trinity Parish who meet specific criteria and are continuing their post high school education.

The amount of each scholarship is determined annually based on the funds received during the month of May envelope collection and the number of qualified applicants.

There were no recipients of the scholarship this year.

Respectfully submitted,  
Marjorie Barrett

### Finances – Scholarship Money Market Checking Account

<b>Beginning Balance</b>	<b>\$ 5,079.26</b>
Scholarships	\$ 0
Donations	\$ 0
<b>Closing Balance</b>	<b>\$ 5,079.26</b>

Respectfully submitted,

Carol K. Hill - Scholarship Treasurer

## STEWARDSHIP REPORT

Many thanks to this year's Stewardship Committee: Darryl Burke, Carla Harris, Judy Henderson, Marjorie Barrett, Share Adams, Carol Hill, and Maggie Labinski.

This year's theme was "Building on the past, preparing for the future". Marjorie created a tree, pictured below. The roots and trunk represent our fruitful foundation, built upon the hard work of so many before us and our 235-year history of service and love for our community. The branches and leaves represent our future, the fruit we bear and how our love for God and our community shows up in the lives of so many.

During the Stewardship season, 3 speakers shared their stories - about their spiritual journey and what Trinity Church means to them. We appreciate the personal messages Catherine Haugh, our Covenant to Care contact, Mark Ricci and Maggie Labinski shared with us. Catherine Haugh's message helped us to understand the evolution of her service journey and the important part Trinity Church has played. All of these messages reaffirmed our faith that Trinity Church has a special place in so many lives.

On the last Sunday of Stewardship season (November 5), we hosted an ice cream sundae social, prepared by the Stewardship Committee. We were grateful and blessed to share the simple joys of creating our own sundaes. We returned pledge cards on this day, as well.

Overall, this was a successful campaign. Thank you to the Committee members for their many contributions. We look forward to putting into action our campaign theme of "Building on the past, preparing for the future"!

Yours in Christ,  
Carla Harris



## TREASURER'S REPORTS

Respectfully submitted by Pamela H. Accola

**The Treasurer's Annual Report consists of several different reports:**

Report 1	Summary
Report 2	Financial Assets Bank Accounts
Report 2A	ECCT Investments
Report 3	Cash Flow by Month
Report 4	2022 Budget Performance
Report 5	2024 Budget Projections

### **Report 1 – Summary – Refer to Reports 2 – 5 for Details**

2023 was a better year than 2022 financially because of 4 things:

1. At the end of 2022, Treasurer Carol Hill transferred \$25,000 from one of our investment accounts to our Operating Account, and also transferred \$2,000 from the Book of Remembrance to cover operational costs. An additional \$1,000 was taken from the Women of Trinity Checking account, which was paid back. This was all to cover 2023 operating costs.
2. In 2022 the vestry decided to draw 50% from our Endowment Fund, not as a lump sum, but as a monthly draw of \$2,368. This was to cover 2023 operating costs.
3. In 2023 our church participated in the Portland Town Wide Tag Sale, sponsored a Craft Fair on our lawn, and put on a 235th Anniversary Celebration at the Inn at Middletown. All of these events generated extra income.
4. In 2023, several parishioners either front loaded or donated a significant amount of extra money more than they had pledged, which was extremely helpful in getting us through the lean times, and we can't thank them enough even though they will remain anonymous.

With respect to the finances of the parish: In last year's Annual Report, the projected 2023 deficit was \$17,620 but actually we had a surplus of \$9,894. (see #s 1 2 and 3 above).

All bills were paid and we did not have to use our line of credit at all. We remain in good standing with the ECCT.

Report 4 provides details of our line-by-line 2023 budget performance. Our biggest financial challenges are the high cost of insurance, utilities, and our diocese assessment, which are all increased in 2024.

While 2022 was a dismal year for everyone's investments, 2023 proved to be a better year. The unfortunate aspect is that we can take out (free and clear of Diocesan intervention) 5% from each account. That 5% is calculated based on the average performance of the last 3 years, so the poor results of 2022 will be factored into the average this year and next, making what we can withdraw slightly less than before. For three of our accounts, we will withdraw 5% in 2023, and for the Endowment account we will need to withdraw \$15,000 (42%) and possibly more later on to cover our costs, especially since many have increased. This account is down to under \$20,000 and will most likely be closed in 2023 or 2024, but this was the plan.

The projected deficit for 2024 is \$17,215. Refer to Report 5, 2024 Budget Projections, for details. If we reach a point later in the year where we need more cash we can take funds from our line of credit, the Book of Remembrance, and / or the investment account we plan to close anyway. Vestry will discuss the best option when the time comes.

## TREASURER'S REPORT 2 - FINANCIAL ASSETS - BANK ACCOUNTS

ACCOUNTS	12/31/2022	12/31/2023	SOURCE
Operating Checking	\$ 10,019	\$ 20,545	Per Liberty Bank
Capital Money Market	\$ 110,157	\$ 55,411	Per Liberty Bank
Capital Checking	\$ 4,624	\$ 4,269	Per Liberty Bank
CD (20K Reserved)	\$ 20,279	\$ 20,089	Per Liberty Bank
Book of Remembrance	\$ 31,101	\$ 34,714	Per Liberty Bank
Altar Guild Checking	\$ 4,037	\$ 2,366	Per Liberty Bank
Altar Guild Savings	\$ 2,999	\$ 2,302	Per Liberty Bank
Altar Guild CD	\$ 1,473	\$ 1,482	Per Liberty Bank
Rector's Discretionary Checking	\$ 2,407	\$ 2,681	Per Liberty Bank
Patrick Scholarship Checking	\$ 5,079	\$ 5,079	Per Liberty Bank
Women of Trinity Checking	\$ 3,211	\$ 2,666	Per Liberty Bank
<b>TOTALS</b>	<b>\$ 194,704</b>	<b>\$ 151,604</b>	

**TREASURER REPORT 2A - ECCT INVESTMENTS**

In 2023, our investment gain was approximately \$22,612 (approximately%). This seemed low as in 2022, our investment loss was approximately \$150,000 (21%). In 2021, our investment gain was \$26,005.

ECCT Donations and Bequests Investment Funds	12/31/22 Start Value	12/31/23 Market Value	2023 Variance	% gain/loss
Trinity Endowment Fund - <u>Decreased</u> in 2023 by \$28,419 - used to defray projected 2023 deficit. 3 year average was 35,383 At least, 42% (\$15,000) will be drawn in 2024 to cover new deficit	\$ 54,327	\$ 31,520	-\$ (22,807)	- (42)
Trinity Center Fund - <u>Increased</u> in 2023. 3 year average was 163,223, 5% (\$8,161) will be drawn in 2024.	\$ 153,753	\$ 166,850	\$ 13,097	8.5
Trinity Priest Housing Fund - <u>Increased</u> in 2023. 3 year average was \$298,819 5% (\$14,941) will be drawn in 2024	\$ 281,484	\$ 305,461	\$ 23,977	8.5
Trinity Hazel Robinson Fund - <u>Increased</u> in 2023. 3 year average was \$64,998 5% (\$3,250) will be drawn in 2024	\$ 61,948	\$ 65,801	\$ 3,853	6.2
<b>Total Investments</b>	<b>\$ 551,512</b>	<b>\$ 569,632</b>	<b>\$ 18,120</b>	<b>3.2</b>

Vestry approved a resolution to Donations and Benefits to withdraw \$15,000 from the Endowment Fund, which will leave approximately \$17,000 there. We may need to withdraw this money and close that account later this year, which has been planned since 2022.

**TREASURER REPORT 2A - ECCT INVESTMENTS CONTINUED**

It is ECCT’s position that parishes that continue to exceed a reasonable withdrawal rate could be identified as aided parishes with the ECCT. ECCT recommends a withdrawal rate of 4.5% with any withdrawal rate greater than 5% requiring vestry approval and review by ECCT. For 2023, our Vestry opted to use a 5% withdrawal rate for 3 of our 4 investment accounts. In December 2023 a special withdrawal of \$15,000 (42%) from the 4th account was requested to address the 2024 budget deficit. As required by ECCT, Vestry voted and we provided the necessary documentation for this increase. The money is expected to be automatically deposited into the Operating Account in February. It is anticipated that we will use the remainder of this investment fund to pay for 2024 or 2025 expenses.



## TREASURER REPORT 3 - CASH FLOW

The income we get from parishioners varies greatly. The result is that expenses for a month are not always covered by parishioner giving. We were able to meet all our financial obligations on time this year because last year money was transferred into the Operating Account from one of our investment accounts, the Book of Remembrance and Women of Trinity accounts, increased donations from parishioners, and because we sponsored several events that generated extra cash.

The following chart demonstrates the cash flow fluctuation for fiscal year 2023 at the end of each month.

Time Period	Year to Date Income	Year to Date Expenses	Net Operating Income ( + or - )
January	\$ 8,610	\$ 12,276	- \$ 3,667
February	\$ 8,527	\$ 8,405	\$ 121
March	\$ 14,060	\$ 13,106	\$ 954
April	\$ 11,752	\$ 12,948	- \$ 1,196
May	\$ 17,840	\$ 6,589	\$ 11,251
June	\$ 10,780	\$ 7,102	\$ 3,678
July	\$ 7,578	\$ 14,690	-\$ 7,112
August	\$ 7,676	\$ 7,295	\$ 381
September	\$ 8,867	\$ 7,712	\$ 1,155
October	\$ 19,174	\$ 11,572	\$ 7,452
November	\$ 7,144	\$ 15,959	-\$ 8,816
December	\$ 18,388	\$ 12,845	\$ 5,692
<b>TOTALS</b>	<b>\$ 140,394</b>	<b>\$ 130,377</b>	<b>\$ 9,894</b>

### MONTH BY MONTH BREAKDOWN:

January - Income slightly exceeded expenses

February - Expenses slightly exceeded income

March - Income well exceeded expenses due to large donation from a pledge

April - Income exceeded expenses due to a large donation from a pledge

May - Income greatly exceeded expenses due to extra large donation from a pledge

June - Expenses greatly exceeded income, but cushion got us through

July - Expenses exceeded income but cushion got us through  
 August - Expenses greatly exceeded income, but cushion got us through  
 September - Expenses slightly exceeded income  
 October - Income greatly exceeded expenses due to 235th Anny Celebration  
 November - Expenses greatly exceeded income (Heating fuel & fire alarm maintenance)  
 December - Expenses exceeded income due to all the year end bills  
 End Result: Deficit becomes surplus through parish generosity and hard work of the parishioners who put on the special events.

**Additional Cash Flow Actions**

None were required. (Keep in mind this year was an anomaly in regards to income, and in 2024 we will need to borrow.)

**TREASURER REPORT 4: 2023 BUDGET PERFORMANCE**

**The projected deficit for 2023 was \$17,620 per 2022 Annual Report:**

<b>2023 Budgeted Income</b>	<b>\$ 123,666</b>
<b>2023 Budgeted Expenses</b>	<b>\$ 141,286</b>
<b>2023 Projected Deficit</b>	<b>\$ 17,620</b>

<b>2023 Actual Income</b>	<b>\$ 141,300</b>
<b>2023 Actual Expenses</b>	<b>\$ 131,406</b>
<b>2023 Actual Surplus</b>	<b>\$ 9,894</b>

The following Excel Spreadsheet contains more detailed information about our 2023 financial year. It breaks out every way we received income, and every way we spent it. It represents the entire year, not month by month. It shows what was budgeted and what was actually earned or spent, and compares the two values. This helps us in preparing the budget for the next year.

## 2023 INCOME - BUDGET vs. ACTUAL YEAR END TOTALS WITH VARIANCE

<b>The Parish of Trinity Church-Portland</b>				
<b>Budget vs. Actuals: 2023 Operating Budget - FY23 P&amp;L</b>				
January - December 2023				
Income	Actual	Budget	Variance	Comments
01 Pledge Income, Current Year	49,700.50	45,812.00	3,888.50	Extra money given
01a Regular Givers	12,977.32	10,415.00	2,562.32	Extra money given
02 Pledge Income, Prior Year	1,730.00		1,730.00	Money that came in after 1/1/23
02a Regular Giver Prior Year	450.00		450.00	Money that came in after 1/1/23
03 Pledge Income, Next Year	200.00	100.00	100.00	
04 Pledge Initial Offering	8.00	25.00	-17.00	Covers Pledge envelopes
05 Loose Offerings	891.00	500.00	391.00	
06 Easter Offerings	485.00	350.00	135.00	
07 Christmas Offerings	1,490.00	800.00	690.00	
09 Miscellaneous Parishioner Donations	200.00	500.00	-300.00	
10 Mission Income In and Out	1,202.00	800.00	402.00	Used for Living God's Mission
27 Other Fundraising Events	2,062.00	100.00	1,962.00	Tag Sale, Crafts Fair, Xmas goods
29a 12 Step Groups, Building Use Donation	2,781.00	3,000.00	-219.00	Some groups left
29c Building Use Donations,Miscellaneous	630.00	800.00	-170.00	
29d Trinity Other Building Use Events	2,057.00	4,000.00	-1,943.00	We only had 2 concerts in 2023
30 Other (Misc.) Non-Budgeted Income	8,172.48	200.00	7,972.48	235th Celebration
31 Priest Housing Fund D&B	14,984.88	14,984.88	0.00	
32a Trinity Center Fund D & B	8,184.48	8,184.48	0.00	
34 Trinity Church Endowmnt	28,419.36	28,419.36	0.00	
35 Hazel Robinson Fund D&B	4,674.97	4,674.96	0.01	
<b>Total Income</b>	<b>\$ 141,299.99</b>	<b>\$ 123,665.68</b>	<b>\$ 17,634.31</b>	
Expenses	Actual	Budget	Variance	Comments
101 Liability, Property & Casualty	29,658.76	27,654.00	2,004.76	Cost went up due to additions
201 Workers Compensation	161.88	209.00	-47.12	\$161.88 is the correct amount
202 Priest Salary & Housing	30,971.97	30,971.98	-0.01	
203 Priest Pension	6,504.12	5,575.00	929.12	Treasurer paid 2 bills twice
204 Priest Professional Expense		1,000.00	-1,000.00	None used
204a Cell Phone	240.00	240.00	0.00	Quarterly stipend per ECCT
207 Priest Continuing Education		610.00	-610.00	Not used
208 Supply Priests	1,200.00	800.00	400.00	Over due to illness
208a Supply Priest Mileage	137.80	200.00	-62.20	Under due to proximity
213 Payroll Service Charges	514.55	700.00	-185.45	
215 Staff Xmas Appreciation Gifts	376.48	200.00	176.48	Over due to organist 40 year gift
301 Copier Rental	765.87	1,725.00	-959.13	Paid off copier
302 Office Supplies	992.76	1,200.00	-207.24	
303 Postage	118.25	300.00	-181.75	
304 Telephones & Internet	1,035.05	1,000.00	35.05	
307 Technology Expenses	1,428.72	1,700.00	-271.28	
308 Bookkeeping/Banking Expense	1,211.12	1,050.00	161.12	
308a CD Line of Credit Interest	312.48	200.00	112.48	Interest was put into Operating
401 Heating Fuel	11,747.66	18,628.00	-6,880.34	Under - warmer winter
402 Electricity	5,399.47	6,159.00	-759.53	Under
403 Heating Maintenance		850.00	-850.00	Paid for by Capitol Account
404 Fire Alarm	1,408.00	1,710.00	-302.00	
405 Fire Extinguisher Fee		800.00	-800.00	Paid for by Capitol Account
406 Property Repairs & Materials		600.00	-600.00	Not used
407 Parish House Supplies	1,248.53	1,500.00	-251.47	
409 Waste Removal	1,012.56	1,000.00	12.56	
410 Lawn Care		250.00	-250.00	Donated by Parishioner

## 2023 Expenses with Variance Page 2

Expenses Page 2	Actual	Budget	Variance	Comments
411 Snow Removal	2,829.89	5,500.00	-2,670.11	Under - warmer winter
412 Water & Sewer	1,090.38	1,550.00	-459.62	
413 State,Town,Permit Fees		100.00	-100.00	
501 Diocese Assessment/Pledge (60%=Program)	12,254.16	12,254.00	0.16	10% tithe required by ECCT
502 Mission/Outreach Donations	2,606.92	3,500.00	-893.08	
502a Mission Exp In and Out	402.96	800.00	-397.04	\$835 paid after 1/1/24
503 Rector's Discretionary Fund	1,000.00	1,000.00	0.00	Quarterly stipend per ECCT
505 Worship Expense	77.32	300.00	-222.68	
506 Christian Formation	47.79	770.00	-722.21	
507 Music Program & Supplies		500.00	-500.00	Not used
508 Organ & Piano Tuning & Maintenance	1,370.00	900.00	470.00	Unexpected repair required
509 Fellowship Receptions	7,301.13	200.00	7,101.13	235th Celebration costs
510 Every Member Canvas	117.14	250.00	-132.86	
511 Evangelism & Stewardship (includes conferences)	206.44	1,100.00	-893.56	No hotels required for conference
512a Background Checks		300.00	-300.00	Not used
515 Parish Growth Expenses	125.00		125.00	
516 Vestry Expenses	52.98	500.00	-447.02	
602 Non-Budgeted Contingency Expenses	1,277.97	1,000.00	277.97	
603 Audit Expenses	4,200.00	4,500.00	-300.00	
<b>Total Expenses</b>	<b>\$ 131,406.11</b>	<b>\$ 141,855.98</b>	<b>-\$ 10,449.87</b>	We spent less than expected
<b>Net Operating Income</b>	<b>\$ 9,893.88</b>	<b>-\$ 18,190.30</b>	<b>\$ 28,084.18</b>	We ended 2023 with a surplus of \$9,893.88

## TREASURER REPORT 5: 2024 BUDGET PROJECTIONS

<b>Projected 2024 Expenses</b>	<b>\$138,162</b>	<b>Increases due to Insurance, Utilities, Salary, Diocesan Assessment</b>
<b>Projected 2024 Income</b>	<b>\$111,053</b>	<b>Drawing \$15,000 from Endowment Fund</b>
<b>Add in 2023 Surplus</b>	<b>\$ 9,894</b>	<b>Total = \$120,947</b>
<b>Projected 2024 Deficit</b>	<b>\$17,215</b>	<b>If necessary will close out Endowment Fund to cover</b>

# TREASURER'S REPORT 5: 2024 BUDGET INCOME

<b>The Parish of Trinity Church-Portland</b>					
<b>2024 Annual Budget</b>					
Based on 2023 Budget vs Actual					
Income	Actual	Budget	Variance	2024 Budget	Comments
01 Pledge Income, Current Year	49,700.50	45,812.00	3,888.50	42,992.00	Extra money not expected
01a Regular Givers	12,977.32	10,415.00	2,562.32	11,850.00	Extra money not expected
02 Pledge Income, Prior Year	1,730.00		1,730.00	500	
02a Regular Giver Prior Year	450.00		450.00	50	
03 Pledge Income, Next Year	200.00	100.00	100.00	200	
04 Pledge Initial Offering	8.00	25.00	-17.00	10	
05 Loose Offerings	891.00	500.00	391.00	800	
06 Easter Offerings	485.00	350.00	135.00	400	
07 Christmas Offerings	1,490.00	800.00	690.00	500	
09 Miscellaneous Parishioner Donations	200.00	500.00	-300.00	300	
10 Mission Income In and Out	1,202.00	800.00	402.00	800	Used for Living God's Mission
27 Other Fundraising Events	2,062.00	100.00	1,962.00	3000	Craft shows and fairs
29a 12 Step Groups, Building Use Donation	2,781.00	3,000.00	-219.00	3000	Recovery Groups
29c Building Use Donations, Miscellaneous	630.00	800.00	-170.00	1000	
29d Trinity Other Building Use Events	2,057.00	4,000.00	-1,943.00	4000	Concerts
30 Other (Misc.) Non-Budgeted Income	8,172.48	200.00	7,972.48	300	
31 Priest Housing Fund D&B	14,984.88	14,984.88	0.00	14941	
32a Trinity Center Fund D & B	8,184.48	8,184.48	0.00	8161	
34 Trinity Church Endowment	28,419.36	28,419.36	0.00	15000	
35 Hazel Robinson Fund D&B	4,674.97	4,674.96	0.01	3249	
<b>Total Income</b>	<b>\$ 141,299.99</b>	<b>\$ 123,665.68</b>	<b>\$ 17,634.31</b>	<b>111,053.00</b>	

## TREASURER'S REPORT 5: 2024 BUDGET EXPENSES

Expenses	Actual	Budget	Variance	2024 Budget	Comments
101 Liability, Property & Casualty	29,658.76	27,654.00	2,004.76	30527	Cost went up due to additions
201 Workers Compensation	161.88	209.00	-47.12	0	Now covered under 101
202 Priest Salary & Housing	30,971.97	30,971.98	-0.01	33140	
203 Priest Pension	6,504.12	5,575.00	929.12	5965	
204 Priest Professional Expense		1,000.00	-1,000.00	1000	
204a Cell Phone	240.00	240.00	0.00	240	Quarterly stipend per ECCT
207 Priest Continuing Education		610.00	-610.00	610	
208 Supply Priests	1,200.00	800.00	400.00	800	
208a Supply Priest Mileage	137.80	200.00	-62.20	200	
212 Supply Organist				150	New Category
213 Payroll Service Charges	514.55	700.00	-185.45	700	
215 Staff Xmas Appreciation Gifts	376.48	200.00	176.48	200	
301 Copier Rental	765.87	1,725.00	-959.13	0	Paid off copier
302 Office Supplies	992.76	1,200.00	-207.24	1200	
303 Postage	118.25	300.00	-181.75	300	
304 Telephones & Internet	1,035.05	1,000.00	35.05	1050	
307 Technology Expenses	1,428.72	1,700.00	-271.28	1500	
308 Bookkeeping/Banking Expense	1,211.12	1,050.00	161.12	1050	
308a CD Line of Credit Interest	312.48	200.00	112.48	200	Only used if Line of Credit used
401 Heating Fuel	11,747.66	18,628.00	-6,880.34	14500	
402 Electricity	5,399.47	6,159.00	-759.53	6000	
403 Heating Maintenance		850.00	-850.00	0	Paid by Capitol Account in 2024
404 Fire Alarm	1,408.00	1,710.00	-302.00	1500	
405 Fire Extinguisher Fee		800.00	-800.00	0	Paid by Capitol Account in 2024
406 Property Repairs & Materials		600.00	-600.00	0	Paid by Capitol Account in 2024
407 Parish House Supplies	1,248.53	1,500.00	-251.47	1400	
408 Fundraising Expenses				500	New Category
409 Waste Removal	1,012.56	1,000.00	12.56	1100	12 x \$85 plus extra hauls
410 Lawn Care		250.00	-250.00	100	
<b>Expenses Page 2</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>		<b>Comments</b>
411 Snow Removal	2,829.89	5,500.00	-2,670.11	5500	
412 Water & Sewer	1,090.38	1,550.00	-459.62	1200	
413 State,Town,Permit Fees		100.00	-100.00	100	
501 Diocese Assessment/Pledge (60%=Program)	12,254.16	12,254.00	0.16	12,755	10% tithe required by ECCT
502 Mission/Outreach Donations	2,606.92	3,500.00	-893.08	3500	
502a Mission Exp In and Out	402.96	800.00	-397.04	800	\$835 paid after 1/1/24
503 Rector's Discretionary Fund	1,000.00	1,000.00	0.00	1000	Quarterly stipend per ECCT
505 Worship Expense	77.32	300.00	-222.68	200	
506 Christian Formation	47.79	770.00	-722.21	500	
507 Music Program & Supplies		500.00	-500.00	250	Not used
508 Organ & Piano Tuning & Maintenance	1,370.00	900.00	470.00	1500	Unexpected repair required
509 Fellowship Receptions	7,301.13	200.00	7,101.13	200	235th Celebration costs
510 Every Member Canvas	117.14	250.00	-132.86	200	
511 Evangelisim & Stewardship (includes conferences)	206.44	1,100.00	-893.56	400	No hotels required for conference
512a Background Checks		300.00	-300.00	300	Not used
515 Parish Growth Expenses	125.00		125.00	125	
516 Vestry Expenses	52.98	500.00	-447.02	500	
602 Non-Budgeted Contingency Expenses	1,277.97	1,000.00	277.97	1000	
603 Audit Expenses	4,200.00	4,500.00	-300.00	4200	
<b>Total Expenses</b>	<b>\$ 131,406.11</b>	<b>\$ 141,855.98</b>	<b>-\$ 10,449.87</b>	<b>\$ 138,162.00</b>	<b>Projected 2024 Expenses</b>
<b>Net Operating Income</b>	<b>\$ 9,893.88</b>	<b>-\$ 18,190.30</b>	<b>\$ 28,084.18</b>	<b>\$ (27,109.00)</b>	<b>Projected Deficit - Negative Number</b>
				<b>\$ 9,894.00</b>	<b>Add 2023 Surplus to Deficit</b>
				<b>\$ (17,215.00)</b>	<b>Projected 2024 Deficit</b>

# VESTRY TERMS AND HISTORY REPORT

## 2023 Vestry

Position	Name	End of 2023 Status
Senior Warden	Carla Harris	1 year of 1-year term 1 consecutive
Junior Warden	Vacant	N/A
Treasurer	Pam Accola	1 year of 1-year term 1 consecutive
Pledge Secretary	Carol Hill	1 year of 1-year term 2 consecutive
Clerk	Rita Phillips	1 year of 1-year term 3 consecutive
Vestry 1	Gerry Pajer	1 year of 3-year term 1 year consecutive
Vestry 2	Judy Henderson	3 year of 3-year term 3 year consecutive
Vestry 3	Vacant	N/A
Vestry 4	Vacant	N/A
Convention		
Delegate 1	Lori Donadio	2 year of 3-year term
Delegate 2	Carla Harris	2 year of 3-year term
Alternative 1	Lee Hart	2 year of 3-year term
Alternative 2	Charley Bayha	2 year of 3-year term

## Vestry History

<b>Position</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Senior Warden	Sean Donadio	Carla Harris	Charley Bayha	<b>Carla Harris (1)</b>
Junior Warden	Jim Hill/ Carla Harris	Charley Bayha	Mark Ricci	<b>Vacant</b>
Treasurer	Bill McDonald/ Jim Hill	Jim Hill	Carol Hill	<b>PamAccola (1)</b>
Pledge Secretary	Ruth Leue (Carol Hill)	Lori Donadio	Lori Donadio/ Carol Hill	<b>Carol Hill</b>
Clerk	Carla Harris/ Mark Ricci	Mark Ricci	Pam Accola	<b>Rita Phillips (3)</b>
Vestry 1	Kathy Kavanaugh (1)	Judy Henderson (1)	Judy Henderson (2)	<b>Judy Henderson (3)</b>
Vestry 2	Sharon Paddock (2)	Rita Phillips (1)	Rita Phillips (2)	<b>Gerry Pajer (1)</b>
Vestry 3	Mark Ricci (2)	Kathy Kavanaugh (2)	Kathy Kavanaugh (3)	<b>Vacant</b>
Vestry 4	Ray Hale (3)	Vacant	Vacant	<b>Vacant</b>
Delegate 1	Amanda McDonald	Charley Bayha	Carla Harris	Carla Harris
Delegate 2	Bill McDonald	Lee Hart	Lori Donadio	Lori Donadio
Alternate 1	Charley Bayha	Sean Donadio	Lee Hart	Lee Hart
Alternative 2	Lee Hart	Lori Donadio	Charley Bayha	Charley Bayha

(#) = Years for the Position

Respectfully submitted,  
Carla Harris

## VITAL STATISTICS REPORT



SERVICE	QUANTITY
<b>Baptisms</b>	<b>0</b>
<b>Confirmations</b>	<b>0</b>
<b>Marriages</b>	<b>0</b>
<b>Burials</b>	<b>7</b>
<b>Receptions</b>	<b>0</b>
Parochial Report Decreases (Burials plus approved voting list strike throughs)	<b>4</b>

**Baptisms** - None

**Marriages** - None

**Burials**

Burial Date	Name	Birth Date & Death Date	Funeral Site	Burial Site
3/17/2023	Clara Daboll	6/28/34-3/10/23	Trinity Church	Veterans Cemetery
3/22/2023	Donna Costanzo	6/10/45-3/10/23	Graveside	Trinity Cemetery
5/13/2023	Charles Jarvis Harriman	9/22/22-12/26/21	Trinity Church	Harriman Family Plot
8/14/2023	Marie Silvia	6/9/31-7/29/23	Trinity Church	Cedar Hill Cemetery
9/8/2023	Claire Cannata	11/22/44-8/29/23	Graveside	Swedish Cemetery
9/16/2023	David Morse	7/10/46-8/17/23	Trinity Church	Trinity Cemetery
10/19/2023	Lee Harris	10/16/37-10/19/23	Trinity Church	Trinity Cemetery

**Transferred Out** - None

Respectfully submitted,  
Reverend Darryl Burke and Carla Harris

## WARDENS' REPORT

*“For I can do everything through Christ, who gives me strength.” Philippians 4:13*

Blessings to all! In this year where we celebrated 235 years of service to our community, I was blessed to represent this parish as Senior Warden. It was truly one of the most inspiring years at Trinity Church. Even though we are small in numbers and experienced challenges, we have made a great impact on our people and the communities we serve. I continue to be in awe of all we accomplished as a parish through the grace and strength of our Lord, Jesus Christ.

Our “Ashes to Go” offering on Ash Wednesday was a huge success, with well over 100 driving through for a blessing and ashes. It has become a service the community depends on. Lent ended with Holy Week, including a healing service, Agape dinner and the Good Friday Walk with the reception here at Trinity Church. We held the first Easter Vigil service in years and culminated in a glorious Easter Sunday, remembering it wasn't so long ago that we had to celebrate wearing masks and be socially distanced.

We held our Vestry Retreat at the end of May, where Bishop Scruton indicated that the Vestry has an important role within the church and is there to do God's work. There is no roadmap on how to do God's work and grow the church but he helped show us the way. He helped us to discern the actions Trinity church demonstrates that show love for God. We discussed who makes up the Portland community and what are some of the needs/challenges within the community today and how we can address those needs. It was a wonderful day, full of God's love and hopes for Trinity Church.

We celebrated Pentecost with Holy Trinity in Middletown and held our traditional First Sundays on Main, inviting the other churches in town to join us on our lawn. The weather did not cooperate in June and July and we had to worship indoors, but we had a magnificent outdoor service on August 6, with Reverend Ellen Kennedy being the first to use our outdoor altar.

Throughout the summer months, we began to be acquainted with our Diocesan Intern, Maggie Labinski. She started with us “officially” in September and quickly became an integral member of our parish community, supporting our beading ministry, providing sermons, and walking beside us in all aspects of our parish life. She has been a true blessing to us and our community!

Our Homecoming service was held in September, along with the first craft fair that we have held in quite a while! This gave birth to our “Crafting Commandos” group – a dedicated group of faithful women who came together weekly to create crafts for sale and join in the bond of fellowship.

In September, we also started to receive communion at “the rail” and used a common cup. The last two pandemic holdover restrictions. It was a spiritually significant moment for many to be kneeling at the rail for the first time in almost 4 years.

The highlight of the year was our 235<sup>th</sup> Anniversary Celebration Dinner at the Inn at Middletown on October 29. It was a marvelous celebration, organized with a small group of volunteers,

headed by Pam Accola. There were displays of our church history, a silent auction, hors d'oeuvres, entertainment by Two Beers and Accola, sit-down dinner and much more. Bishop Jeff attended and gave us a blessing and Father Burke recognized the "angels" in our community. A beautiful commemorative brochure was created, and swag bags were distributed. It was a lovely and memorable night for all!

Our Father Burke became ill in mid-November and was unable to return to church for the remainder of the year. We visited him and kept him in our prayers, as he made his way through his recovery. Our amazing group of lay leaders were able to lead us in Morning Prayer and we were blessed to have our former PIC, Reverend Phil Bjornberg, celebrate the first and fourth Advent Sundays with us, as well as the Christmas eve service.

We also experienced loss and grief, as beloved members of our church community passed away. We lost Charles Jarvis Harriman, Clara Daboll, Claire Cannata and Lee Harris, but they will live on. *"Whoever has faith in me shall have life, even though he die. And everyone who has life, and has committed himself to me in faith, shall not die for ever."*

As I said at the beginning of this report, 2023 was truly one of the most inspiring years at Trinity Church. Even though we are small in numbers, we can't help but be in awe of all we accomplished. We held monthly service projects to spread God's love in our communities, our relationship with the recovery community grew even stronger and even expanded with the newly renovated space on our lower level for the Phoenix, our Anglican beading ministry was on fire, creating the need to move to a bigger space on the second floor. We continued to support Streetfire Ministries, cooking and serving meals and desserts, baking cookies and stuffing backpacks for the Christmas party. We collected for and donated to the Portland Food Bank, earthquake relief, Wounded Warriors, Middlesex Land Trust, and the DSS Giving Tree. I can't say enough to everyone for their efforts and support for all of these ministries, for leading morning prayer services, hosting coffee hours, serving on the Vestry, ordering supplies, leading meetings, opening the church, making crafts, tracking our finances, dressing the altar, creating bulletins, taking care of our building and taking care of each other.

God is here. He is here, sustaining us and helping us move forward and find ways to serve His people. We pray that we may continue to be innovative and listen to how God wants us to live more fully into that creativity to be an even more connected, living body of Christ, in relationship with each other.

We continue to listen to the Spirit and allow our amazing, mighty God to lead our way.

Thanks be to God! Alleluia, Alleluia!

In God's Love,  
Your warden, Carla Harris

## WOMEN OF TRINITY REPORT

“Women of Trinity (WOT) is part of the Episcopal Church Women of the National Episcopal Church. Our purpose is to serve the parish when needed and to share fellowship with other women in the parish. The Women of Trinity also maintain our supplies and tablecloths for funeral receptions and some social events.

Women of Trinity are not as active as it was a number of years ago. For a number of years, there have been no WOT activities or meetings except for funeral receptions. In the past, Women of Trinity has prepared and served sandwiches and desserts and in other cases, Women of Trinity provides support to the family or caterers. The funeral receptions provide comfort for parishioners, and it is hoped that this ministry can continue for the parish. We have reached the point that Women of Trinity dessert and beverage only receptions need to be scheduled on Saturdays. For other days or if there is a need for a more extensive reception, families will need to arrange for a caterer. Since many of our core members have passed away or are infirm, we need to get some additional volunteers for this special ministry, or it will come to a complete end. The coordinator for funeral receptions is Carol Hill and there are a small number of volunteers who assist in the receptions. In 2023 there were 3 receptions supported by Women of Trinity.

Following is a financial record for the Women of Trinity Checking Account

<b>Starting Balance</b>	<b>\$ 3,211</b>
Reception Donations	\$ 0
Individual Reception Costs	\$ 369
Parish Supplies	\$ 9
Table Cloths	\$ 141
235 Anniversary Ad	\$ 25
<b>Ending Balance</b>	<b>\$ 2,666</b>

Respectfully Submitted,  
Carol K. Hill

## WORSHIP TEAM

The Worship Team maintains the worship schedules and Morning Prayer assignments and coordinates the activities associated with Worship.

Bible Study meets every Sunday in the Nursery at 8:30am. They follow “Dwelling in the Word” style of bible study using a lesson from the morning service.

We started the year with a New Year’s Day worship service, an Epiphany Service and a Bishop visit to meet Bishop Jeffrey Mello.

Ash Wednesday was celebrated with “Ashes to Go”. The community was invited to drive through our front driveway and have ashes placed while still in their cars. Approximately 125 people participated between the 2 hour session in the morning and the 2 hour session in the evening. Thank you to Father Burke and the other volunteers.

Lent was celebrated with a weekly book study from the book, *Forgiveness: A Lenten Study*. This ended with a Healing Service and light dinner at the last meeting.

Easter was celebrated with Maundy Thursday Dinner and Service of Stripping the Altar, Inter-Faith Good Friday Stations of the Cross Walk and reception at our church, Good Friday Service, Easter Vigil Service and Easter Morning Holy Eucharist.

We joined Holy Trinity for Pentecost and area churches at St. Stephens in East Haddam for a service, with a picnic to follow in mid-July.

*1<sup>st</sup> Sundays on Main* were held outside on the the 1<sup>st</sup> Sunday of June, July, August and September, where other Portland Churches and Holy Trinity joined us. We enjoyed service around our new Outside Altar. Thank you to Jim Hill and Sean Donadio for the design and organizing construction of this Altar. We hope to see it used by the entire community.

All Saints votive candles were provided for our All Saints Service where we remembered those who passed before us.

In November we hosted a Recovery Service to celebrate our relationship with the recovery community, which was very well attended.

We participated in the Interfaith Thanksgiving Service held at Zion Lutheran Church.

Christmas Eve Service was our Paperbag Pageant and Christmas Morning Service was wonderful as we celebrated a quiet service with friends and family, including those from Stonehaven. We joined the First Congregational Church for Lessons and Carols the Sunday after Christmas.

We want to thank Carol Hill, Mark Ricci, Charley Bayha, and Judy Henderson for leading us in Morning Prayer when Father Darryl Burke was away. We also want to thank Rayze Folk Group and Pam Accola for providing music during many of our services.

Your in Christ,

Marjorie Barrett and Reverend Darryl Burke

*Trinity Church is actively  
participating in God's Mission to restore all  
people to unity with God and each  
other in Christ.*

**Key Parish Goals**

**Increase Spiritual Growth**

**Develop Growth in Membership**

**Expand Outreach Ministries**

**Increase Personal Commitment of Talent, Time and Treasure**