

**SAINT STEPHEN'S EPISCOPAL CHURCH**  
**ANNUAL PARISH MEETING FOR 2021**  
**JANUARY 23, 2022**

Rector	The Rev. Stephen C. Day
Parish Administrator	Laura Schillinger
Senior Warden	Shelly Nauman
Junior Warden	Doris Gerstner
Treasurer	Doris Gerstner
Clerk of the Vestry	Jamie Barnes

**Vestry**

Mark Barnes (through 2021)  
Doug Pickard (through 2021)  
Carol Moore (through 2022)  
Lance Doerr (through 2023)  
Elizabeth Grandahl (through 2023)

**Agenda**

- Opening Prayer
- Comments from Rector
- Senior Warden
- Junior Warden
- Treasurer's Report
- Reception of 2022 Budget
- Elections/Appointments:
  - o Vestry
  - o Wardens
  - o Diocesan Convention Delegates (2 plus alt.)
  - o Audit Committee
- Other Business and Reports

Stephen Day, Saint Stephen's, Billings is inviting you to a scheduled Zoom meeting.

Topic: Saint Stephen's Annual Meeting 2022

Time: Jan 23, 2022 11:15 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81468572609?pwd=UUo5bVNmUjcvWVVJTzBNZWtzUHZHUT09>

Meeting ID: 814 6857 2609

Passcode: 033390

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## Rector's Report

As we all know, 2021 was another unique year in the life of Saint Stephen's. During 2020, we had worshiped with a mix of online and in-person depending on infection levels in Yellowstone County. During both 2020 and 2021, we had to do a great deal of improvising to find the best way to continue functioning as a worshipping community and a home for fellowship and service, while remaining safe.

2021 began with our community worshipping together online only due to the COVID-19 pandemic. After eleven weeks of online only worship, we resumed in-person worship on Sunday mornings on Sunday, March 21, which was the Fifth Sunday in Lent. For the remainder of the year, we continued to worship in-person on Sunday mornings and (mostly) online for Saturday evenings. We ended up with 41 Sunday Eucharists and four Saturday evening Eucharists. On weekends, Saint Stephen's offered Morning Prayer 11 times and Evening Prayer 41 times online.

In addition to those weekend services, we also had a number of other services during 2021. Ash Wednesday was an online service, but we were able to worship in-person for Maundy Thursday, Good Friday, Christmas Eve, and Christmas Day. I was honored to preside over my first two baptisms this year as we welcomed Wesley Kimmet and Ruby Grandahl into Christ's Church. We also had the funeral for Jim Schoenbaum, a longtime member of the church.

Saturday evening worship was a challenge for us in 2021. We chose not to resume it when we resumed Sunday worship because we didn't want to overwhelm our existing Altar Guild members and readers. Eventually, we resumed offering Saturday evening Eucharist once a month in September. Over the next four months we had an average attendance at those services of four people (excluding myself and the reader). In order to resume Saturday evening Eucharists we need more people to volunteer to read and assist with the Altar Guild.

On the bright side, Saint Stephen's was honored to co-host the 118<sup>th</sup> Convention of the Episcopal Diocese of Montana in Billings. We shared this honor with St. Luke's and it was a very unique experience. Due to the pandemic, the convention ended up being a hybrid affair with about half of the participants present in-person and the other half participating online via Zoom. It was quite the experience, to say the least. Many thanks to everyone who helped out, but especially to Doris Gerstner who spearheaded things! All things considered; it went wonderfully!

During 2021 we continued our online presence with live streaming to Facebook and uploaded content on YouTube. Every week Saturday Evening Prayer premiered online at exactly 5 pm. Sunday Eucharists were live streamed to Facebook and then later edited versions were uploaded to both Facebook and YouTube. We receive a lot of views for these services. This is reflected in our unofficial attendance numbers. For in-person worship in 2021, our Average Sunday Attendance (ASA) was 23. When we include online views, our ASA was 61.

We continued to offer home visits from either myself or our wonderful Lay Eucharistic Visitors during 2021. Our wonderful parish administrator reached out to those we thought might be interested in visits. Both of our Lay Eucharistic Visitors each visited people and I joined one of them on a visit. If you or someone you know would like a visit, please just let me or the office know and we will follow up.

As our outgoing senior warden explains in her report, it was a very busy year. The vestry did a great deal of work talking about stewardship, including a lengthy book study on a book by Henri Nouwen. The vestry also spent a lot of time working on updating the vision and mission statements of the congregation and reviewing the parish survey results. The abatement from the diocese for our assessment also required us to do a fair amount of work and pondering.

Looking to the wider church, I have been busy as well. I spent a week at Camp Marshall as a chaplain for a week of Family Camp. I was also appointed to serve on the Camp Marshall Commission and that has allowed me to stay connected to a passion of mine. I also continued to serve as a member of Diocesan Council and will rotate off that position after convention in 2022.

Looking toward the future, we must continue to adapt and understand how we, as Saint Stephen's, are to be the Church in this new era. This will continue to involve many discussions and a great deal of prayer. I have faith that we will continue to find new ways to serve others and be vessels of God's love to all people. For now, I want to thank everyone in our community for their steadfast faith and determination throughout 2021. We are a community in Jesus Christ called to build a fellowship that is accepting and is passionate about the love of God.

Faithfully submitted,  
Father Stephen Day

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## Senior Warden's Report

In 2021 we were blessed to be able to gather together. We celebrated in-service worship with the Holy Eucharist. We celebrated the circle of life with Holy Baptisms and funerals. We gathered for vestry meetings, coffee time, a spaghetti lunch, Kris Kringle cookie baking, Spring yard clean-up day, and Fall game day. We have also resumed gathering food for the Billings Food Bank. We gathered Christmas donations for Tumbleweeds. We have also continued online worship.

Thank you to the 2021 Vestry, Mark Barnes, Lance Doerr, Elizabeth Grandahl, Carol Moore, Doug Pickard, Jim Schoenbaum, and Jaime Barnes, our recording secretary. We were very busy working on the growth and sustainability of our church. We wanted to hear from our parish, so we sent out a survey to members and then shared the results with everyone. Thanks to those who completed the survey, as we referred to it throughout the year.

In 2021 St. Stephen's received a reduction in the Diocesan assessment. Some of the requirements associated with the reduction included completing an 18 month and 5-year vision for St. Stephen's. The Vestry referred to the survey to complete these documents. We also reviewed our Vision and Mission Statements. Using the survey, historical practices, and our future aspirations, we completed a SWEEPS (Service, Worship, Evangelism, Education, Pastoral Care) document. Both of these were shared with the congregation.

Members of the Vestry requested funds from the Bishop Fox Corporation for our 2022 and 2023 Diocesan assessment. We received the funds.

The Vestry from both St. Stephen's and St. Luke's worked together this year on several projects. It was great to have the two teams together.

Thank you to our Lay Readers, Doris Gerstner, Irene Kawane, George Kimmet, Ben Yetter, and Shelly Nauman, and Eucharistic Ministers, George Kimmet and Steve Gerstner, for serving the congregation with prayer and ministry. We appreciate you!

Thanks to our St. Stephen's members who serve on Bishop Fox Corporation. Father Day, Doris Gerstner, George Kimmet, Carol Moore, Lynn Scievella, and Ben Yetter. It is a very important role that is served.

Another big thank you goes out to Doris Gerstner and Father Stephen for leading all the volunteers who helped in hosting the Diocesan Convention in Billings. It was a huge undertaking and went off without a hitch. A huge thanks to Father Stephen for his technical skills. He was the mastermind behind all the online visual and audio.

Thanks a million to all that help with maintenance and clean-up of the church. It was great to be out together for Spring clean-up day.

AA continues to support St. Stephen's as they meet fourteen times per week in our church.

The budget is included today. It was carefully reviewed. It is a bare bone no frills budget. In order to balance the budget, we will need to pull funds from savings again in 2022. Thank you to those who have already sent in your pledge card for this year. There is still time to turn your card in for those who have not done so.

Many thanks to Father Day for leading us in all that we do. We are very blessed to have him at St. Stephen's. He is a very caring and spiritual person who as St. Stephen's ever at heart. He carefully handles situations. He is always available with a pleasant smile and laugh!

God Bless,

Shelly Nauman  
Senior Warden

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## Junior Warden's Report

The blessing of having a beautiful and functional building that St. Stephen's has comes with a bit of time, treasurer, and talent.

Time and Talent:

Thank you to the parishioners that helped get the sanctuary ready for the re-opening this past spring. Cleaning, making sure there were indicators for social distancing, supplies of masks and sanitizer, and parishioners being flexible to move outdoors as needed. Also, thank you to all who kept a watch on the building while we were not having regular services.

Gratitude to the families that mowed and cared for our outdoor space. The Naumans, Barnes, Kawanes, Grandahls, and Harchariks. We had a great spring clean-up, and it sure felt good to be out with parishioners doing outdoor work.

Treasure:

Building maintenance is one of our larger budget items. The challenge of heating, then cooling in one of our hottest summers, takes money. The system is aging (aren't we all?) and requires a lot of tweaking by the professional services we hire. We replaced a boiler pump this fall, luckily before the cold came. We have a large property that requires regular snow removal and, like all labor driven services, that cost has increased for 2022.

Other items of note:

Unfortunately, we had some incidents of theft in our building and in Father Stephen's apartment. Locks have been reinforced, and cameras have been placed around the property, not to be invasive, but to informative.

The big elm trees along the Crawford side parking lot have been removed. This was funded by a very generous parishioner. The linden trees were planted beside the elms long ago in anticipation of the elms being marked by the city for removal when Dutch Elm disease was rampant in Billings. They survived but were getting too large and the lindens will thrive now with them gone.

Doris Gerstner  
Junior Warden

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## Altar Guild Report

On March 21, 2021, during Lent, St. Stephen's was once again open for in-person worship. Altar Guild began to serve and soon it was Holy Week and Easter which is a busy time for the Guild.

In 2021, Altar Guild provided for the baptism of Wesley Alexander Kimmet and Ruby Jane Grandahl. The Guild also served at the funeral of Jim Schoenbaum in August.

The Guild, along with St. Luke's Guild, helped with worship services at the Diocesan Convention in October. The convention was held at the Billings Hotel and Convention Center.

Cleaning was done in December. Nancy and Lance Doerr and Doug Pickard helped the Guild with this duty. Christmas Eve and Christmas morning services were attended to by the Guild.

The members of Altar Guild are: Sally Walton, Jamie Barnes, Carol Moore, Patti Harcharik, and Carol Pickard. Please speak to one of these members if you would like to learn more about Altar Guild. We would love to have you join us.

Carol Pickard

## Treasurer's Report for 2021

1		<b>1/1/2021</b>	<b>12/31/2021</b>		
2	Checking Account Balance	5,504.81	7,737.03		
3	Non Operating Balance	(348.19)	(125.00)		
4	<b>Checking Account Balance Available for Operating (less/plus non operating amounts)</b>	<b>5,156.62</b>	<b>7,612.03</b>		
5	<b>Income Report</b>	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>Actual vs. Budget Difference</b>	<b>Percentage of Actual/Total</b>
6	Pledge Income	59,303.27	46,008.00	13,295.27	38%
7	Non Pledge Income	9,445.00	20,004.00	(10,559.00)	6%
8	Loose Plate Income	611.30	300.00	311.30	1%
9	Special Offering Income	4,800.00	2,004.00	2,796.00	3%
10	Building Use Income	6,600.00	6,600.00	0.00	4%
11	Altar Guild Income	1,262.39	1,008.00	254.39	1%
12	Other Income	2,133.19	1,200.00	933.19	1%
13	<b>Total Operating Receipts</b>	<b>84,155.15</b>	<b>77,124.00</b>	<b>7,031.15</b>	
14	Transfer from Savings	71,000.00	0.00	71,000.00	46%
15	<b>Total Operating Income</b>	<b>155,155.15</b>	<b>77,124.00</b>	<b>78,031.15</b>	
16					
17	<b>Expense Report</b>	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>Actual vs. Budget Difference</b>	<b>Percentage of Actual/Total</b>
18	Payroll Expenses	84,445.67	85,068.00	(622.33)	55%
19	Utility Expenses	17,715.66	16,452.00	1,263.66	12%
20	Operating Expenses	15,663.79	14,568.00	1,095.79	10%
21	Property/Dir Insur. Taxes & Lic.	9,981.90	9,084.00	897.90	7%
22	Diocesan Assessment	24,904.20	24,912.00	(7.80)	16%
23	<b>Total Operating Expenses</b>	<b>152,711.22</b>	<b>150,084.00</b>	<b>2,627.22</b>	
24	<b>Income - Expenses</b>	<b>2020 Actual</b>	<b>2020 Budget</b>		
25	Income minus Expenses	2,443.93	(72,960.00)		
26					
27	<b>Other Checking and Savings Account Balances</b>				
28		<b>Beg. Balance</b>	<b>Income</b>	<b>Expenses</b>	<b>Ending Balance</b>
29	<b>Savings Account</b>				
30	Library Fund	383.72	0.00	0.00	383.72
31	Interest	10.27	16.56	0.00	26.83
32	Ropp Donation	1,268.73	0.00	(1,268.73)	0.00
33	Endowed	2,309.15	0.00	(2,309.15)	0.00
34	Rameriz Trust Endowed	99,752.00	0.00	(67,422.12)	32,329.88
35	Library Endowment	4,000.00	0.00	0.00	4,000.00 *
36	Discretionary Endowment	10,407.45	0.00	0.00	10,407.45 *
37	Memorial Window	15,436.03	0.00	0.00	15,436.03 *
38	Discretionary Donation	11,747.50	0.00	0.00	11,747.50
39	Greer and Scholarship Fund	15,494.44	0.00	0.00	15,494.44 *
40	Vickers Grant	42,000.00	0.00	(157.62)	41,842.38
41	Hail Damage Insurance	2,287.90	0.00	(780.00)	1,507.90
42	2021 Convention Seed Money	9,047.50	0.00	(9,047.50)	0.00
43	Discretionary Fund	2,132.47	440.00	(660.00)	1,912.47
44	Memorial Fund	20,133.52	75.00	0.00	20,208.52
45					
46	<b>Episcopal Church Women</b>				
47	Checking	2,935.38	0.00	0.00	2,935.38
48	Savings	35.46	0.00	0.00	35.46
49	Money Market	4,160.90	2.83	0.00	4,163.73
50					
51	<b>1/1/2021 Cash Asset Value</b>	<b>249,047.23</b>			
52	<b>12/31/2021 Cash Asset Value</b>	<b>170,168.72</b>			
	*Assets transferred to Diocesan Brokerage				

## Budget for 2022

		2021 Budget	2021 Actual	2022 Budget	2022 Budget vs. 2021 Budget
	Beg. Oper. Bal.:	5,156.62	5,156.62	7,612.03	
1	<b>INCOME</b>				
2	PLEDGES	46,008.00	59,303.27	55,008.00	9,000.00
3	NON PLEDGES	20,004.00	9,445.00	10,008.00	(9,996.00)
4	LOOSE PLATE	300.00	611.30	504.00	204.00
5	SPECIAL OFFERING	2,004.00	4,800.00	3,000.00	996.00
6	BUILDING USE INCOME	6,600.00	6,600.00	6,600.00	-
7	ALTAR GUILD	1,008.00	1,262.39	1,200.00	192.00
8	OTHER	1,200.00	2,133.19	1,200.00	-
9	<b>OPERATING RECEIPTS</b>	77,124.00	84,155.15	77,520.00	396.00
10	TRANS. FROM SAVINGS	-	71,000.00		
11	BISHOP FOX GRANT FOR ASSESS.	0.00	-	29,004.00	29,004.00
12	PPP LOAN/GRANT	-			
13	<b>TOTAL INCOME</b>	77,124.00	155,155.15	106,524.00	29,400.00
14					
15	<b>EXPENSES</b>				
16	RECTOR/SALARY/MD/PEN	58,800.00	59,757.12	59,328.00	528.00
17	SECRETARIAL SERVICE	11,160.00	11,322.75	11,160.00	-
18	MUSIC	4,884.00	4,250.00	6,504.00	1,620.00
19	CHURCH CLEANERS	7,284.00	7,280.00	7,284.00	-
20	SUPPLY PRIEST	600.00	300.00	600.00	-
21	PAYROLL TAXES/WC/UI	2,340.00	1,535.80	2,268.00	(72.00)
22	GAS	6,600.00	7,583.00	7,404.00	804.00
23	ELECTRICITY	5,004.00	5,050.00	5,004.00	-
24	WATER/SEWER	1,728.00	2,245.13	2,004.00	276.00
25	TELEPHONE	3,120.00	2,837.53	3,120.00	-
26	SEARCH/MOVING	-	-	-	-
27	BUILDING MAINT.	7,008.00	7,382.96	7,200.00	192.00
28	ALTAR GUILD	1,008.00	861.09	1,008.00	-
29	MUSIC SUPPLIES/ORGAN REPAIR	288.00	45.00	48.00	(240.00)
30	LIBRARY	48.00	0.00	48.00	-
31	DIOCESAN CONVENTION	300.00	380.00	408.00	108.00
32	FELLOWSHIP/SOCIAL	240.00	0.00	108.00	(132.00)
33	CHRISTIAN EDUCATION	312.00	84.60	108.00	(204.00)
34	RECTOR'S EXPENSE	360.00	468.72	504.00	144.00
35	OFFICE EXPENSES	5,004.00	6,441.42	6,408.00	1,404.00
36	PROPERTY TAX/LICENSE	960.00	1,240.90	1,200.00	240.00
37	INSURANCE	8,124.00	8,741.00	8,808.00	684.00
38	DIOC ASSESSMENT (19%)	24,912.00	24,904.20	29,004.00	4,092.00
39	<b>OPERATING EXPENSES</b>	150,084.00	152,711.22	159,528.00	9,444.00
40	Income less Expenses	(72,960.00)	2,443.93	(53,004.00)	

St. Stephens Episcopal Church By-Laws  
May 2015, Amended January 2022

**Name**

The Articles of Incorporation, dated April 17, 1958, document #6000337, County of Yellowstone, designate the name of this corporation, ST. STEPHEN'S EPISCOPAL CHURCH OF BILLINGS, MONTANA.

**Object**

The purpose of this corporation is to maintain and conduct a parish church and appropriate or customary subsidiary and axillary organizations and guilds for the purpose of public worship and religious exercises and training, according to the rules and discipline of The Episcopal Church.

**Membership and Eligibility to Vote**

The qualifications and voting rights of members in this parish are determined by the canons, rules, and laws of the Episcopal Church and the Diocese of Montana.

**Members of the Vestry**

In order of their privilege to chair at meetings, the vestry shall consist of:

1. The Rector of the parish
2. The Senior clergy assistant, or Deacon, if there be one.
3. The Warden Senior by tenure of designation.
4. The Warden Junior by tenure of designation
5. The duly elected members, first in order of seniority of service on this vestry, then by age.

The vestry shall meet at least eight times each year. Special meetings may be held when the rector/priest-in-charge requests and shall be called by the rector/priest-in-charge when requested by a majority of vestry members.

**Duties of the Vestry**

In temporal but not sacerdotal matters, the vestry shall be agents and legal representatives of the parish, subject to the canons of the Episcopal Church and the Diocese of Montana.

The duties of the vestry, together with the wardens, shall be to serve as trustees of the property of the church, to collect and disburse all money received for church purposes, to assist with its physical and spiritual concerns, to make arrangements for the support of the priest-in-charge, and supply that office in case of a vacancy. Wardens and members of the vestry shall continue in office until their successors are elected.

At the annual meeting the congregation shall elect a vestry of not less than three or more than twelve members. The congregation may adopt a system of rotating terms.

Members of the vestry shall be members of the congregation in good standing for not less than six months in this parish and entitled to vote.

Vestry members may not be elected for more than two consecutive three-year terms. Upon expiration of the second term, vestry members shall not be eligible to be elected or appointed to the vestry for a period of one year.

Vacancies in the vestry may be filled either by election at a special parish meeting, or by appointment by the vestry. Vestry members who have served less than two complete years of an unexpired term may succeed themselves for a full three-year term.

The vestry shall choose a clerk and a treasurer in such manner and with such duties and responsibilities as the congregation shall establish by its enabling document consistent with these canons.

### **Time of Meetings**

The vestry shall determine its own meeting dates and times.

### **Removal from Office**

Any vestry member who is absent from three consecutive meetings without notification of the necessity to be excused may be replaced at the discretion of the vestry.

### **Wardens**

Two previously experienced vestry persons designated as Wardens are appointed to assure continuity of an informed leadership on the vestry.

There shall be a Senior Warden and a Junior Warden, appointed by the rector/priest-in-charge in consultation with the vestry. These appointments will be received by the parish at the annual meeting.

Wardens shall not serve more than two consecutive years. Wardens may not succeed themselves in office for a period of one year. The Wardens shall have previously served at least two years as a vestry member in this parish and shall be a contributing communicant in good standing.

### **Duties of the Clerk**

It shall be the duty of the clerk to attend all meetings of the vestry, to take minutes when approved, to enter and attest the same in the book of minutes of the vestry. It shall be the clerk's further duty to have care of, and enter in the record book of the church, all other documents bearing upon the history of the parish and to preserve on file the originals.

The Clerk of the vestry shall keep a current copy of the bylaws available for reference at all vestry meeting in the record of the minute's book.

### **Duties of the Treasurer**

It shall be the duty of the treasurer to collect and disburse all monies under authority of the vestry.

The treasurer shall present to the annual parish meeting a full and accurate statement of all money received and paid since the last annual meeting.

The treasurer shall attend all of the vestry meetings and be guided by its advice in all matters pertaining to the duties of the treasurer, and be ready to answer all questions as the state of the treasury.

### **Committees**

Committees will be established as needed by the Rector, Senior Warden, Junior Warden, and/ or elected members of the vestry. Recent committees have included: Building and Grounds, Stewardship and Finance, Personnel, and Parish Life Committees. Parish Life includes Pastoral Care, Community Service, Membership and Evangelism, Children and Youth, Bishop Fox, and the Calendar Committee.

### **Annual Meetings**

The congregation shall conduct an annual meeting during January of each year. The vestry shall give notice of the annual meeting to the congregation in writing at least two weeks preceding the date of such meeting.

Qualified voters at the annual meeting shall be members of the congregation in good standing, who are defined as baptized persons, duly enrolled, 16 (sixteen) years or older, and regular worshippers in the church. Only members personally attending the meeting (either in-person or online with video)\_may vote.

At the meeting, a full account of the assets and liabilities of the congregation shall be presented. The statement shall show:

1. Money, lands, and other property received during the year, their source and value;
2. Expenditures;

3. Real property purchased, exchanged, mortgaged, sold or otherwise alienated of encumbered and the reason thereof;
4. Debts contracted and owing;
5. Improvements that have been made, with the cost or estimated cost; and
6. Information and statistics from the parochial report.

### **Quorum Rules**

According to Diocesan Canons, a quorum is a simple majority of elected members (including wardens and rector/priest-in-charge). For example, if there are nine (9) vestry members, a quorum would require at least 5 of the 9 members being present to make a Quorum.

Simple majority is always 50% of eligible voters present plus one.

### **Changes in Bylaws**

These bylaws may be changed, deleted, or amended at any vestry meeting by a three-fourths vote or they may be so altered at an annual parish meeting by a simple majority.

Such changes shall take effect immediately.