



2023 Annual Report

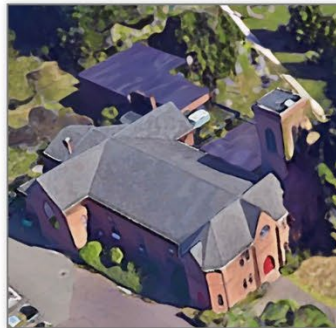


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Senior Warden Report

Submitted by Kim Clarke

2023, an unusual year – absolutely. This past year brought the retirement of our rector and associate priest, diocesan approval for a half-time priest in charge, and the departure of our Music Minister. Progress has been made in all areas, as outlined at the end of my report. And before delving into the details, let's consider for a moment – us.

The state of transition for a parish is unsettling, to be sure. And what is the best part of that? Parishioners asking, "How can I help?". We have people offering to try on new roles, joining new committees and sharing ministry leadership. The love and dedication to St. Peter's is shining through.

We have started new events, updated experiences, and brought back old traditions! For example, the Active Hope Action Team sponsored the Contain&Sustain crowd sourcing campaign, which resulted in the free distribution of hundreds of reusable silicone food containers. The Longest Night Service, after being held last year at St. Peter's, was co-sponsored this year with the Congregational Church and held in their sanctuary. And, after a 4-year hiatus, the Christmas Bazaar returned with resounding success. These are just three examples of how St. Peter's continues to thrive. I would say we are handling the transition quite well!

Of course, there is much more for us to do, important decisions to make, and staff positions to be filled. We have acknowledged that we will not be the St. Peter's of old, and are well prepared, maybe even a bit excited to be "new". Here's to us!

In Peace,
Kim

Transition Updates

Search for Priest in Charge:

Parish officers and vestry have been working with diocesan staff, specifically The Rev. Canon Tim Hodapp on the transition process. Initial discussions centered on finances to determine what level of clergy (number of hours) we can afford. The diocese determined St. Peter's can call a half-time Priest in Charge. Please refer to the detailed Treasurer's report from Charlie Waggoner for specifics on the finances.

The interview process resides with the vestry. In preparation for candidate interviews, vestry members attended *Unconscious Bias Training*, and soon will begin to frame interview questions and perform a mock interview with Rev. Hodapp.

The position will be advertised upon the approval of the "transition page" on our website. The transition page is basically the St. Peter's advertisement for clergy, and the website itself represents our parish profile. Candidates apply through the diocese, and upon approval, names are forwarded to the vestry for consideration.

How can parishioners participate? Please join us at our Parish Meeting following the 9 am service on February 11th. At that time, we will build upon the work which we have already done at previous parish meetings to identify our areas of strength and the ministries that we want to nurture. The work of the February 11th meeting will inform our transition web page.

Search For Choral Director and Organist:

A Search Committee has been created, consisting of choir members Lois Sadler and Scott Gadwa, parishioner and former St. Peter's organist Stuart Duncan, and parishioner Jeff Allen. I will participate as senior warden. Our first meeting is January 18th, when we will review the updated job description and create a marketing strategy, formulate interview questions and refine the search process. After applications have been reviewed, the committee will determine a short list of candidates to be brought in to rehearse with the choir and demonstrate organ capabilities.

Junior Warden Report

Submitted by [Sam Dunlop](#)

A major focus of the year was to review energy use and make upgrades to lighting and mechanical systems.

Highlights:

- Completed a review and upgrade of lighting throughout the building, along with a general survey of heating and cooling. The lighting upgrade included replacement of fluorescent lighting and other lighting, and upgrades to emergency lighting. The new LED (light emitting diode) lighting is more energy efficient and attractive. Peter Festa was instrumental in getting this project completed. A more efficient fan was installed in the parish hall rooftop air conditioning unit.
- The heating and ventilating contractor completed a more detailed survey of the church's heating and cooling equipment. They also arranged for subcontractors to review insulation and options for window treatments. Their proposal for utility review is expected to include new equipment such as heat pumps, for which the utility may provide favorable loans similar to the lighting upgrade.
- Completed the replacement of the sanctuary balcony camera with a full-function camera. This allows video streaming with zoom from the balcony as well as from the transept corner.
- Reviewed the front project for entrance walkways and gathering area with three contractors. John Clarke has updated the plans and worked closely with contractors to reduce costs. We hope to begin this project in 2024.
- Updated the building usage agreement with the Cheshire Symphony Orchestra. Additionally, a local music school rented the sanctuary for recitals and plans to return in 2024.

I want to extend a note of great appreciation to Chris Aliano who has overseen the parish entrance garden and other plantings throughout the year, and to everyone who assisted in the garden, and with leaf raking and fall cleanup. A special thank you to Bob and Carol Moakley and other 'angel' teams who have performed detailed cleaning of high-use areas. And I would like to acknowledge a parishioner who donated for new parking signs, and a parishioner who donated toward the purchase of the new video camera. The donations are greatly appreciated.

For 2024 we plan to make improvements to make our church building efficient, attractive and flexible, both for our worship and for use by the many groups that benefit from our space. We are especially interested in promoting the sanctuary as a performance space and the parish hall for events.

Treasurer Report

Submitted by [O.C. Waggoner, Jr.](#)

INCOME & EXPENSE REPORT

The income and expense result for 2023 is shown in the 2024 budget spreadsheet with columns for the 2023 budget and 2023 actual numbers.

We ended 2023 with a small deficit of \$1,318. The 2023 budget didn't go according to plan because the retirements of Sandy & David effective 10-31-2023 were not anticipated when it was developed. As a result of their retirements there were no payments for clergy compensation for the months of November and December which would have been in the \$20,000 to \$25,000 range.

Recognizing Sandy's & David's pending retirements, we suspended the monthly \$3,830 transfer of PPP to income starting in August. Had we continued the \$3,830 monthly PPP transfer for the last five months of the year we would have ended up with a surplus of \$17,831. Instead, the PPP money not used remained banked in our Fidelity money market fund.

After removing the effect of suspending PPP for five months, our income result to budget isn't too bad, almost \$6,000 less than budget. There are ups and downs in the various income line items compared to goal. One item up was fund raising at + \$4,913 (thank you golf and bazaar) and one item down was member contributions at **-\$7,769**.

All of the expense categories were in line. The only major departure was clergy compensation due to Sandy's and David's retirements. Clergy compensation was way below budget.

PAYROLL PROTECTION PROGRAM (PPP) & EMPLOYEE RETENTION CREDIT (ERC)

PPP and ERC are programs that are administered by the federal government and they were designed to enable businesses and non-profits to maintain employment levels during times of reduced income due to the pandemic. We received a total of \$148,877 from these two programs and the funds have been used to supplement our regular income. Without them we would have had very large deficits in 2020, 2021, 2022 and 2023.

We received PPP and ERC payments as follows:

- 2020 = \$ 50,212
- 2021 = \$ 49,207
- 2022 = \$ 49,458
- Total = \$148,877

We have transferred PPP and ERC as income into the operating budget as follows:

- 2020 = \$ 27,921
- 2021 = \$ 22,291
- 2022 = \$ 32,180
- 2023 = \$ 25,903
- Total = \$ 108,295

This means going into 2024 we have \$42,989, including interest, of PPP and ERC money left.

We have to remember that PPP supplemented our income to the point that we were able to handle what would have been huge deficits in 2020, 2021, 2022 and 2023. Going forward we won't have an immediate need to use PPP. When we do have a need, the source of PPP money is finite. We cannot rely on PPP as a long term and continuous source of income.

ENDOWMENT

Our endowment is invested in the Donations and Bequest (D&B) fund through ECCT. D&B funds are invested through Bank of America. Our funds are invested in Bank of America's "Episcopal Pooled Fund of CT" which maintains an asset allocation of approximately 60% in stock funds and 40% in fixed income funds. The management fee in 2023 was 0.42% of the balance at the beginning of the 2023.

The following table shows the overall activity of our endowment in 2023:

Beginning Balance 1-1-2023	\$813,774
Additions	\$0
Withdrawals to our operating account	-\$43,380
Withdrawals for Stewardship Realty	-\$6,000
Unrealized Gain	\$102,858
Realized Loss	-\$3,816
Management Fees	-\$3,387
Investment Earnings	\$21,991
Ending Balance 12-31-2023	\$882,040

The results of the stock and bond markets in 2023 had a significant positive impact on the endowment. Unrealized gains amounted to \$102,858. At the same time the endowment experienced a realized loss of \$3,816 and investment earnings of \$21,991. The total investment gain was \$117,646. Although the 2023 result was quite gratifying, we need to remember in 2022 we experienced an investment loss of \$124,362 so there can be wide fluctuations from year to year depending on the markets.

During 2023 there were no additions to the endowment

In 2023 we withdrew \$43,380 from our endowment and this amount was moved to our operating account and used for normal parish expenses. The \$43,380 represents a 5.4% withdrawal rate of our January 1, 2023, balance and is slightly higher than the vestry's guideline of no more than a 5% withdrawal. At the time the 2023 budget was developed, the endowment withdrawal amounts were calculated off the higher 11-30-23 numbers since 12-31-23 numbers were not available. The vestry also approved a special one-time withdrawal of \$6,000 for a study to determine ways for us to enhance building use receipts.

ACCOUNT BALANCES

The included balance sheet shows the 12-31-20213 balances in all of our bank and brokerage accounts:

- Operating
 - Checking (Webster Bank) = \$7,084
 - Fidelity Money Market = \$28,739
 - Total = \$35,823
- PPP
 - Webster Bank = \$0
 - Fidelity Money Market = \$42,989
 - Total = \$42,989
- Memorial
 - Checking (Ion Bank) = \$ 9,001
 - Fidelity Money Market = \$50,968
 - Total = \$59,969
- Altar Guild = \$443
- ECW = \$0 – This account was closed in 2023.

2024 BUDGET

The budget for 2024 that has been approved by the Vestry is included in this annual report.

Due to several unknown expenses resulting from the vacant clergy and organist positions, the vestry approved a six-month budget with the caveat that an updated budget will need to be completed later for the second half of the year. At mid-year we should have the complete financial numbers for the Organist/Choir Director (the person should be on board at that point) and maybe an inkling of the financial numbers for the new priest. Many of the budget numbers for first half 2024 are one half of anticipated full year numbers and a few are judgement numbers as they involve seasonal fluctuations

Coming up with a budget for the entire year of 2024 is extremely difficult because we have a number of unknowns that will become solidified in 2024 but it is hard to put firm numbers on them at this time:

- When will the new priest will come on board? Until that time our clergy costs will be very low as payments will be for supply clergy, \$250/week, with no costs for lay readers when supply clergy is not available.
- The number of years of experience for the new priest – more experience = higher pay.

- Will the new priest need ECCT health insurance or will the new priest be able to be covered on a spouse's coverage?
- If health insurance for the new priest will be through ECCT, will the new priest be married and/or have children?
- When will the new organist/choir director start and at what pay rate?

This six-month budget assumes the following:

- There will be no clergy costs except supply clergy.
- For the first three months we will have supply organists and then effective April 1, 2024, a new organist at an annual salary of \$30,000 (or less).
- There is no Special Income for 2023 Only in this budget. That was a one-time deal for 2023 only.
- There is no PPP Income in this budget. We currently have \$42,989 of PPP money left, including interest. In December 2023 we received \$181 of interest and earning additional interest in 2024 will continue. So, this money is in our back pocket.
- There is a suspension of endowment and housing withdrawals except for January which we have already received. I expect when the new priest comes on board that we will need to reinstate our normal 5% withdrawal rate.
- There is a large reduction in fund raising income since we will not have the golf tournament unless someone steps up to manage it.
- Salary increases for employees are the ECCT recommended amount of 3.05% except for Housekeeping where we have to bring Dave's pay rate up to the new State of Connecticut minimum of \$15.69.
- Diocese Mission & Ministry is reduced from \$46,178 for 2023 to \$37,759 for 2024. Our assessment for 2023 required us to include PPP money that we received in 2022 and that is out of the way for 2024.
- The six-month budget produces a surplus of \$28,070. Any actual surplus will be retained and banked.

Treasurer's Report submitted by O. C. Waggoner, Jr.

2024 Approved Budget

	2024 Budget January 21, 2024	Budget 2023	Actual 12/31/2023	Budget first half 2024
<u>Operating Income</u>				
4000 · Pledge Payments - Last Year		7,500	11,691	10,000
4010 · Pledge Payments - Current Year		250,000	247,219	122,500
4011 · Special Income for 2023 Only		14,000	14,800	0
4015 · Unpledged Payments		25,140	15,161	7,500
4100 · Loose Collection		3,500	3,552	1,750
4110 · Seasonal Offerings		6,000	5,085	2,000
4120 · PPP Loan Income		45,050	25,903	0
4130 · Other Income		1,000	2,654	1,000
4200 · Building Use Donations		6,000	5,607	3,000
4210 · Endowment Withdrawals		33,168	33,168	2,764
4220 · George & Garafelia Capewell		10,533	7,137	5,000
4230 · Transfer from Housing Fund		10,212	10,212	851
4300 · Fees from Fundraising		0	0	0
4500 · Fundraising Activities		10,000	14,913	0
<u>Total Operating Income</u>		422,103	397,102	156,365
<u>Operating Expenses</u>				
<u>Administrative Expenses</u>				
5200 · Office Supplies		3,500	4,022	2,000
5210 · Communications & Marketing		1,200	1,679	1,000
5220 · Postage		1,200	1,083	500
5230 · Telephone		1,900	2,066	1,000
5250 · Copier		5,000	4,038	2,250
5270 · Computer Supplies & Support		2,500	2,350	1,250
5280 · QuickBooks/VANCO/SK		2,000	2,200	1,250
5300 · Altar Supplies		1,000	1,259	500
5740 · Organ & Piano Maintenance		1,000	1,304	500
5830 · Accounting Services		4,500	4,300	2,250
5900 · Unbudgeted Expense		2,000	3,543	2,000
5950 · Professional Fees		250	0	250
<u>Total Administrative Expenses</u>		26,050	27,844	14,750

2024 Approved Budget (cont.)

	2024 Budget January 21, 2024	Budget 2023	Actual 12/31/2023	Budget first half 2024
<u>Facilities Expenses</u>				
5260 · Service Contracts		6,000	6,622	3,500
5400 · Church Building Maintenance		9,000	9,959	5,000
5410 · Electricity		7,500	6,775	3,500
5410 · Eversource Loan Payment			369	552
5420 · Heating		12,500	12,838	7,000
5430 · Water & Sewer		1,000	1,125	625
5470 · Refuse Disposal		3,120	3,221	1,750
5480 · Cemetery & Grounds		10,000	8,711	5,000
5490 · Insurance		18,041	17,241	9,000
<u>Total Facilities Expenses</u>		67,161	66,861	35,927
<u>Staff/Personnel Expenses</u>				
5500 · Rector Salary		63,275	52,604	0
5510 · Rector SS Allowance		10,206	8,505	0
5520 · Rector Housing Allowance		37,671	31,392	0
5530 · Rector Car Allow & Prof Expense		1,200	1,000	0
5540 · Rector Pension		20,007	16,673	0
5550 · Rector Life Insurance		168	140	0
5555 · Rector Med & Dental Insurance		15,000	9,961	0
5560 · Rector Continuing Education		1,850	1,179	0
5565 · Associate Rector Salary		4,064	3,387	0
5566 · Associate Rector Pension		0	0	0
5570 · Supply Clergy		1,000	2,750	6,500
5600 · CFD Directors		10,935	11,334	5,840
5700 · Choir Director		44,000	44,302	7,500
5706 · Choir Director Retirement		3,960	4,014	330
5710 · Supply Organist		0	1,850	3,250
5810 · Parish Administrator Retirement		3,085	2,955	1,523
5840 · Parish Administrator		34,282	32,767	16,883
5841 · Communications		7,680	8,180	4,215
5842 · Housekeeping		10,585	10,648	5,727
5870 · FICA & Medicare [All Staff]		7,946	8,462	3,646
<u>Total Staff/Personnel Expenses</u>		276,914	252,104	55,413

2024 Approved Budget (cont.)

	2024 Budget January 21, 2024	Budget 2023	Actual 12/31/2023	Budget first half 2024
<u>Outreach & Diocese Expenses</u>				
5000 · Diocese Mission & Ministry		46,178	46,178	18,880
5010 · Outreach		0	0	500
5030 · Seminarian Stipend		500	0	0
<u>Total Outreach & Diocese Expenses</u>		46,678	46,178	19,380
<u>Program & Ministry Expenses</u>				
5120 · Hospitality		500	657	375
5650 · Christian Education - Children		1,000	2,123	500
5660 · Parish Faith Enrichment		300	227	150
5670 · Youth Group		1,000	129	500
5680 · Child Care		1,500	1,400	800
5720 · Music/Choir		1,000	898	500
<u>Total Program & Ministry Expenses</u>		5,300	5,434	2,825
<u>Total Operating Expenses</u>		422,103	398,421	128,295
<u>Net Operating Income (Loss)</u>		0	(1,318)	28,070

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Accrual Basis

St Peters Church
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Webster Bank	7,083.68
1005 · Ion Bank - Memorial	9,001.49
1025 · Altar Guild Account	442.90
1030 · Fidelity Brokerage	
1031 · Fidelity GF (CORE) - SPAXX	28,738.80
1034 · Fidelity - Memorial MM - FDLXX	50,967.54
1037 · Fidelity - PPP MM - FZFX	42,988.99
Total 1030 · Fidelity Brokerage	122,695.33
Total Checking/Savings	139,223.40
Other Current Assets	
1200 · Endowment Accounts	
Total 1210 · Capewell Fund	38,006.51
Total 1220 · William H Heineman Fund	30,951.02
Total 1230 · General Fund	452,042.69
Total 1240 · Housing Fund	188,424.10
Total 1250 · Naomi Law Terrell Fund	153,142.78
Total 1260 · Burton & Sally Guilford Fund	19,473.36
Total 1200 · Endowment Accounts	882,040.46
1290 · Prepaid Expenses	5,091.25
Total Other Current Assets	887,131.71
Total Current Assets	1,026,355.11
TOTAL ASSETS	1,026,355.11
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2001 · Accrued Expenses	100.00
2002 · Cash Receipts in Advance	21,816.39
2010 · Payroll Taxes Payable	2,109.78
2011 · Accrued CT Withholding	435.33
2012 · CT Paid Family Leave	187.54
2020 · Emergency Food Bank	822.10
6000 · 401K Payable	381.79
Total Other Current Liabilities	25,852.93
Total Current Liabilities	25,852.93

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01/16/24
Accrual Basis

St Peters Church
Balance Sheet
As of December 31, 2023

	Dec 31, 23
Long Term Liabilities	
2500 · Memorial Fund	
2501 · General	14,911.23
2502 · Altar Guild	4,788.64
2503 · Music Fund	
2515 · McKee/Siebert Evensong	1,171.25
2519 · Drama Camp	7,490.15
2534 · General Music	3,784.94
Total 2503 · Music Fund	12,446.34
2504 · Cemetery	11,150.38
2505 · Outreach	5,922.89
2506 · Rector's Discretion	1,212.64
2507 · Camp Washington	-20.00
2512 · Jr Corister Camp	1,487.44
2514 · Childrens Giving	128.61
2523 · Pumpkin Sales	279.25
2530 · Camp Scholarships	2,876.40
2533 · Atterbury Prayer Garden	3,053.20
2536 · Altar Flowers	350.00
2538 · Front Lawn of Church	-2,500.00
2539 · Reimagining	700.01
2540 · Stewardship Reality	3,000.00
2541 · Eco-Justice	82.00
Total 2500 · Memorial Fund	59,869.03
2550 · Eversource Loan Liability	6,889.00
Total Long Term Liabilities	66,758.03
Total Liabilities	92,610.96
Equity	
2990 · Opening Balance Equity	103.19
2995 · Restricted Retained Earnings	100,000.00
3000 · Unrestricted Retained Earnings	799,409.74
Net Income	-28,360.55
Total Equity	871,152.38
TOTAL LIABILITIES & EQUITY	963,763.34

Staff Annual Reports

Director of Children's Ministries

Submitted by [Kim Donaldson](#)

Children's Worship (1-6 grades)

From January to June and September to December 2023, we held In-person classes with Bible story, discussion, and activity/craft. We had between 8 to 15 children participating each week.

Highlights of 2023 Events and Activities

- **1/16/23 MLK Children's March for Peace** sponsored by CHRO. Eleven children from St. Peter's participated.
- **Easter Sunday, 4/09:** Easter activity packets for children were available at the back of the church. There was an Easter Egg Hunt following the 10am service, led by the Easter Bunny.
- **Sunday, 6/25:** End of Year Picnic with games, crafts, and face-painting.
- **Sunday, 9/10:** Welcome Back Sunday – there were many different games and crafts available for children of all ages
- **Sunday, 10/29:** In lieu of Kids Day in the Patch we had an all-ages Halloween party after the 10 am service, with food, games, pumpkin painting, a piñata, and costume contest.
- **Sunday, 12/24:** Christmas Eve Pageant at 4:00 pm worship service. 20 children participated including Godly Play. We rehearsed during the month of December during regular Sunday School time, one Thursday night from 6-8, one Saturday from 9-12, and immediately preceding the pageant for a final dress rehearsal with mics.

Rite 13

We offer in-person meetings twice a month with bimonthly social events. There are six children currently in this class.

Godly Play

Submitted by [Wendy Ciaburri](#)

Godly Play is a program for children from 3 years old through kindergarten. The children learn stories from the Bible using a method of wonder and play. Again, this year, our 4 co-teachers were Becky Whipple and Wendy Dringoli and Michelle Sadiq and Wendy Ciaburri. We have had a wonderful group of regular attendees, who are curious, creative, energetic, friendly, and kind.

Ministry of Music Report

Submitted by St. Peter's Vestry

St. Peter's is thankful for the talented and faithful members of the music ministry who consistently give their time and their talents supporting our music program. Throughout most of the year, the adult choir rehearsed Thursday evening from 7 to 8:30 pm and before the 10 am worship service on Sundays. In early 2023 an effort was made to organize the children's choir with rehearsals on Sunday after worship.

Most successful for the young people was this summer's Music Camp, masterfully managed by the talented and indefatigable Marion Belson and June Hale. Having two such experts in our community is tremendously special, and we remain thankful for their gifts and their generosity of time and talent.

Our technology continues to improve and we have wonderful archival video and sound for our services. Thank you to all who help maintain our recording capabilities.

The church remains committed to maintaining this beautiful, historic musical asset. Our contracted organ builder, Tim Smith, continues to expertly maintain our organ. The Steinway grand piano in the sanctuary, and the Yamaha upright piano in the choir room are both maintained regularly by Ken Farrington. Ken is a member of the piano tuners guild and has tuned our pianos for many years.

As we are transition to a new leader for our music ministry, music remains a fundamental, important, and life-giving part of St. Peter's past, present and future. We look forward to seeing how our community will support this ministry in new and creative – as well as traditional – ways in the coming years.

Director of Digital Communications

Submitted by [Heather Fitzgerald](#)

Summary

It's been a busy year! On the one hand, I have made it through a full cycle, so I understand the rhythm and cadence of the church year from a communications perspective. On the other hand, several unexpected things arose so keep me on my toes! All in all, a busy but joyful year.

Transition support

There was certainly much to communicate about regarding Sandy and David's departure this past Fall. We used the newsletter and special emails as well as a dedicated page on the website to keep our parish up to date with news about the transition. As we enter this new year, we will also be communicating about the open position via these tools, so there will be much to do on that front.

Newsletter

Our newsletter continues to be the bulk of my role. Keeping in touch with the priest, senior warden, ministry leads and others is a key part of the job so that we are communicating necessary information to our parish in a timely manner.

Some highlights:

- Sent 75 messages from the St. Peter's email management account (Mailchimp) in 2023! This is a combination of the weekly eNews, obituaries and special announcements.
- Average open rate of 57% (up from 53% in 2022)
- We currently have 507 people on our mailing list

Website:

I've worked hard to keep the website current, especially our homepage. My goal is to always have two to three "main items" featured (upcoming events, announcements, ways to get engaged) so that our parishioners know what's upcoming and so potential newcomers can see what we're up to at St. Peter's.

Next up is to:

- Update the ministry sections of the site.
- Create a special page showcasing what St. Peter's is all about for Priest-in-Charge applicants.

Marj is the current point person on maintaining the calendar aspect of the site...which is a wildly important function so that our community can see the breadth of events happening and learn more about them.

Some highlights:

- Kept the homepage current, swapping the main image and featuring seasonality when it makes sense (pumpkins, Advent, Christmas, etc.).

- Added a ribbon that indicates Sunday worship times (color changes with liturgical schedule)
- Maintained "ways you can help" section that houses all the asks we have of parishioners, usually in the form of Signup Genius links).

Social Media

I've worked to create a more consistent social media presence on Facebook, Instagram (dropped Twitter given issues with that platform's executive leadership). Some highlights include:

- Created 200+ posts across platforms since began working on social media
- Consistently "liking" posts from other churches and organizations in Connecticut, as well as following them to "spread the love" on social media.
- Placing posts in the Cheshire Community Forum on Facebook

Other:

- YouTube presence continues to grow! Nancy Staab and the team are doing wonderful work to offer livestreaming to those who cannot attend in person. We now have 71 subscribers (up from 40 last year). We had 18 when this effort was started in August 2022.
- Designed MLK Children's March for Peace fliers for distribution to all Cheshire elementary schools and had placed on Cheshire Bulletin Board (which was then sent to Power School which goes to all students/parents in the district).
- Designed Lent and Easter Services banner for front of church.
- Designed various fliers for children's programming, Christmas services and other special events.

Future initiatives:

- Revisit each page and make sure it is necessary and current
- Tell more St. Peter's stories
- Experiment with other banners in front of church

Parish Administrator Report

Submitted by [Kathy Kirby](#)

The office is open 10am-1pm Tuesdays – Fridays, and by appointment. As I work 24 hours/week, I have the flexibility to make appointments to work with your schedules.

Have you ever wondered what the Parish Administrator does?

- Provides executive support to the Rector.
- Provides office support to staff, Communication Team, Vestry and ministries as needed.
- Maintains the membership database – if you are new, please let me know.
- General office functions – open/process mail; answer the phone (which rings a lot); buzz parishioners/visitors into the building (also a lot); coordinate building usage rentals; order supplies and materials; trouble shoot problems; assist with preparing mass mailings.

- Serves as the "air traffic controller" for SPC at times.
- Maintains Safe Church Training records and Background Check records.
- Assists with the Annual Meeting and Report, and our yearly Parochial Report for the Diocese.
- Prepares Orders of Service for Sunday services; 1st Thursday Elim Park service; Baptisms; Confirmations, Weddings; Funerals/Memorial/Graveside services; and other special services (Easter, Christmas, etc.). When possible, develops reusable Orders of Service for the liturgical seasons to save on paper usage. s Post weekly Rite I and II Orders of Services to the website.
- Answers lots of questions; greets parishioners and visitors; organizes materials; etc.
- Tries to digitalize as much current and past paperwork as possible.
- Provides office support for special events: Fore St. Pete's Sake Golf Tournament; The Community Pumpkin Patch and Kids Day at the Patch; and other ministry activities.

Our Ministries

Worship / Liturgy

Ushers

Submitted by [Charlie Waggoner](#)

The ushers stand at the door to welcome people and pass out Orders of Service. They make sure the congregation has what they need to fully participate in worship each Sunday. Ushers pass the collection plates during the Offertory anthem and bring them to the altar to be blessed. They then manage participants as they come forward to receive the bread and wine.

Ushers play a very important role in the life of the congregation, helping to make people feel welcome as they come to worship. Carol and Chuck Moakley are the head ushers at 8 am and would love to have others assist them. We do not currently have a head usher for the 10 am service and are looking for help. If you would like to volunteer to oversee the ushers and/or serve as an usher, please talk to Sr. Warden Kim Clarke or to Charlie Waggoner.

Acolytes

Submitted by [Alan Blume](#)

The past several months have emphasized the importance of the acolyte as a worship assistant, starting before the service by answering any questions the supply priest might have about how we do things and continuing throughout the service. I am very grateful for the Michaud boys and Elizabeth Guest for serving at the 8 am service and to Heather Fitzgerald and Chris Morris serving at the 10 am service. Their presence has directly contributed to our worship on Sunday mornings.

We do need additional acolytes, particularly for the 8 am service. If you are interested, please contact Alan Blume at 203-492-9651 or by [email](#).

Altar Guild

Submitted by [Amy Kosciuk](#)

Altar Guild has been plugging along making sure all is set up and in place for all our services. This past year, there have been a few additions to enhance our services. The advent banners, the stations of the cross and the crown of thorns. Looking forward to the new year and working with the Liturgy Committee.

Respectfully submitted, Amy Kosciuk, Linda Gilbert, Jeanne Kosciuk, John Staab, Hilda Schmidt, Joy Bonitz, and Deanna Rozak.

Parish Ministries

Stewardship

Submitted by [Kim Clarke](#)

The Stewardship theme for our 2024 pledge appeal was: "Let's walk together to build our future!" In our messages, we emphasized that St. Peter's is in a moment of challenge and change as we search for a new clerical leader and respond to seismic changes in our society. AND know our strengths. We asked parishioners to help St. Peter's bridge the gap between the today we know and the tomorrow we hope for.

Our final pledged amount for 2024 is \$249,701 – not as strong as we had hoped. And we will continue to look for support from parishioners throughout the coming year. One positive sign is that 48 parishioners, including first time pledgers, increased their pledges for 2024.

Thanks to all who submitted pledges to support our future growth and strength.

Cemetery and Memorial Garden

Submitted by [Sam Dunlop](#)

St. Peter's Cemetery is the peaceful resting place of many generations. It is a living cemetery where many family members and visitors spend time at gravesites or just enjoy the grounds. The cemetery is a popular route for walkers from the community.

The cemetery encompasses the traditional burial ground with plots, and a Memorial Garden for the interment of ashes. During 2023 there were three interments of ashes in the memorial garden. There was one full burial in the cemetery.

Chris Aliano and others pruned the memorial garden and provided plantings at the beginning of the walkway at the driveway corner.

The scouts provided annual leaf raking and removal for the cemetery and grounds.

There are limited lots available in the cemetery. Anyone planning a cemetery burial or interment is urged to consider making a purchase. The Memorial Garden has no limit on interments.

Welcoming Team – Greeters

Submitted by [Hilda Schmidt](#)

I just came across the Welcoming Team's mission: "Creating a warm and welcoming experience at St. Peter's while engaging and supporting newcomers."

I think we do that quite well!

As part of the Welcoming Team, the Greeters' ministry is to welcome guests and current parishioners to our beautiful church on Sundays prior to and after worship services. Although, some of our faithful members have been unable to continue on the Greeters' team, due to conflicting St. Peter's commitments, we have attracted additional parishioners to join us every year.

We are happy to welcome Christy Chandler, as well as Carol and Chuck Moakley, to our team. These new members attend the 8 am service, which is an important asset. Until now, all our greeters attend the 10 am service, so it was often challenging to meet our guests at the 8 am service. Our new greeters join Alan Bisbort, Cathy & Kym Molaskey, Augie Milano, Jayne & Jim O'Brien, Neelam & Earnest Sadiq, and Hilda Schmidt.

If you enjoy greeting people with a big smile and are interested in joining this ministry, please contact me at hildacschmidt@hotmail.com or (203) 592-419. We have a very flexible rotation schedule, and all are welcome.

Episcopal Church Women (ECW)

Submitted by [Hilda Schmidt](#)

In January 2023, the balance in the ECW checking account was \$3,862.09. During the year we looked for the best way to disburse these funds. The ECW members voted on how the funds should be distributed. Below is the final treasurer's report showing the disbursements, bringing balance to \$0.00. This account has been closed.

2023 ECW Treasurer's Report

Beginning Balance as 5/1/2023 **\$3,862.09**

Expenses

- ECO-Justice Council (Contain&Sustain)- 5/25/2023 \$600.00
- Golf Tournament Sponsorship-7/30/2023 \$500.00
- ECW Donation to Quilting Ministry-7/31/2023 \$600.00
- Curtains-Godly-Play Room Windows 8/16/2023) \$259.95
- Curtains-Front Windows (near Chair Closet) 8/16/2023 \$98.97
- Hospitality (Wendy) Receptions \$500.00
 - Sandy & David Retirement Party -10/15/2023
 - Rt. Re. Laura Ahrens-Reception-10/22/23
 - Sandy's Last Services-Halloween Reception-10/29/2023
- Contribution to Sandy's Farewell Purse-10/29/2023 \$1,000.00
- Contribution to Food Pantries \$303.17
- Cheshire Food Pantry \$151.58
- Waterbury Interfaith Ministry (GWIM) \$151.59

Total Expenses **\$3,862.09**

Balance as of 12/31/2023 **\$0.00**

Prayer Team

Submitted by [Suki Gadwa](#)

Prayer needs are sent monthly or bi-monthly via e-mail to a group of parishioners and a few others. It includes former parishioners and seminarians, who have moved away, but continue to

maintain contact with St. Peter's, through prayer. We are made aware of prayer needs, and of answered prayers, by our rector, at church in person, by phone, and by e-mail.

Anyone can send out a group prayer e-mail; Suki Gadwa sends most of them, often after consultation with Avril Cocking, past co-leader. Please inform me and/or the church office of prayer needs, as they arise. Kathy Kirby compiles the prayer list in the bulletin. The group prayer email also addresses more general needs, often following the model of the wonderfully written "Payers of the People" portion of the episcopal morning prayer service. Consider keeping those parts of the bulletin, to use in prayer at home.

We pray for the health needs of parishioners and their families and friends, for the families and friends of those who have died, and for the welfare of the parish, our larger society, and the environment. In 2023, we prayed for responsible, ethical, compassionate leadership at all levels of government.

Future plans include adding occasional in-person prayer team gatherings in the church library and/or in Suki Gadwa's home. We plan to reinstate a corner with spiritual writings to borrow from St Peter's and personal libraries, with an anonymous drop-box for prayer requests.

Please contact [Suki Gadwa](#) with suggestions and questions. This ministry is open to anyone who prays.

Quilters

Submitted by [Audrey Notation](#)

The Quilters make tied quilts in thanksgiving for members of the parish and for those in need of our prayers. We also present quilts to baptismal candidates.

We are grateful for the support of St. Peter's and the ECW both for funding, for fabric donations and for the use of the closet.

Helping hands are needed to assist with the pinning and tying of the quilts. No experience needed – just knowing which end of a straight pin is sharp! We meet on Thursday between 10 am and 12 noon. Come, enjoy, meet new or old friends. Contact Audrey Notation at 203-271-0791 to learn more.

Tidiness Teams

Submitted by [Chris Aliano](#)

These teams are small groups of parishioners who work together to organize, declutter, clean, dust and do whatever else inspires us while caring for our spiritual home. Each team can choose its own schedule and process to ensure St. Peter's is a truly welcoming environment. Please contact [Chris](#) if you are interested in helping.

Current tidiness targets: Back Entrance/Hallways, Kitchen, Library, Narthex and Front Hallways, Parish Hall, Sanctuary, and Youth Room.

Hospitality / Fellowship Ministries

Hospitality

Submitted by [Wendy Ciaburri](#)

St. Peter's Hospitality Committee has a long-standing tradition of hosting receptions after funeral or memorial services held at St. Peter's. We provide cake and refreshments for baptisms and other celebratory gatherings. We hosted several receptions this year for baptisms, memorial services and Sandy and David's going away parties. If you like to bake or work in a group in the kitchen or like to serve others, please email [Wendy Ciaburri](#). All are welcome to join this rewarding ministry!

Coffee Hour

Submitted by [Wendy Ciaburri](#)

Coffee hour is a way for us to catch up with each other every week and to connect with those who may have joined us for the first time. Several ministries took a Sunday to host coffee hour at the beginning of the year, however most of the coffee hours were hosted by the same small group of people: Hilda Schmidt, Marj Chapman, Wendy Ciaburri, Kim Clarke, Cathy & Kym Molaskey and Sandra Holloran. Please look for Coffee Hour Training Sessions coming soon and consider learning and hosting!

Foyers

Submitted by [Christy Chandler](#)

During Fall 2022 - Spring 2023 there was an active group of parishioners who shared monthly dinners together. Hosting duties rotated each month with an average of 6 parishioners attending each meal. After a summer recess, an invitation was made to the congregation (via e-news and the ministry fair) for new Foyers groups to be formed. There were enough for 2 groups, each led by an experienced host, who served as coordination leader to ensure the group met each month. This is a great way to develop relationships and enjoy time together over a shared meal. We hope this ministry will continue to grow!

Meal Train

Submitted by [Christy Chandler](#)

Meal Trains are available for families experiencing a time of need due to health-related or other circumstances when the provision of a home-cooked meal would be appreciated. We have an extensive group of volunteers who readily respond to email requests when needed. We are always looking for others who might like to support this effort. We've successfully provided Meal Trains to parishioners this past year and are always at the ready!

Faith Formation Ministries

Women's Faith Sharing

Submitted by [Martha Blume](#)

Women's Faith Sharing — formerly known as Mothers and Others -- invites anyone who identifies as a woman — with or without children — to gather weekly in a supportive and safe environment, sharing our walk in faith through reading, conversation, prayer, and lots of laughter. Our gatherings usually involve a book discussion but are sometimes simply for fellowship. We meet at 6:30 p.m. in St. Peter's library on Mondays throughout the school year. Come as little or as often as you like.

Living the Questions

Submitted by [Andrea Hoslett](#)

This intergenerational group, led by Andrea Hoslett, meets weekly on Wednesdays at 1 pm in the St. Peter's library. We explore group-chosen topics on spirituality and religion. With videos and books as a springboard, the discussion is thought-provoking and lively.

Membership is fluid and all are welcome to join us as schedules permit.

Ministries that Reach Beyond Our Parish

Eco-Justice Council

Submitted by [Joy Bonitz](#) and [Marj Chapman](#)

Our Mission: To work together to build a just and sustainable ecological ethic that informs our actions every day, based on cooperation, mindfulness, simplicity, temperance and respect for nature. Join us in strengthening our parish's commitment to environmental consciousness and working with the Episcopal Church in Connecticut, other faith communities and business and government advocates.

A quick look at our 2023 actions and successes.

We offered a series of forums to inform and engage both St. Peter's parishioners and those in the broader community:

June – **A Solar Panel Forum** was held on June 12, featuring parishioners who have added solar panels to their homes, and shared their successes, challenges and learnings.

July – **Recycling Facts** led by CT DEEP expert Emma MacDonald.
and

Home Energy Solutions led by Terri Eickel from the Interreligious Eco-Justice Network.

We opened the church to a series of **Friday Night Movies** for families and friends to join us for a pot-luck dinner, followed by a movie and community conversation.

Our signature project for 2023 was **The Active Hope Action Team's Contain&Sustain**, a months-long campaign to minimize single-use plastic and food waste. We were again awarded The Jack Spaeth Creation Care Environmental Grant from ECCT and launched a matching grant community crowdfunding campaign supported by Sustainable CT in late summer. We are continuing this effort by presenting a workshop: **Fight Food Waste** with the free distribution of Contain&Sustain reusable silicone containers.

We also maintained our **Boulder Knoll Community Farm** garden plot, where parishioner-volunteers help prepare, plant, weed, water, and feed our vegetables. We share the garden's bounty with our parish community and GWIM and are always looking for more help – no expertise required. Come dig with us.

In addition, we sponsor programs throughout the year, including planning worship services around creation care. We partner with belong to the ECCT Creation Care Network and Cheshire Creation Care. To learn more about our efforts this year, and stay up to date on our events, [please visit and bookmark the St. Peter's Eco-Justice Council web page.](#)

Racial Understanding and Equity

Submitted by [Deana Rozak](#)

The St. Peter's Racial Understanding and Equity Group is a safe space for difficult, but respectful and transformative, discussions on race, racism and how to be an antiracist. We are striving to be a community where love and trust triumph over fear and hatred, where peace with justice prevails and where **all people** are cared for and treated equally and with respect.

In 2023 a small group, led by Joe D'Agostino, completed a second session of the Sacred Ground Dialogue 11-part curriculum featuring powerful online documentary films and readings that focus on Indigenous, Black, Latino and Asian/Pacific American histories as they intersect with European American histories. [Learn more about Sacred Ground on the Episcopal Church's web site.](#)

Due to family responsibilities, Joe has withdrawn from leadership of this important ministry. Deanna Rozak has offered to co-lead this effort with another interested parishioner. [Please contact Deanna](#) directly to learn more.

Outreach Committee

Submitted by [Barb Sireno](#)

Our Mission Statement is: "Keeping in mind St. Peter's Mission Statement which seeks to see Christ in all persons, the Outreach Commission endeavors to inform and educate the parish about those needs which come to its attention." The Commission allocates funds to meet needs locally, nationally and internationally. The focus is always on the poor and oppressed.

Our funds now come from a percentage of the annual pumpkin sales, and we focus more on what parishioners can do individually and voluntarily to respond to needs at various times of the year.

The parish collects non-perishable food, and \$\$ contributions, the first Sunday of each month to give to the Greater Waterbury Interfaith Ministries emergency food bank. We also provide funds to support their summer camp with noon meals for campers from Waterbury's inner-city. Outreach provided \$500 and \$1,020 was donated by parishioners.

We continued our commitment to support the education of Jefferson David Rosales Cruz at El Hogar in Honduras for another year at \$1,500. The parish provided eleven needy school children with backpacks filled with school supplies and some school uniforms for their start back to school. Parishioners donated most of these supplies.

Outreach Commission members include Hilda Schmidt, Barb Sireno, Ana Dunlop, Marj Chapman, Wendy Ciaburri, Peter Festa, Christy Chandler, Anita Linsley, Mary Ellen Morgan, Jayne O'Brien, and David Stayner. We welcome any parishioner who would like to join this effort.

Greater Waterbury Interfaith Ministries

Submitted by [Barb Sireno](#)

The Greater Waterbury Interfaith Ministries (GWIM) is an organization formed by different faith communities to help the poor in the Waterbury area. Its focus is feeding the hungry with its soup kitchen and emergency food bank, though it provides other services as well.

St. Peter's Church has donated non-perishable food and money on the first Sunday of every month for some years to GWIM. In 2023, parishioners' financial support for the food pantry was \$3,850. In addition, since they started a summer camp (Kidz Club) for inner city kids a few years ago, we have helped provide camperships and other support. In 2023 we contributed a total of \$1,500 for Kidz Club. Parishioner contributions and Outreach all contributed to that effort.

Some parishioners contribute directly to GWIM, and also donate their services. We thank them for their generous help to a worthy organization.

Currently we have several parishioners who deliver the food after the first Sunday collection but could use more. The food can be delivered any day between 9 – 1, Monday – Friday. If you could deliver for a month or two, we could use your help.

Chapel on the Green and CT Foodshare

Submitted by [Wendy Ciaburri](#)

Chapel on the Green is both a liturgical service and a charitable event which offers simple lunches to anyone in need every Sunday afternoon on the green behind Trinity Church in New Haven. In April, St. Peter's parishioners donated food and prepared 200 bagged lunches for those in need and in December, parishioners made chicken soup for 100 as well as 100 sandwiches and snacks. A small group of parishioners participated in the service in New Haven and passed out the lunches.

In March a group of 3 youth and 6 adults sorted food at the Connecticut Foodshare warehouse in Wallingford. Connecticut Foodshare is a member of the Feeding America nationwide network of food banks and supports individuals and families – from one end of the state to the other – by addressing root causes, creating long-term solutions, and distributing nutritious food through local partner programs to alleviate hunger. Our group sorted and bagged 400 pounds of radishes (the green tops had to be removed). The radishes were to be distributed at mobile food pantries and the green tops went to *Quantum BioPower*, a food waste-to-energy plant in Southington.

St. Peter's Events

Dr. Martin Luther King, Jr. Day Children's March for Peace

Submitted by St. Peter's Vestry

On January 15, 2023, at 1 pm St. Peter's Church was the host for the second annual children's march, sponsored by the State of Connecticut's Commission on Human Rights and Opportunities. This event celebrates the power of children to make a difference. It focuses on our children as catalysts for manifesting Dr. King's vision of inclusion, nonviolence, and respect for the rights of everyone. Celebrating Dr. King's life and teachings, we ring bells, walk together, and pause at historic landmarks to learn about the history of slavery in our town and to inspire us to build a more equitable future for all.

Community Pumpkin Patch

Submitted by [Wendy Ciaburri](#)

The Community Pumpkin Patch had another successful year of sales for its 18th year. Pumpkin Patch sales were \$12,081.50! Pumpkins USA receives 67% of pumpkin sales and a check was sent to them for \$8,058. Our pumpkin selling partners, *CHS Best Buddies* and *ReRead Book Store* each received a check for \$1,341.00. Our St. Peter's Outreach team received \$1,341.00 as well. The other groups involved with the patch are Boy Scout Troop 198 for set up and clean up, Bob Thatcher for wagon and unloading ramps, CHS Girls Softball team for unloading (as well as CHS Best Buddies and other students). Many volunteers have experienced special connections with people from our community while working at the patch. Because it requires many groups to run, it can be said that it truly is a **Community Pumpkin Patch**.

St. Peter's Golf Tournament

Submitted by [Kim Clarke](#)

The 2023 11th annual golf tournament was held in honor of our tournament founder and good friend of St. Peter's, the Rev. Ray Andersen. The tournament was held at the Robert Trent Jones Golf Course at Lyman Orchards. It was a sunny day and we accomplished, exceeding by a bit, our goal of \$10,000 profits. The funds of this event are placed in the operating fund and used to support ongoing programs at our church – Christian education, music, and worship – to name a few.

The tournament's success was the result of the coordination and help of many parishioners. Special thanks to Charlie Waggoner, Jane and Jim O'Brien, Kim Clarke and Hilda Schmidt who comprised the primary team. Along with these folks, there were many, many volunteers; donating raffle and silent auction items, running the welcome table, soliciting sponsors, helping with advertising, and playing in the tournament itself!

As the tournament does not have a primary volunteer to coordinate the tournament next year, there are no plans to host a tournament in 2024.

Christmas Bazaar

Submitted by [Wendy Ciaburri](#)

After a 4-year hiatus, the Christmas Bazaar was held on December 2nd from 9 am – 2 pm. The format was changed to include 8 vendors and team leaders for each table, with a raffle item on each table. Many, many St. Peter's parishioners assisted in making this Bazaar a fun time for all and a monetary success. We made \$3,300 which was put into the Operating Fund! We have "regulars" who have shopped at our Bazaar for years and they were happy to see us back in business!

The St. Peter's team leads were as follows:

Soup & Bread lunch – Beryl Lyons, Barbara Sireno, Anita Linsley

Jewelry table – Jayne O'Brien, Kym & Cathy Molasky

Bake table – Marj Chapman & Sandra Benoit

Holiday Decorations – Hilda Schmidt & Jayne Krasney

Handiwork table – Audrey Notation & Wendy Ciaburri

Holly & Pine Center Pieces – Kelly Krasney

Kids table – Amy Kosciuk

Pet Gifts – Eileen Rooney & Kim Donaldson & Wendy C.

Local Vendor Coordination – Amanda Salvo & Wendy Dringoli