



*“Neighbors Helping Neighbors”—the MLK Day Food Drive*

# 2023 Annual Report

St. James' Episcopal Church at Mount Vernon  
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*Empowered by the Holy Spirit to be faithful disciples of Jesus, St. James' Episcopal Church serves as a beacon of God's love and as a caring Christian family for the community, the nation and the world by seeking to restore all to unity with God and one another and by proclaiming the Good News through worship, witness, education, fellowship and service.*

## Message from the Rector

Dear People of St. James',

2023 was a full year in the life of St. James'! Just when the church began to feel "normal" after the disruptions of the pandemic, I went on sabbatical. It has been said that change is the new normal. That's not just because of the pandemic, but it is true in so much of our lives. Nonetheless, we hold fast to what is unchanging... God's love for the world made known through Jesus Christ.

Sabbatical was a tremendous gift for me, and I am so grateful that St. James' made it possible. During my absence, the members of the church exercised their gifts for ministry and leadership in the context of Morning Prayer. The congregation reflected on the work and mission of St. James', articulating fears and concerns as well as hopes for the future. I have heard many reports about these conversations, which I believe strengthened our sense of community and participation. That was my sabbatical hope for St. James'.

Certainly, the agonizingly slow process of selling the rectory has hung over the church. 2023 budgets were premised upon a quick sale; instead, the church incurred unexpected costs and extra expenses. The Vestry has tended this process with care, and we do anticipate completing the sale in 2024. The sale won't change everything, but it will help us look to our financial future.

Since the pandemic the Vine Preschool has been operating on a reduced lease, proportional to their reduced attendance. I'm pleased to share that this year the Preschool will be returning to full capacity and full monthly payments. The success of the Preschool is important to St. James', and we are so grateful to have the church filled with children during the week. Their visible presence at play in the yard announces to all that St. James' is open and welcoming.

Nicolle Rusnak joined the staff last spring as Parish Administrator. Nicolle brings new ideas and energy, and she arrived just in time to learn the ropes right before my sabbatical. Nicolle and Alan Moser do fantastic work to support the church, in more ways than can be counted... thank you!

St. James' struggles with the same issues that so many churches struggle: membership and money. Yet we continue to be a strong and healthy community, as we remain faithful in worship, faithful to one another, and faithful to the needs of the world. In the midst of change and challenges, we thank God for all the ways in which we have been blessed.

In Christ, *Charles+*

# Minutes from the January 2023 Annual Meeting

January 22, 2023

Father Charles Brock called the Annual Meeting of the Parish to order at 11:09 a.m. He led the parish in opening prayer.

The minutes of the 2022 Parish Meeting were presented. Mary Blair moved that the minutes be approved as written. Bob Blair seconded the motion. The minutes were approved unanimously.

Parish Treasurer Mike Morgan presented the Year-End Financial Report for 2022. Mike discussed the actual receipts and expenditures and answered questions concerning his report.

The Budget for 2023 was presented. Individual line items were discussed, and questions were answered.

Chad Duffield presented an update on the sale of the Rectory. The update included subdividing the land to allow for the sale of two lots. Andy Wormser moved to authorize the St. James Vestry to sell the two lots with the net proceeds to be used to pay down the principal of the church mortgage. Suzanne Synnestvedt seconded the motion. Discussion was held and questions were answered. Ballots were distributed and collected. Following the counting of the ballots, Susan Clark, Register, provided the results to Fr. Charles, who announced the motion passed by vote of 23-1.

Andy Wormser, Sr. Warden, presented the nominees for Vestry: Marghe Bowker, Ellen Cleary, Diana Courtney, and Suzanne Synnestvedt. A motion to elect the nominees by acclamation was made by Mark Braden. Bob Blair seconded the motion, and the nominees were elected by unanimous vote.

Andy Wormser, Senior Warden, presented the Warden's comments, expressing his thanks for allowing him to serve. Fr. Charles expressed thanks for the Vestry service provided by Andy Wormser, James Eustis, and Mary Bramley. A token of gratitude was presented to each.

Fr. Charles spoke briefly about the health of the church and looking forward to returning to more normalcy in this upcoming year. He expressed his gratitude for the support of the Vestry during 2022.

Fr. Charles closed the meeting with prayer at 12:10 p.m.

*Susan Clark, Register*

## Senior & Junior Wardens

As we gather to reflect upon the past year, it is with gratitude and a sense of community that I present to you the annual Warden's Report for 2023.

Despite challenges such as the departure of some key members of the church and the sabbatical of our priest, we have emerged stronger and more united as a parish family.

Speaking of Charles' sabbatical, this period allowed us to come together as a parish, deepening our bonds and reinforcing our commitment to the spiritual well-being of our community. In the absence of our priest, we took this opportunity to evaluate our priorities, engaging in thoughtful discussions and prayerful discernment. The strength of our parishioners' commitment was truly remarkable, and it served as a testament to the resilience of our faith community.

One of the significant initiatives undertaken during this past year was our ongoing efforts to sell the rectory. We recognize the importance of putting our financial house in order to ensure the long-term sustainability of our parish. Through the dedication and hard work of many, we have made strides in this endeavor, and we appreciate the support and understanding of the entire congregation as we navigate this process. We are assured that this effort will be completed in full in the coming year and we appreciate the continued patience of all as we work through the myriad tasks and administrative details to enable this action.

Despite the challenges, our parish continued to thrive, and we found joy in coming together through events like the successful Lenten program, Lent Madness. This engaging and fun initiative provided a unique opportunity for our community to learn about the men and women comprising the Church's Calendar of Saints. The enthusiasm and participation were truly inspiring, reinforcing our commitment to spiritual growth and education within our parish.

As we look ahead, we are filled with hope and optimism for the future of St. James'. Our shared experiences this year have strengthened the bonds of our community, and we are confident that, with faith as our guide, we will continue to navigate any challenges that come our way. May God's grace continue to guide and bless us in the coming year,

*Chad Duffield, Senior Warden / Mike Morgan, Junior Warden*



## Christian Education

Sincere thanks to everyone who contributes to the ongoing Christian Education effort at St. James. The effects and reach of these efforts cannot be quantified and are so much appreciated.

In 2023, we tried something new and exciting and had a very good turnout for it. We participated in a Lenten program called March Madness, Saints version. We learned about and advocated various saints for advancement through a process of voting and elimination to one ultimate winner. The saints were chosen for their self-sacrifice, witness, virtue and accomplishments. This was a tough and close process as all of the saints are deserving, however, Martin de Porres, the patron saint of race relations, of hair stylists, of public schools, and of those who work for public health, won in the final round.

In April, 2023, Fr. Charles presented a compelling class on seminarians, their presence with us, and the requirements they must meet for their degrees. Seminarians grow into their priestly identity through field education, and St. James has hosted a number of them over the years. Fr. Charles took special training at the Virginia Theological Seminary to supervise these seminarians. And our closeness in proximity to VTS has encouraged this ongoing relationship. We learned that three unique things priests do is consecrate the bread and wine, celebrate, and proclaim God's blessing and forgiveness. Seminarians grow into their priestly identity through field education, and it is a continuing and vital purpose to support them in that.

In June, 2023, we had a Sunday forum focused on Fr. Charles sabbatical and who would handle which duties during his absence. The guidance is that a priestly sabbatical is earned at a rate of three months per every seven years of service. It is a time of reflection and renewal for both priest and congregation.

The weekly Wednesday Zoom Bible study continued under lay leadership in Fr. Charles' absence. The book of Exodus was read and discussed, with many applications to modern times. All are invited to attend the Bible study going forward and a new book of the Bible will be selected to be read as Exodus has been concluded.

Submitted with gratitude,

*Suzanne Synnestvedt, Vestryperson for Christian Education*

## Administration & Finance

This year marked a significant transition in the Administration department, following the departure in 2022 of Jenny Kennedy, we hired Nicolle Rusnak as our new parish administrator. Nicolle hit the ground running and made a profound impact leading up to and during Charles' absence. She and Alan kept things running smoothly as many have noted throughout the year. We are pleased to report the completion of audits for both 2021 and 2022 with no critical findings, demonstrating our commitment to transparency and financial responsibility. Aimee Bramley and Mike Morgan continue to keep us on good financial footing and their years of experience ensure that we follow best practices in terms of accounting and money management.

Regarding the ongoing efforts to sell the rectory, we acknowledge the additional costs incurred in preparing the property for sale. However, we anticipate that being completed in the near future, that will significantly alleviate the strain on our operating budget. This strategic move, combined with prudent financial planning, has allowed us to present a balanced budget for the upcoming year. We are optimistic that the sale of the rectory will not only replenish accounts where necessary but also provide the opportunity to eliminate our substantial mortgage payment, paving the way for future financial stability and growth.

*Chad Duffield, Vestryperson for Administration & Finance*



## Music

Music is an important part of worship at St. James', and our music program aims to provide faithful musical leadership for corporate worship. Hymns and other musical offerings are prayerfully planned to complement the other portions of the liturgy for Sundays and other services. We continue to sing a variety of hymns and had the opportunity to observe Morning Prayer with canticles regularly during the Rector's sabbatical. In addition, three services of Choral Evensong were presented during the year, for Trinity Sunday in June, for the Feast of St. James of Jerusalem in October, and a more contemplative observance for the Second Sunday of Advent in December. Additionally, organ meditations for Good Friday were offered following the noontime Stations of the Cross. On Christmas Eve, the choir presented a choral prelude of three anthems recounting the story of the Christ child's birth.

The Wicks pipe organ remains in good repair. Having three technician visits per year for tuning and corrective maintenance has been effective and continuation of this policy is recommended. Although we did have an unexpected repair when a circuit card controlling the flute stops in one portion of the organ failed, our organ technicians were able to respond quickly, diagnose the fault and replace the card with one that was, fortunately, in stock. Only one Sunday's service was affected. Otherwise, the organ is functioning well, with only minor, known, deficiencies that do not restrict its usefulness to support worship.



The choir continues to be faithful worship leaders. As reported last year the scope and style of choir participation in Sunday worship has changed to reflect the demographics and size of the choir. Our modified rehearsal schedule incorporating Saturday morning rehearsals (9:30–12 noon) about every three weeks, in addition to Sunday morning warmups for the 10 am worship service seems to have worked well for our choristers. No auditions are required to join the choir. Come join us – we have the best reserved seats for every Sunday morning worship service!

*Alan Moser, Director of Music*



## Evangelism & Publicity

St. James' continues to strive towards growth and being an integral part of our local community. We utilize Facebook and our local online Nextdoor and community websites and social media pages to spread the word and announce our services and events. We stream the service on our Facebook page that welcomes visitors, shut-ins, and parishioners that have moved away to join us on Sunday morning—or on Tuesday, which is our highest activity day on Facebook! In comparison to other churches in the area, we are number two in engagement. We will continue to use Facebook as our connection to current and former parishioners and NextDoor to reach out to the community.

*Ellen Cleary, Vestryperson for Evangelism & Publicity*

## Fundraising

This year, with the help of dedicated volunteers, we moved the yard sale from an annual event to one held once a month from April through November. Maureen Helvey spearheaded a campaign to get flyers out and promote the sales. The aim for 2024 is to continue the monthly craft/yard sales. All vendor space rental income went to the Fund.

Donated jewelry items were sold on eBay and the proceeds from those sales have gone into the Fund.

The pecan sale is nearly complete and is expected to net approximately \$3000.

*Ellen Cleary, Vestryperson for Fundraising*



## Plant & Property

We have an aging building, and it was showing in 2023. While we had actually accomplished a lot in the very recent years, including replacing our sanctuary windows, renovating the boiler, installing new flooring in the hallways, replacing multiple actuators in our HVAC system, and replacing the outside protective glass over our cross, we also gave our landscaping pretty much a complete makeover.

In 2023, we had to pay attention to our outside trim, soffits, fascia boards, lights, siding and gutters - mostly around our sanctuary, the front of our building and out the doors to our memorial garden. Water, insects and yes, squirrels were taking advantage of poor workmanship of siding, gutter and drip edge installation, creating rotting wood, sagging gutters, and peeling siding. Further decay would jeopardize our building integrity further. Many of these issues were addressed and corrected, but of course at a cost, overspending our maintenance line by over \$20K. Additionally, we had many internal lights burned out in the hallways, classrooms and offices, not to mention our streetlights and front building lights. We made a commitment a few years ago to replace all light with brighter LED lights, which helps lowers our future utility costs. I am happy to say we have all external lights working and you may have noticed the same in our brighter hallways and library.

Future repairs are always around the corner. We do have an aging roof (sanctuary roof okay) that will need replacement soon, (within 3 years) and our HVAC unit is limping forward, but currently functioning well considering the turn of weather. But we will also need fresh paint outside and in, new carpeting and more indoor lights to repair. While we had to "borrow" from some of our precious reserves from the back page in order to accomplish these needed repairs this year, we are determined to pay back the reserves with the sale of our rectory and half acre in the short future.

*Mike Morgan, Vestryperson for Plant & Property*



## Mission & Outreach

We learned from Peg Iber that Outreach has been at the core of our church since its founding. During 2023 St. James' parishioners lived up to our motto of Faith, Works & Family.

Mission #1: We continued our tradition of choosing gifts through Episcopal Relief and Development. We donated a total of \$1,406 for child nourishment, clean water, newborn & mother care, goats, and vocational education.

Mission #2: Through the Adopt-A-Native-Elder Program St. James donated \$1,175 to provide Navajo Elders with essential food, firewood, and yarn for weaving. "Your open hearts and ability to give truly make a difference in the lives of our old ones," they wrote us.

Mission #3 was new, when we learned that the poorest families along our Route 1 corridor are desperate for fresh fruit. We set out to deliver fruit every week from July-October. This was perfect, the time when fruits ripen and flood the market. By buying in season, and on sale we maximized the amount of fruit delivered, 2,310 pounds for \$1,505 over 15 weeks.

Mission #4 finished the 2023 year by providing 32 Route #1 children with at least 2 wrapped gifts worth about \$25 each. This means the parishioners donated at least \$1600 for The Angel Gift Tree. We delivered the bags of gifts to Rising Hope on Dec. 6, with the certainty that Rising Hope knows the needs of the local families.

Two teams of 5 cookers each provided Hot Lunches & Salads for the Rising Hope homeless on the 1<sup>st</sup> and 2<sup>nd</sup> Thursdays every month. Two St. James young people joined as cookers, giving us 6 on each team and flexibility for vacations and absences.

On MLK Day of Neighbors Helping Neighbors in January 2023, St. James collected food for the Rising Hope pantry. In addition, parishioners brought items every Sunday for the Red Wagon. The total delivered from these two projects was 980 pounds of food. These are continuing outreach projects.

The Outreach Committee, which includes everyone interested, meets yearly in late Jan. to decide on the Quarterly Missions and activities for the year. Please join us; everyone is invited to be members.

*Marghe Bowker, Vestryperson for Mission & Outreach*

## Parish Activities

The people of St. James showed great community and fellowship in 2023. We held several events during the year to build up the bonds of the family of St. James. The first few months of the year included the Annual Meeting potluck, Shrove Tuesday pancake supper with Bingo, and Easter egg hunt and dessert potluck on the grass near the front of the church. Alan Moser provided two delightful choral evensong services to unite the congregation through music and worship. We indulged our sweet tooth cravings by celebrating the Feast of St. James, Father Charles' sabbatical departure, with cakes and dessert. Outdoor worship, a potluck for Start-Up Sunday, and a cookie exchange to welcome Father Charles back from sabbatical rounded out the end of the year.

I am grateful to all of you that were part of these gatherings throughout the year and were nourished in body and Spirit. Psalm 107:9 reads "For he satisfies the thirsty and fills the hungry with good things". Thank you to Jesus and the people of St. James for all the good things we experienced together in 2023.

*Diana Courtney, Vestryperson Parish Activities*

## Daughters of the King

The Daughters of the King were thrilled to welcome Mary Ellen Hook into the order in 2023. We participated in the Fall Assembly for the Diocese of Virginia where we learned how to create prayer stations and learned from Rev. Melanie Mullen, Director of Reconciliation Justice and Creation Care, Office of the Presiding Bishop of the Episcopal Church. She spoke about the intersection of our vows of prayer, service, and evangelism with creation care. She shared about different prayers we could use, such as a Collect for Hurricanes, and how we can participate in ecojustice. In the new year, we look forward to service projects and hosting the Spring Assembly for DOK.

*Mary Bramley, Daughters of the King President*

## Altar Guild

As we reflect on the past year, the Altar Guild extends heartfelt gratitude to our dedicated team of volunteers. Your commitment to setting the altar, caring for linens and vessels, and adorning St. James' for special occasions has added a touch of grace to our worship. We especially offer our sincere gratitude to Peg Iber, our longtime Altar Guild Chairperson, for her unwavering leadership and commitment. Under her guidance, the Altar Guild flourished, and we hope to maintain her high level of service.

The Altar Guild asks you to consider joining us in this serene and contemplative ministry of service. Embrace the opportunity to contribute to the spiritual atmosphere of St. James' and deepen your connection with the community. Look for more information in the ePistle!

*MacKenzie Duffield, Altar Guild Chairperson*

## Report on the Sabbatical

On July 9, we sent Charles on a sabbatical time of rest and renewal. The following week St. James' began its own sabbatical work of reflection on who we are and want to be as a church. Presentations during Morning Prayer covered the founding of the church, the importance of Outreach and of Parish Life, and personal sharing of the importance of this community. We reflected on our future—our concerns and fears and our hopes and aspirations. The following themes emerged from these conversations:

Concerns: declining membership; lack of active committees; lack of draw for younger families and other groups. Suggestions: more community engagement and outreach; reconnecting with inactive members; enhanced fellowship and inclusivity; community collaboration; visibility and welcoming initiatives.

A special thank you to Chad Duffield and the Vestry for their leadership during this time, to Peg Iber for pastoral care, and to Alan Moser and Nicolle Rusnak for their faithful support of the church during Charles' Sabbatical.

*Mary Bramley, Sabbatical Committee*



## Diocesan Annual Convention

The Diocese of Virginia held the 229<sup>th</sup> Annual Convention in Fredericksburg from November 2 to November 5. This was Bishop Stevenson's first pastoral address he focused on "closing the gap between religion and life." From this, The Rev. Canon Chanta Bhan was introduced as the Canon for Discipleship. Additionally, we heard from Bishop Gayle Harris about her time in Israel and praying with a Muslim family. They spoke no English and she spoke no Arabic, but they came together under the same God, the God of Abraham and Muhammad, to pray for healing for a young boy.

The Diocese introduced a new logo, removing the slave ships and updating to represent who the Diocese is now. The website was also updated from thediocese.net to episcopalvirginia.org.



The \$10 million that was approved two years ago for Racial Reconciliation work through the selling of real estate has begun but not completed. The Racial Justice taskforce will be holding listening sessions in 2024 so we can share what we want to result. The Rev. Dr. J. Lee Hill, Jr. was made Canon for Racial Justice and Healing, giving him more direct access to the Bishop.

Resolutions: R1a says that while there will be electronic versions of the BCP, there will still be printed editions. R2a allows for the transfer of Bishops and Deacons between dioceses, similar to the existing process for Priests. R3s calls on the Diocese to endorse state legislation to establish "by right" development of affordable housing on land owned by any church, faith community, or religious institution within the Commonwealth of Virginia. In response to the outbreak of war between Israel and Hamas in Gaza, R4s urges churches of the Diocese to pray fervently for peace; make donations to address the acute medical needs in Gaza; denounce acts and expressions of religious bigotry toward Muslims and Jews in our communities; advocate for a two-state solution for Israel and Palestine; and bring to justice the perpetrators of the October, 2023 massacre in Israel.

Lastly, the budget was passed. There were more funds than projected in 2022 and more churches are closer to the 10% tithe than was expected. Because of this, no programs were cut and no line items had to reduce their budgets.

*Mary Bramley, Delegate to Annual Convention*

## Budget: 2023 Actual & 2024 Approved

REVENUE		Budget 2023	Actual 2023	Approved 2024
	<b>Uncommitted Giving</b>			
1	Loose Plate	2,751.00	2,629.33	2,500.00
2	Repeat Donations	8,750.00	10,176.20	8,500.00
3	<b>Total</b>	<b>11,501.00</b>	<b>12,805.53</b>	<b>11,000.00</b>
	<b>Committed Giving</b>			
4	Pledges	184,670.00	176,981.95	174,200.00
5	Prior Year Pledges	500.00	1,965.00	1,000.00
6	<b>Total</b>	<b>185,170.00</b>	<b>178,946.95</b>	<b>175,200.00</b>
	<b>Other Income</b>			
7	Building Use	1,500.00	1,308.00	1,300.00
8	Vine PreSchool Rent	25,944.00	26,588.00	35,482.50
9	Vine PreSchool Utilities	10,560.00	12,606.00	13,200.00
10	Rectory Rent	23,425.00	13,190.00	-
11	Ghana Methodist	20,400.00	20,400.00	20,400.00
12	Fund Raising	4,000.00	4,128.79	6,000.00
13	<b>Total</b>	<b>85,829.00</b>	<b>78,220.79</b>	<b>76,382.50</b>
14	<b>Interest Income</b>	1,500.00	1,769.62	800.00
15	<b>Total</b>	<b>1,500.00</b>	<b>1,769.62</b>	<b>800.00</b>
16	<b>Total Revenues</b>	<b>284,000.00</b>	<b>271,742.89</b>	<b>263,382.50</b>

EXPENSES		Budget 2023	Actual 2023	Approved 2024
	<b>Parish Ministries</b>			
17	Senior Choir	350.00	249.80	250.00
18	Worship Support	300.00	129.88	150.00
19	Altar Support	300.00	182.90	200.00
20	Fellowship	550.00	324.14	325.00
21	Growth/Evangelism	1,250.00	103.04	250.00
22	<b>Total</b>	<b>2,750.00</b>	<b>989.76</b>	<b>1,175.00</b>
	<b>General Ministries</b>			
23	Diocesan Pledge	2,000.00	2,000.00	2,000.00
24	Potomac Region 6 Pledge	200.00	0.00	50.00
25	Stewardship	250.00	394.33	240.00
26	<b>Total</b>	<b>2,450.00</b>	<b>2,394.33</b>	<b>2,290.00</b>

## Budget (continued)

<b>EXPENSES</b>		<b>Budget 2023</b>	<b>Actual 2023</b>	<b>Approved 2024</b>
	<b>Maintenance</b>			
27	Church Maint.	10,000.00	41,158.69	13,500.00
28	Building Cleaning	6,050.00	6,298.54	6,300.00
29	Rectory Maint.	15,000.00	0.00	0.00
30	Lawns/Grounds	8,500.00	8,665.96	10,500.00
31	Front Yard Beautification	4,000.00	0.00	0.00
32	Organ Maint.	1,209.00	1,996.00	1,269.00
33	<b>Total</b>	<b>44,759.00</b>	<b>58,119.19</b>	<b>31,569.00</b>
	<b>Insurance</b>			
34	Liability Insurance	13,773.00	13,868.00	16,109.00
35	<b>Total</b>	<b>13,773.00</b>	<b>13,868.00</b>	<b>16,109.00</b>
	<b>Contingency Fund</b>			
36	Contingency Fund Repl	13,713.00	0.00	0.00
37	<b>Total</b>	<b>13,713.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Special Ministries</b>			
38	Field Education	1,750.00	1,250.00	0.00
39	Diocesan Convention	650.00	200.43	650.00
40	Clergy Conference	420.00	371.87	570.00
41	Sabbatical Fund	1,000.00	1,000.00	0.00
42	<b>Total</b>	<b>3,820.00</b>	<b>2,822.30</b>	<b>1,220.00</b>
	<b>Christian Growth</b>			
43	Youth Chr. Ed.	400.00	183.80	100.00
44	Adult Chr Ed	0.00	105.95	100.00
45	<b>Total</b>	<b>400.00</b>	<b>289.75</b>	<b>200.00</b>
	<b>Personnel</b>			
	<b>Rector</b>			
46	Salary	78,269.48	78,269.64	80,226.22
47	SS Offset	5,987.65	5,987.53	6,137.34
48	Travel Reimb.	1,000.00	1,000.00	1,000.00
49	Cont. Ed. Reimb.	500.00	500.00	500.00
50	Pension	15,156.12	15,166.32	15,535.02
51	Phone Reimb.	600.00	570.00	600.00
52	<b>Total</b>	<b>101,513.25</b>	<b>101,493.49</b>	<b>103,998.58</b>
	<b>Office Staff</b>			
53	Admin Asst Salary	14,080.00	15,824.03	19,614.44
54	<b>Total</b>	<b>14,080.00</b>	<b>15,824.03</b>	<b>19,614.44</b>

## Budget (continued)

<b>EXPENSES</b>		<b>Budget 2023</b>	<b>Actual 2023</b>	<b>Approved 2024</b>
	<b>Minister of Music</b>			
55	Salary	21,584.30	21,584.34	22,123.91
56	<b>Total</b>	<b>21,584.30</b>	<b>21,584.34</b>	<b>22,123.91</b>
	<b>Other Staff</b>			
57	Supply Organist	1,000.00	545.85	600.00
58	Supply Clergy	1,500.00	1,650.00	0.00
59	<b>Total</b>	<b>2,500.00</b>	<b>2,195.85</b>	<b>600.00</b>
	<b>Personnel Expenses</b>			
60	Payroll Taxes	2,730.00	2,861.63	3,192.98
61	Workmen's Comp	468.00	468.00	480.00
62	<b>Total</b>	<b>3,198.00</b>	<b>3,329.63</b>	<b>3,672.98</b>
	<b>Operations/Admin</b>			
63	Church Utilities	25,000.00	35,013.92	32,500.00
64	Rectory Utilities	500.00	509.16	400.00
65	Office Supplies	1,001.45	1,153.94	1,021.65
66	ADP and Credit Card Fees	450.00	342.97	345.00
67	Church Telephone	2,400.00	2,637.42	2,650.00
68	Copier Lease/Usage	3,240.00	3,284.70	3,300.00
69	Postage	300.00	111.70	250.00
70	Computer Maint/Supp	600.00	631.51	600.00
71	ACS SW/Tech Supp.	924.00	924.00	960.00
72	<b>Total</b>	<b>34,415.45</b>	<b>44,609.32</b>	<b>42,026.65</b>
	<b>Mortgage</b>			
73	Mortgage	25,044.00	37,565.88	18,782.94
74	<b>Total</b>	<b>25,044.00</b>	<b>37,565.88</b>	<b>18,782.94</b>
75	<b>TOTAL EXPENSES</b>	<b>284,000.00</b>	<b>305,085.87</b>	<b>263,382.50</b>
76	<b>TOTAL REVENUE</b>	<b>284,000.00</b>	<b>271,742.89</b>	<b>263,382.50</b>
77	<b>OPERATING TOTAL</b>	<b>0.00</b>	<b>-33,342.98</b>	<b>0.00</b>
	<b>NOTE: Assumes six months of mortgage payments (interest only).</b>			

# Rectory

		Budget 2023	Actual 2023	Approved 2024
	<b>Revenue</b>			
78	Rectory Sale	605,000.00	0.00	605,000.00
79	Land Sale	0.00	0.00	300,000.00
80	<b>Total Revenue</b>	<b>605,000.00</b>	<b>0.00</b>	<b>905,000.00</b>
	<b>Expenses</b>			
81	Mortgage Paydown	529,513.00	0.00	829,296.65
82	Rectory Conversion	25,000.00	70,332.53	25,000.00
83	Rectory Sale Closing Cost	21,500.00	0.00	21,500.00
84	Land Sale Closing Costs	0.00	0.00	10,500.00
85	<b>Total Expenses</b>	<b>576,013.00</b>	<b>70,332.53</b>	<b>886,296.65</b>
86	<b>GAIN/LOSS FROM SALE</b>	<b>28,987.00</b>	<b>-70,332.53</b>	<b>18,703.35</b>

## Summary of Restricted Accounts

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b><u>Temporarily Restricted Funds</u></b>				
1-8060 - Brotherhood of St. Andrew	\$794.18	\$0.00	\$0.00	\$794.18
1-8130 - Day School Escrow	\$4,338.00	\$0.00	\$1,388.00	\$2,950.00
1-8132 - Rectory Rental Deposit	\$2,900.00	\$0.00	\$2,900.00	\$0.00
1-8134 - Debt Reduction	\$3,000.00	\$2,500.00	\$0.00	\$5,500.00
1-8150 - Discretionary Fund/St. James'	\$350.00	\$300.00	\$0.00	\$650.00
1-8210 - Episcopal Relief & Development	\$0.00	\$395.00	\$395.00	\$0.00
1-8258 - Guardian Angels	\$500.00	\$0.00	\$0.00	\$500.00
1-8260 - Flowers	\$1,923.36	\$3,835.00	\$4,120.00	\$1,638.36
1-8263 - Fund For St James	\$18,050.00	\$400.00	\$0.00	\$18,450.00
1-8292 - Landscape Fund	\$0.00	\$1,010.00	\$875.00	\$135.00
1-8302 - Outreach - Book Sale	\$0.00	\$5.60	\$0.00	\$5.60
1-8320 - Memorial Fund	\$9,055.80	\$0.00	\$886.50	\$8,169.30
1-8331 - Mission of the Quarter - 1st Qtr	\$185.90	\$1,220.00	\$1,405.90	\$0.00
1-8332 - Mission of the Quarter - 2nd Qtr	\$0.00	\$1,175.00	\$1,175.00	\$0.00
1-8333 - Mission of the Quarter - 3rd Qtr	\$0.00	\$1,504.87	\$1,504.87	\$0.00
1-8367 - Sabbatical Fund	\$1,100.00	\$1,000.00	\$0.00	\$2,100.00
1-8368 - Supply Priest - Sabbatical	\$0.00	\$350.00	\$350.00	\$0.00
1-8370 - Seminarian Gift	\$0.00	\$1,004.44	\$1,004.44	\$0.00
1-8381 - STOP Hunger Now	\$750.00	\$1,185.90	\$185.90	\$1,750.00
1-8383 - Memorial Garden - Perpetual Care	\$1,410.88	\$2,000.00	\$80.00	\$3,330.88
1-8400 - Doug Mow Shrine Mont Scholar Fund	\$211.49	\$2,490.00	\$2,469.32	\$232.17
1-8492 - Community Yard Sale	\$0.00	\$2,228.79	\$2,228.79	\$0.00
1-8530 - Roof Fund	\$0.00	\$23,698.86	\$0.00	\$23,698.86
1-8822 - DF: Next Year Prepaid Offerings	\$0.00	\$100.00	\$0.00	\$100.00
1-8890 - Fairfax County Bike Trail	\$10,000.00	\$0.00	\$1,854.25	\$8,145.75
<b>Total Temporarily Restricted Funds</b>	<b>\$54,569.61</b>	<b>\$46,403.46</b>	<b>\$22,822.97</b>	<b>\$78,150.10</b>
<b><u>Permanently Restricted Funds</u></b>				
1-9010 - St. James' Endowment (MM)	\$26,508.65	\$0.00	\$0.00	\$26,508.65
<b>Total Permanently Restricted Funds</b>	<b>\$26,508.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,508.65</b>



# Balance Sheet

Accounts	Current Balance (Last Year)	Current Balance (This Year)
<b>Assets</b>		
<b>Cash and Cash Equivalents</b>		
1-1010 - Checking - Burke & Herbert	\$12,372.99	\$9,749.70
1-1015 - Burke & Herbert - Money Market Acc	\$50,007.66	\$2,031.00
1-1025 - Morgan Stanley CD	\$50,417.19	\$0.00
1-1030 - Morgan Stanley Savings	\$0.00	\$22,163.47
<b>Total Cash and Cash Equivalents</b>	<b>\$112,797.84</b>	<b>\$33,944.17</b>
<b>Accounts Receivable</b>		
1-1240 - Vine School Receivable	\$3,746.00	\$5,064.00
<b>Total Accounts Receivable</b>	<b>\$3,746.00</b>	<b>\$5,064.00</b>
<b>Prepaid Expense</b>		
1-1310 - Prepaid Mortgage	\$3,130.49	\$0.00
<b>Total Prepaid Expense</b>	<b>\$3,130.49</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$119,674.33</b>	<b>\$39,008.17</b>
<b>Liabilities, Fund Principal, &amp; Restricted Funds</b>		
<b>Liabilities</b>		
<b>Accounts Payable</b>		
1-2020 - Credit Card Payable	\$7,436.22	\$5,165.08
<b>Total Accounts Payable</b>	<b>\$7,436.22</b>	<b>\$5,165.08</b>
<b>Prepaid Income</b>		
1-2320 - Prepaid Ghanaian Methodist	\$0.00	\$1,700.00
<b>Total Prepaid Income</b>	<b>\$0.00</b>	<b>\$1,700.00</b>
<b>Total Liabilities</b>	<b>\$7,436.22</b>	<b>\$6,865.08</b>
<b>Fund Principal</b>		
1-3010 - Fund Principal	(\$4,842.67)	\$30,707.26
Excess Cash Received	\$35,549.93	(\$103,675.51)
<b>Total Fund Principal and Excess Cash Received</b>	<b>\$30,707.26</b>	<b>(\$72,968.25)</b>
<b>Restricted Funds</b>		
Total Temporarily Restricted Funds	\$55,022.20	\$78,602.69
Total Permanently Restricted Funds	\$26,508.65	\$26,508.65
<b>Total Restricted Funds</b>	<b>\$81,530.85</b>	<b>\$105,111.34</b>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>	<b>\$119,674.33</b>	<b>\$39,008.17</b>

## Summary Statistics

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Active Baptized Members	114	106	102	112	107	110	113	112	105	92	87
Avg. Sunday Attendance	74	71	70	58	60	55	55	54/27	36	36	33
Church School Students	8	19	21	15	10	11	7	10	5	7	0

\* In 2020, the Average Sunday attendance was 54 for January through March, and 27 for March through December when worship was conducted via Zoom.

# St. James' Annual Meeting Agenda

- |   |                           |
|---|---------------------------|
| 1. Call to Order                        | The Rev. Charles Brock    |
| 2. Opening Prayer                       | The Rev. Charles Brock    |
| 3. Approval of Last Year's Minutes      | The Rev. Charles Brock    |
| 4. 2023 Year-End Financial Report       | Aimee Bramley, Treasurer  |
| 5. Presentation of Approved 2024 Budget | Aimee Bramley             |
| 6. Update on sale of the Rectory        | Chad Duffield, Sr. Warden |
| 7. Vestry Nominations & Elections       | Chad Duffield             |
| 8. Warden's Comments                    | Chad Duffield             |
| 9. Rector's Address                     | The Rev. Charles Brock    |
| 10. Reporting of Election Results       | Susan Clark, Register     |
| 11. Prayers                             | The Rev. Charles Brock    |

## St. James' Episcopal Church

### **The Diocese of Virginia**

The Rt. Rev'd. E. Mark Stevenson, Bishop Diocesan

The Rt. Rev'd Gayle E. Harris, Assistant Bishop

### **Rector**

The Rev. Charles F. Brock

### **Staff**

Nicolle Rusnak, Parish Administrator

Alan Moser, Director of Music

### **2023 Vestry**

Chad Duffield (2024), Senior Warden, Administration & Finance

Mike Morgan (2025), Junior Warden, Plant & Property

Marghe Bowker (2026), Mission & Outreach

Ellen Cleary (one year, 2024), Evangelism & Publicity, Fundraising

Diana Courtney (2026), Parish Family

Suzanne Synnestvedt (2025), Christian Education

Register, Susan Clark

Treasurer, Aimee Bramley

### **Trustees**

Peg Iber, Lib Mueller, and Ray Smith

*St. James' Episcopal Church*

*5614 Old Mill Rd, Alexandria VA 22309*

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