

Christ Church Pittsford

2021 Annual Meeting

The 175th Annual Meeting

Mission Statement

The mission of Christ Church Pittsford is to bring all people to unity with God and one another in Christ by prayer, worship, proclamation of the good news and promotion of justice, peace and love.

In response to our mission, we commit ourselves to the following goals:

- To seek and serve Christ in all persons,
- To recognize and support the Godly ministries of all persons,
- To grow in faith and love through personal and corporate prayer, worship and study,
- To resist evil and to strive for justice and peace, recognizing the dignity and worth of every human being,
- To be stewards over God's many gifts to us,
- To live and proclaim the Gospel in our words and deeds, as we fulfill the baptismal covenant,
- To take our place in the life of the larger church.

***“You shall love the Lord your God with all your heart,
and with all your soul, and with all your mind.
You shall love your neighbor as yourself.”***

Matthew 22:35-40



ANNUAL MEETING AGENDA

Call to order by the Priest In Charge

- Opening Prayer
- Appointment of Clerk
- Appoint Tellers
- Approval of Minutes of the 2020 Annual Meeting
- Qualifications to Vote at Parish Meetings

“Persons of eighteen years of age or more, belonging to the parish, who have been baptized and are regular attendants of its worship and contributors of its support for at least twelve months prior to such annual or parish meeting or since the establishment of such parish shall be qualified voters at such annual or special meeting unless the Charter of By-Laws shall specify otherwise.”

Diocesan Canon 17, Section 2(c)

◆ Candidates for the positions to be filled:

- Church Warden: William Smith to serve as for a term of two years, until January 2023
- Vestry: Mark Dwyer, Jane Gorsline, Alan Jonason to serve Vestry terms of three years, until January 2024
- Diocesan Delegate: Jeff Burkey Three-year term, until January 2024
- Alternate Diocesan Delegate: Mary Ellen Stockham One year term; until January 2022

Opening of Polls

- Priest In Charge Address: The Rev. Dr. Ronald B. Young
- Warden Address: Bill Smith
- Treasurer’s Report: Terry Butwid
- Tellers’ Report
- Appreciation and thanks to retiring vestry members and committee chairs
 - Vestry Members –Amanda Dwyer, Walter Hickey, Bill Taylor
 - Delegates to Convention – Alan Lattime

Adjournment and Dismissal

NOMINATING COMMITTEE REPORT

Slate for the January 2021 elections:

For Warden (To be elected for a 2-year term)

Bill Smith

For Vestry (To be elected for a full 3-year term)

Mark Dwyer

Jane Gorsline

Alan Jonason

For Diocesan Delegate to Convention (To be elected for a 3-year term)

Jeff Burkey

For Alternate to Convention (To be elected for a 1-year term)

Mary Ellen Stockham

Current Vestry

Those whose terms expire in January 2021

Vestry Amanda Dwyer, Walter Hickey, Bill Taylor

Diocesan Delegate to Convention Alan Lattime

Those whose terms expire in January 2022

Vestry Gay Greene, Shirley Shaw, Will Vaules

Diocesan Delegate to the Convention

David Strong

Those whose terms expire in January 2023

Vestry Mary Ann Chiella, Eileen Kalbfus, Daryl Sharp

Diocesan Delegate to the Convention

Libby Bakken

Many thanks to the members of this year's Nominating Committee

The Christ Church Nominating Committee met via Zoom on December 3, 2020 to consider nominations for Warden, Vestry (3 members), diocesan delegate and alternate diocesan delegate, for the purpose of recommending a single slate of candidates to the parish. Committee members included Ron Young, Bill Smith and Hilary Guthrie (wardens), Gay Greene, Shirley Shaw and Will Vaules (vestry), Nicole DeBaal, Nancy Dhurjaty, Pat Hainen, Deb Lattime, Laurie Sorge, John Stewart and Dick Van Belzen (at large), and Thom Fogg (chair). The committee was successful in accomplishing its charge, and is pleased to recommend the candidates presented at the 2021 annual meeting. Ron and I once again thank the members of the committee for their willingness to serve the parish through this important task.

Thom Fogg

TREASURER'S REPORT

The Finance Committee maintains oversight of Christ Church finances. It reviews income and expense spending on a monthly basis. Based on these reviews, vestry representatives on the committee provide monthly feedback to the vestry at large for any necessary action. The committee also reviews endowment investment results on a monthly basis and makes performance comparisons against benchmarks. The committee periodically confirms whether investments are both within policy guidelines and sector allocations are consistent with current market conditions. On a yearly basis, the Financial Administrator proposes a budget. The Finance Committee reviews the proposed budget, modifies it where required, and passes it to the Vestry with a recommendation for approval.

The Treasurer's comments on the Finance Report will be read into the minutes.

CHRIST CHURCH PITTSFORD 2020 Finance Report - January 24, 2021

COVID-19 created some great challenges for the Church. From a financial standpoint, the Church had surprisingly good results. This was despite the fact that pledge and plate income were severely challenged with the closing of the church. Total offerings were \$110,000 below budget and \$143,000 below last year. Pledge income was \$44,000 below budget and \$76,000 below last year. (We do believe that some of the pledge shortfall will be made up this year.) Plate and other offerings, which are dependent on the church being open, were \$64,000 below budget and \$54,000 below last year.

We were fortunate in being able to defer the hiring of an assistant rector. This was the major factor in Worship Ministry expenses being \$126,000 below budget and \$96,000 below last year. Additionally, with the church being closed for most of the year, expenses in every expense category with the exception of music had significant saving. Music expense increased slightly due to the additional cost of the remote service, which provided outstanding music. In total expenses were \$186,000 below budget and \$185,000 below last year. All of this resulted in our net operating loss before support from the Endowment fund totaling \$82,000, which was \$69,000 better than budget and \$37,000 better than last year. This net operating loss amounted to only 2.2% of the three-year moving average of our endowment fund. (below our 4% goal).

During 2020 we spent \$33,000 on our audio visual and sound system to enhance our virtual services. We received almost \$24,000 in donations to offset these expenditures.

We had much discussion as to how to budget 2021 with the inability to determine the ending of COVID. Our budgets are typically made on a bottom-up basis, by forecasting our expenses, in conjunction with our support from the Endowment Funds at 4% of the three-year moving average. In this process we determine the income needed to support this budget. We decided to budget for a normalized year, which will give us some sense income needed to support the Church's operation. As we come out of COVID it will be a challenge to generate income necessary to support a normal operating budget, as we are dependent on the growth of new member to replace those lost to death our relocation. The current year will require continued flexibility and creativity in adapting to a continued difficult environment.

Despite all of the issues in our economy, investment performance was a bright spot. The Endowment Portfolio totaled \$5,120,000 at year-end 2020. For the year, the total investment portfolio returned 13.4% which was significantly better than the benchmark of 11.4%. Capitalizing on the strong market performance, the finance committee decided to set aside over \$350,000 for potential future needs. This reserve represents over two year's annual withdraw rate and will be available to the extent that the market has a significant correction. This will allow us not to be forced to sell securities at depressed prices, should that occur. At year end the total Portfolio with

approximately 59.0% in equities, 8.9% cash, 25.5% fixed income, and 6.6 % alternative investments (primarily real estate investment trusts and some gold).

From a balance sheet performance, the Church is in a strong position, with a net fund balance of \$5,572,000, with no debt at year end 2020. The bulk of our assets consist of the \$5,120,000 Endowment Fund, which is represented by \$574,000 allocated for Outreach, \$219,000 in other restricted funds and \$4,327,000 in unrestricted funds.

FINANCE COMMITTEE

Terry Butwid - Treasurer

Emily Wood – Financial Administrator

Peter Greves-Tunnell

Bob Green

Geoff Foley

Michael Lehman

Kay Marshman

Todd Rubiano

CHRIST CHURCH PITTSORD
 Comparative Statement of Income and Expenses
 (Unaudited) For the year ended December 31, 2020
 and 2021 Budget

<u>Income</u>	<u>2019 Actual</u>	<u>2020 Actual *</u>	<u>2020 Budget</u>	<u>2020 Budget V. Actual</u>	<u>2021 Budget</u>
Pledges Paid	\$ 589,941	\$ 514,125	\$ 558,578	\$ (44,453)	\$ 567,363
Prepaid Pledges	\$ 51,836	\$ 38,375	\$ 40,000	\$ (1,625)	\$ 40,000
Plate and Other Offerings	\$ 81,447	\$ 27,489	\$ 91,000	\$ (63,511)	\$ 89,000
Other Income	<u>\$ 33,560</u>	<u>\$ 28,773</u>	<u>\$ 36,000</u>	<u>\$ (7,227)</u>	<u>\$ 35,700</u>
Total Income	\$ 756,784	\$ 608,762	\$ 725,578	\$ 116,816	\$ 732,063
<u>Expenses</u>					
Mission					
Diocesan Support	\$ 129,652	\$ 125,606	\$ 126,806	\$ (1,200)	\$ 128,340
Worship Ministry	\$ 261,019	\$ 165,602	\$ 291,196	\$ (125,594)	\$ 292,033
Christian Education	\$ 36,878	\$ 26,014	\$ 35,415	\$ (9,401)	\$ 35,447
Music Ministry	\$ 136,412	\$ 139,315	\$ 135,379	\$ 3,936	\$ 139,071
Program Support	\$ 17,784	\$ 5,893	\$ 17,500	\$ (11,607)	\$ 17,500
Operations					
Facilities/Insurance Utilities	\$ 127,339	\$ 76,876	\$ 112,845	\$ (35,969)	\$ 111,616
Administrative Office	<u>\$ 166,821</u>	<u>\$ 151,478</u>	<u>\$ 157,903</u>	<u>\$ (6,425)</u>	<u>\$ 163,565</u>
Total Expenses	\$ 875,905	\$ 690,784	\$ 877,044	\$ (186,260)	\$ 887,572
Net Operating Income	<u>\$ (119,121)</u>	<u>\$ (82,022)</u>	<u>\$ (151,466)</u>	<u>\$ (69,444)</u>	<u>\$ (155,509)</u>
	3.4%	2.2%	4.0%		4.0%
Capital Expenditures	\$ 33,226	\$ 33,226	\$ 10,000	\$ 23,226	\$ 20,000
Less Gifts For Expenditures	\$ (9,650)	\$ (23,750)		\$ (23,750)	
Net Capital Expenses	\$ 23,576	\$ 9,476	\$ 10,000	\$ (524)	\$ 20,000
Total Deficit Supported by Endowment Fun	\$ (142,697)	\$ (91,498)	\$ (161,466)	\$ (68,920)	\$ (175,509)
NOI Transfers as a % of Three Year Moving Average	4.3%	2.4%	4.3%		4.5%

* Note: 2020 Results are Unaudited

CHRIST CHURCH PITTSFORD

Comparative Balance Sheet (Unaudited) Y/E December 31

	Year End 2019	Year End 2020
Assets		
Current Assets	\$ 131,229	\$ 147,531
Plant Property and Equipment (Net)	\$ 362,641	\$ 362,641
Restricted Outreach Funds	\$ 527,205	\$ 574,151
Other Restricted Funds	\$ 209,856	\$ 219,032
Unrestricted	<u>\$ 3,872,245</u>	<u>\$ 4,327,156</u>
Total Endowment	<u>\$ 4,609,306</u>	<u>\$ 5,120,339</u>
Total Assets	\$ 5,103,176	\$ 5,630,511
Liabilities and Funds		
Total Current Liabilities	\$ 42,439	\$ 58,788
Fund Balance	<u>\$ 5,060,737</u>	<u>\$ 5,571,723</u>
Total Liabilities and Funds	\$ 5,103,176	\$ 5,630,511

**Christ Church Pittsford
Endowment Funds
Investment Results**

	Change in Investment Value		
	2018	2019	2020
Investment Value Beginning	\$ 4,426,242	\$ 3,968,956	\$ 4,609,262
Net Contributions	\$ (204,451)	\$ (176,802)	\$ (80,046)
Net Investment Gain	\$ (264,047)	\$ 817,108	\$ 591,123
Investment Value Year End	\$ 3,957,744	\$ 4,609,262	\$ 5,120,339

	Investment Returns		
	2018	2019	2020
Total Porfolio Inv. Return:	-6.20%	21.28%	13.40%
Policy Index Benchmark	-6.60%	20.83%	11.40%

Asset Allocation at Year End 2020	
Cash	8.91%
Equities	59.01%
Fixed Income	25.47%
Alternative Investments	6.61%
Total	100.00%

OUTREACH COMMITTEE REPORT

Because of the COVID pandemic's effect on our community, the Outreach Committee has dedicated itself to addressing crisis needs of the agencies we serve. Members of the committee have signed on to be "ambassadors" to each agency to ensure that grants and gifts meet immediate needs. The following report lists the support Christ Church has provided from its allocated funds as well as from the generosity of our parish family through special in-gatherings of money, gift cards, clothing and other items.

2020 Grants from Outreach Endowment (Grate/Subtelny Funds)

Reach (General Operating)	\$ 2,000
Cameron (Youth Enhancement and Feeding Programs)	3,000
A Meal and More for Lunch Programs	2,750
RAIHN (Rent and Security Deposits Program)	2,000
(General Operating and Capital)	2,000
St. Mark's and St. John's (Food Ministry)	2,400

Hope Hall		2,000
Pittsford Food Cupboard	(General Operating)	3,000
	(To install window)	1,500

Outreach Special Fund – 2020 gifts

School 9 - School Supplies for Home School		500
School 35 School Supplies for Home School		1,000

Christ Church Outreach Capital Fund Grant 2020

Cameron (Kitchen Floor and Computer Upgrades)		5,000
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Christ Church - Special Ingatherings

Lenten Collections:

Center for Youth - Diapers, wipes, deodorant and socks, blankets

St. Joseph's - 50 pairs of socks

Bivona - Blankets

REACH – Paper Products, Coffee, etc.

Other -

Golisano Children's Hospital and Pirate Fund - Teddy Bears

Cameron - 2 Food Drives plus School Supplies (with 1st Presbyterian)

School 9 – School supplies

Center for Youth - Hoodies

Pittsford Food Cupboard - Breakfast Food

RAIHN -Gift cards in lieu of on-site support at 1st Presbyterian

RCN - Thanksgiving in lieu of turkey boxes 31 \$50 gift cards

Angel Tree - Baby Love - Books, Onesies, 24 gift cards, check for \$900 (to support clients/Xmas

Cameron - Hats, mittens for Children, Beanie Hats for adults

CASA - 30 gift cards, \$1,100 check (to support families at Christmas)

Meal and More - Men's gloves, shampoo

Center for Youth - gloves

RAIHN - 23 gift cards

Saint Mark's and St. Johns - \$1,200 grant to support food ministry.

Deborah Lattime, Interim Chair - Outreach Committee

SUNDAY SCHOOL, YOUTH GROUP AND YOUNG ADULT GROUP

Christ Church's Sunday School and Youth Group shifted to virtual gathering in March. Sunday School families receive weekly emails containing Bible stories, videos and activities. In the spring, lessons used classroom curriculum to follow the Lectionary, and in the fall families learned about the Beatitudes. Youth Group moved their classroom discussions and games to Zoom, with the help of several dedicated adult volunteers. Many thanks to all who have assisted with Sunday School and Youth Group, both before and after our shift to the online world.

With the support of many talented parishioners of all ages, we held both a Virtual Vacation Bible School and a Virtual Christmas Pageant. In the *Compassion Camp* VBS, children and families explored what it means to have compassion for others, ourselves, and the world. Our Virtual Christmas Pageant, *Do Not Be Afraid*, was written just for this year's unique circumstances, and encouraged lots of fun and originality. The thespians and members of our Virtual Choir were wonderful, and Hillary Steiner did an amazing job putting all the pieces together into a delightful video for all to enjoy.

Christ Church's Young Adult Group started last fall and is already thriving. The group meets on Zoom each Friday at 5:30 pm. Ron and a group of recent high school graduates catch up each week to discuss topics on their minds. All recent high school graduates in college or the workforce are invited to join anytime.

PARISH REGISTER

Baptisms 2020

Claire Victoria Doggett	August 2020
Sage Wilhelm DiPrima	October 2020

Marriages 2020

Benjamin Joseph Heverly Julia Sumner Yarrington	September 19, 2020
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Robert Greendyke Abigail Leonardi	September 26, 2020
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Necrology 2020

Donald Adair
Mary Lou Culley
Samuel Dispenza, Jr.
David Hanson
William G. Jameson
Shirley Kuecken
Kenneth Likly (Rusty)

Savana Malark
Anne Erbland McGhee
Pauline Parks
Helen Sievers
Elizabeth Smith
Robert Van Niel

PARISH ORGANIZATION

STAFF

The Rev. Dr. Ronald B. Young, Priest In Charge

Dr. David Baskeyfield, Director of Music

Dr. Thomas Gaynor, Assistant Director of Music

Cindy Kline, Parish Administrator

Emily Wood, Financial Administrator

Liz Salamone, Director of Children's Education

Dr. Mark Brummitt, Educational Associate

Mary Thor, Richard Sullivan, Sextons

Amy Mulvehill, Cassandra Matalavage, Nursery Caregivers

WARDENS

William Smith

Hilary Guthrie

OFFICERS

Terrence Butwid, Treasurer

Kay Marshman, Clerk of the Vestry

VESTRY

Amanda Dwyer, Walter Hickey, Bill Taylor (all retiring)

Gay Greene, Shirley Shaw, Will Vaules

Mary Ann Chiella, Eileen Kalbfus, Daryl Sharp

DIOCESAN DELEGATES

Delegates – **Alan Lattime** (Retiring) **Dave Strong, Libby Bakken**

Alternate – **Jeff Burkey** (retiring from alternate)

**Minutes of the 2020 Annual Meeting
Of
Christ Church Pittsford
Pittsford, NY**

Part 1: Call to order: The Rev. Dr. Ronald B. Young called the 174 Annual Meeting to order on Sunday, January 26, 2020 at 9:06 am.

- The Priest In Charge reappointed Cindy Kline as Clerks of the meeting. He requested a motion to consent to the appointments.
- Ceci McCurdy moved the motion, seconded by Adele Gorges. The motion passed by a voice vote without dissent.
- The Priest In Charge read the **Qualifications to Vote at Parish Meetings:**

“Persons of eighteen years of age or more, belonging to the parish, who have been baptized and are regular attendants of its worship and contributors of its support for at least twelve months prior to such annual or parish meeting or since the establishment of such parish shall be qualified voters at such annual or special meeting unless the Charter of By-Laws shall specify otherwise.”

Diocesan Canon 17, Section 2(c)

- The Priest In Charge read the Slate of the Nominating Committee for all open positions. He announced that no other nominations had been received.

No nominations from the floor having been received, Howard Green moved that nominations be closed. The motion was seconded by Suzanne Lee and approved by a voice vote without dissent.

- The Priest In Charge declared the polls open until 9:40 am.
- The meeting was recessed at 9:12 am until after the 10 AM Worship service (10:20 am)

Part 2: Call to order: The Rev. Dr. Ronald B. Young called the Annual Meeting to order on Sunday, January 26, 2019 at 10:43 am.

Polls closed at 10:55 am and Peter Webster and Leo Landhuis were appointed tellers.

- *The agenda for the meeting was listed on page 2 of the Annual Report. The agenda was reviewed.*
 - **Senior Warden: Julie Forney**
 - **Treasurer’s Report: Terry Butwid**

ANNUAL MEETING MINUTES (2020 CONTINUED)

- **Teller's Report:**

- The tellers reported 79 individuals signed in and cast ballots for the following single slate of candidates:
- Warden: **Hilary Guthrie**
- Vestry: **Mary Ann Chiella, Eileen Kalbfus, Daryl Sharp**
- Delegate to Convention/Alternate to Convention **Libby Bakken, Jeff Burkey**

Ron offered many thanks to those elected for their willingness to serve the parish.

- **Appreciation and Thanks**

Ron made presentations to the following groups and individuals, thanking each of them for their service to the parish:

- The retiring Warden, Julie Forney
- The retiring members of the Vestry: Nicole DeBaal, Mary Ann Chiella, Bill Shaw
- The retiring Clerk of the Vestry, Mary Ann Chiella

- **Adjournment and Dismissal**

Laurie Sorge moved that the meeting be adjourned. The motion was seconded by Suzanne Lee Motion approved unanimously.

The meeting was adjourned with the singing of Doxology at 12:09 PM

Respectfully submitted,

Cindy Kline
Clerk Pro Temp

