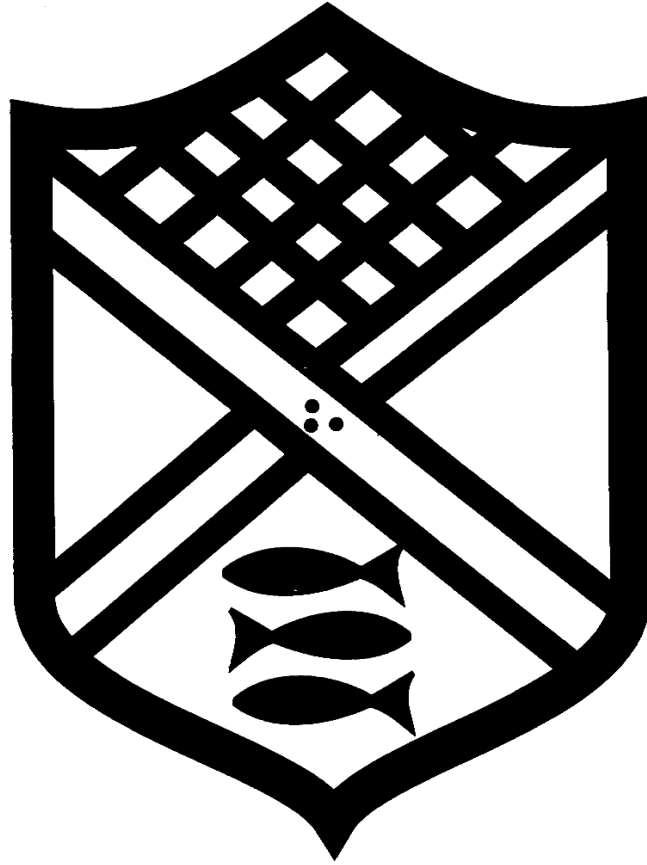


# Saint Andrews 2023 Annual Reports



January 28, 2024

Saint Andrew's Episcopal Church  
7410 South 12th Street  
Tacoma, WA 98465  
253-564-4402

# Saint Andrews Episcopal Church

## 2024 Annual Meeting

### MINISTRY REPORTS

January 28, 2024, 10:30 AM

#### RECTORS ANNUAL REPORT– THE REV. PAUL J. LEBENS-ENGLUND

*“...let the whole world see and know that things which were cast down are being raised up,  
and things which had grown old are being made new,  
and that all things are being brought to their perfection by him through whom all things were  
made...”*

Dear friends,

It's a delight to be submitting my first annual report to you as your rector. In the limited space allowed, I hope to extend some thanks, outline some priorities, and suggest some agreements.

First, I want to offer my sincere thanks and praise to your parish vestry and to your rector search time, both of whom worked exceedingly well together to facilitate a very thoughtful, humane, and fruitful search process. Leadership at any time in the church is not for the faint of heart, least of all during times of transition. So I want you to know how ably you've been led – and in that able leadership, how well you've been served and represented. I'm deeply grateful both to your out-going and continuing vestry members. In addition to your elected leadership, I want to express my gratitude to all the many ministry leaders who make 'church' happen at Saint Andrew's. From hospitality to childcare, from holy hardware to godly play, from pastoral care to community engagement. Each of you help bring the Gospel to life for us and for the world around us. Thank you!

Second, I want to bring some clarity to my sense of priorities for the year(s) ahead. Amidst all the very many things I *could* do, there are some things I absolutely *must* do in quick order, if we're to successfully lay the groundwork for a hopeful future together. I'm pleased to report your leadership has done an excellent job sticking to **2023's mutual ministry goals** (btwn vestry & rector): engaging in the work of the larger church/diocese, strengthening communication for the sake of more effective ministry, and developing leadership to guide us through forthcoming change. All three of these will, of course, continue to inform how we do what we do. The search profile used to identify your new rector included **five target goals** for the years ahead: attracting young families, reimagining faith formation for all, incorporating new members, expanding and deepening relationships, and developing ministries among us. When

redeveloping a faith community, it's helpful to recognize the difference, but also the connection, between **desired outcomes** and **required inputs**. We largely get out of the church what we put into it, and it's always helpful to remember that what we put into it, we put in not for our own sake alone, but for the sake of the community we're here to serve. So there's always a little guess work, but also a lot of detective work and discernment about where the Spirit may truly be calling us to invest our very best. The remainder of this program year, through May, will primarily be detecting and discerning the Spirit's guidance – and the resources' availability – as the basis for our summer planning and preparation for next fall's launch of the '24-'25 program year. I say all this to help manage expectations, recognizing some may want quicker outcomes. **My focus for the next eight months** will be largely foundational: leadership development (vestry), new members, rising generations, pastoral care, faith formation, community engagement, and communication. And, so, lastly...

Third, I want to give some basic sense for the **allocation of my time and attention**. While I will *always* be available to you for pastoral emergencies, I will give particular focus to those exercising *leadership* at Saint Andrew's, to those *new or returning* to Saint Andrew's, and to those community *partners* alongside whom Saint Andrew's serves. And in addition to parochial work, I'll also be serving on the Associated Ministries board and will have various diocesan/churchwide obligations to fulfill. All of this aims to strengthen Saint Andrew's and the ministry we share "to know Christ and to make Christ known."

With great hope and anticipation, I am yours,

In Christ, Paul+

## **ADMINISTRATOR– HOLLI GREER**

I really appreciate the opportunity and faith entrusted to me and I'm enjoying taking on the challenge of Parish Administrator/Communications! Many things are crying out for attention but my priorities for the year are these:

- Improve communications by:
  - Redesign the web site, incorporating the redesign into our bulletins and announcements.
  - Taking advantage of other modes of communication if possible and where appropriate.
- Streamline and simplify office processes;
  - Create best practices and guidelines to ensure continuity by updating guides, and written documentation of office tasks
  - Archives, digital and organizing paper archives
  - General improvements to the work space in the office

These are just a few things I'm looking ahead to focus on in addition to simply learning

how things flow through the parish office. So far it's been challenging but fun and rewarding as well!

I can be reached at my email: [admin@saintandrewstacoma.org](mailto:admin@saintandrewstacoma.org). I am also available by text or phone at 253-224-0631.

## **SENIOR WARDEN– SUSAN ROWE**

The vestry members elected at the 2023 Annual meeting were Karen Porter and Susan Rowe. They joined the previously elected members Judy Nelson, Kendall Burch, Marian Warren, Sandy Dick, Norbert Herriges, and John Austin, with Father Tom Ortung.

In August, John Austin, with family, moved to Tennessee. In November, Father Paul Lebens-Englund said “yes” to our call and joined us. Father Tom Ortung departed for Massachusetts. At the 2024 Annual meeting, Judy Nelson, Kendall Burch, Sandy Dick and Norbert Herriges will finish their terms.

At the Vestry retreat in February, we evaluated our Mutual Ministry goals and agreed on new goals for this year.

Our first goal is to support the National Church and Diocese goals of “the way of love” and the Bishop’s taskforce on homelessness. The Way of Love was studied between services and Wednesdays during Lent. A group was formed by Community Outreach, volunteers and Daughters of the King to provide a monthly meal to the homeless residents of Veteran’s Village.

Our second goal is to support the technology and volunteer needs of the parish. New computer equipment was purchased for the broadcast of the services. A ministry fair was held to acquaint the parish members to existing ministries. Communication to the parish continued through weekly email updates, the Tartan newsletter, and the website. There was also increased coordination of the liturgical worship and fellowship.

Our third goal was to support parish leadership during ministry transition. We supported the Search Committee, our vestry and other ministry leaders, and our Rector. We successfully called The Reverend Paul Lebens-Englund as our new rector.

In addition, we were able to “open” our church back up through Healing services, Quiz Night, a vestry-sponsored summer picnic and Eucharist in a University Place park, Imagine moving forward and starting the kitchen remodel, and restart Celtic Faire.

I have been incredibly grateful for a hard-working, willing, and fun vestry. Many thanks to the Vestry and to the Congregation for the kindness you have shown me this year.

## **JR. WARDEN– KENDALL BURCH**

2023 was a challenging, but fruitful year in the life of St. Andrew’s.

I would first like to commend the thoughtful work that went into the rector search

process, the sendoff of Fr. Tom Ortung, and the welcoming of Fr. Paul Lebens-Englund to our parish. From the individual level to the committee level, the congregation's commitment to our values of discernment, hospitality, and growth were strongly evident.

In addition to our new pastoral leadership, 2023 saw a rejuvenation of leadership within the parish as we rebuilt our fellowship and ministries following the disruption of the pandemic. Parishioners stepped forward to restore existing projects and ministries, including the Celtic Faire, nursery, and Sunday School, and to support newer opportunities like the summer picnic, kitchen renovations, and the monthly men's breakfast.

Finally, St. Andrew's parishioners supported our mission to know Christ and make Christ known outside our walls. Along with the 10% of our parish income that we commit to the support of diverse charitable organizations, we raised over \$2000 for Doctors Without Borders during Advent. Parishioners also donated their time and talents to the care of people experiencing homelessness in our community through a monthly hot meal at FOB Hope. I have been personally moved by the consideration that has gone into these meals; they are a testament to our congregation's attention to dignity and service to our neighbors.

As I end my tenure as Junior Warden, I want to thank the congregation for the opportunities you all have given me to learn from you and grow as a part of a passionate community. I look forward to engaging in whatever new and exciting work God has planned for us at St. Andrew's.

	2022	2022 - 2023	2023	2022 - 2024 Difference	2024
	Actual	Difference	Actual		Budget
<b>Operating Income</b>					
Pledge	\$278,381	\$14,680	\$293,061	\$6,939	\$300,000
Plate	\$5,247	\$1,813	\$7,060	\$440	\$7,500
Other Contributions	\$6,973	-\$2,828	\$4,145	\$5,355	\$9,500
Other Income	\$863	\$6,787	\$7,650	\$9,100	\$16,750
<b>Total Operating Income</b>	<b>\$291,464</b>	<b>\$20,452</b>	<b>\$311,916</b>	<b>\$21,834</b>	<b>\$333,750</b>
<b>Operating Expense</b>					
Interest Expense	\$651	-\$134	\$517	\$133	\$650
Outreach	\$29,237	-\$2,160	\$27,077	\$1,459	\$28,536
Diocesan Assessment	\$39,322	\$1,960	\$41,282	\$7,112	\$48,394
Office & Administration	\$44,680	\$5,432	\$50,112	-\$4,407	\$45,705
Personnel	\$188,566	\$19,919	\$208,485	\$28,966	\$237,451
Programs	\$6,777	-\$67	\$6,710	-\$110	\$6,600
<b>Total Operating Expense</b>	<b>\$309,233</b>	<b>\$24,950</b>	<b>\$334,183</b>	<b>\$33,153</b>	<b>\$367,336</b>
		\$0		\$0	
<b>Net Income</b>	<b>-\$17,769</b>	<b>-\$4,498</b>	<b>-\$22,267</b>	<b>-\$11,319</b>	<b>-\$33,586</b>

**TREASURER, FINANCIAL REPORT– JOE MCGUIRE**

Generally, St Andrew's is in a reasonably good financial position. We have plenty of cash and investment assets; some of which are committed to various ministries. However, since 2021 we have operated in the red – we spent more than our income. Our 2024 budget is in deficit. This is not because we are overspending (we probably should be spending more.) It is because our income is not what it should be. Our challenge in 2024 and beyond is to find ways to improve our income stream. The Finance Team will be working on this in 2024.

## **GATHER**

*Everything we do to bring people together and create community*

### **GREETERS/USHERS – LINDA BRICE**

The Greeter/Usher team is made up of 9 dedicated people who welcome those coming to the 10am Sunday service. These volunteers have a very important duty to perform since they are the first people parishioners and visitors encounter when entering our church. The team has several other duties: they count the attendance that day, they pass the offering plate, they help guide people to the communion rail and clean up the pews after the service. For 2024 we would like 3 or 4 more people to volunteer for our team. Contact me if you are interested or have any questions.

### **FELLOWSHIP – SANDY DICK**

The social hour is an important part of parish life at Saint Andrews. Worshipers at 8am have a sign-up sheet available for two months at a time. The 10am worshipers serve on teams of two to provide coffee and snacks. At the present time, each team hosts coffee hour roughly every two months. Teamwork is a great way to share the load and make it possible for all ages to participate rather than trying to do it alone. The church provides coffee, tea, utensils, paper cups and plates, and napkins; and team members provide the snacks, if they so desire. The team members may ask for reimbursement for coffee hour snacks, especially for special occasions. If you would like to join the Fellowship/coffee hour team, please contact Sandra Dick.

## **TRANSFORM**

*Everything we do to shape our lives in the Way of Love.*

### **MUSIC MINISTRY – NAOMI SHIGA**

Thank you for your continued support of the music ministry at St. Andrew's, and to the dedicated church members who contribute of their time and musical talents to enrich our worship through music. Ours is a church that loves to sing, and that appreciates music of many traditions in our expressions of faith in song. A special thanks to the St. Andrew's Choir and to the various instrumental musicians who participated in music for worship in the last year.

New with the arrival of Fr. Paul, in Advent I started to play for the 8 a.m. weekly service. I

am thankful that I can be a part of both morning worshiping families. Also, with the success of hosting young children for our organ concert series, I am feeling energized about including children and music in worship in the future. There are still some details to figure out, when and how we meet, how to start, volunteers... etc. I am encouraged though that we will move forward with Fr. Paul's vision and all of our prayers and action! With the end of Covid restrictions, the organ concert series is returning to form. It continues to be a unique ministry of St. Andrew's to connect with the wider community. Thanks to our committee for all the work we need for these events, and thanks to the donors for their generosity.

Again to all, thank you for your support, encouragement, and patience. I am just grateful of where we are and I believe it will be our first step towards a positive future.

#### **ALTAR GUILD – HELEN ABBOTT, HOLLI GREER**

We look forward this year to growing this very important and rewarding ministry.

Altar Guild was over budget in 2023 This was due in part, because our budget numbers were still based on pandemic levels rather than pre-pandemic levels.

This year we will be updating materials, training and recruiting. If you are at all interested, please contact Helen Abbott or Holli Greer OR watch for the dates for training and come check us out!

#### **ALTAR FLOWERS– SANDRA DICK**

Altar Flowers are a reminder of the beauty with which God has surrounded us. Our four team members (Sandra Dick, Cindy Martin, Chris Johns, Maggie Monaghan) take turns creating designs to highlight this beauty. This year, our faithful team became more creative and artistic, developing arrangements that were bigger, bolder, and more colorful than in past years. As the ministry leader, I couldn't be more proud of the designs each team has created. There are photos of some of the arrangements on the Saint Andrews website. If you would like to join the Altar Flowers team, please contact Sandra Dick.

#### **PARISH CARE TEAM – CHRIS JOHNS**

You know the old saying "There is no I in team" and this is true of St. Andrews. I am more the coordinator of the Care Team, and parishioners have responded when I have asked.

With volunteers this past year we have provided meals for 5 families through the Meal Train. And a mini-care team consisting of Tom Egnew, Judy Nelson, Margo Fleshman, Julee Stilwell, Linda Brice and myself kept a daily check on Fr. Ed once he was home while his home services were being put into place.

I have made visits to parishioners at home, in rehab facilities and the hospitals trying to anticipate their need at the time.

Health Education materials are provided via a bulletin board in the Ada Webb room. And though Covid is less of a deadly threat, I monitor data sent out from the Tacoma-Pierce

County Health Department and information sent out from the Center for Disease Control.

First Aid kits located throughout the facility have all been restocked and updated. I have put together a duffle bag located in the Communications Room that is stocked with dressing/wound supplies, blood pressure cuff, ice packs, emergency blanket, etc.,etc. This duffle should be taken to church outings for the “just in case”.

Looking forward to 2024 I hope we can schedule some training/refresher on the use of the AED – Automated External Defibrillator.

#### **PASTORAL/DEACON – MARGO FLESHMAN**

The St. Andrew’s prayer team ministry continues to be a powerful way to respond rapidly to requests for prayer support for people within and outside of the parish. We currently have approximately 70 parishioners on the team. We continue to invite parishioners who would like to receive prayers requests to become a part of this ministry. To do so, contact Margo Fleshman at [fleshman@harbornet.com](mailto:fleshman@harbornet.com) to become a part of this email valuable ministry.

#### **DAUGHTERS OF THE KING – CHRIS JOHNS**

Daughters of the King is an order of women working on our spiritual journey in life. Our focus is to spread the love of God thru daily prayers, service to others giving encouragement and support. We are always asking the question “Lord what will you have me do?”

Monthly meetings are held on the third Sunday after the 10am service. In 2023, our monthly study program was drawn from the Daughters of the King’s National Resources “Continuing the Journey: The Spiritual Formation Guide”. Daughters continue to reach out to parishioners with cards and notes of comfort, encouragement and well wishes. In September, we began sending birthday cards to women of the parish.

Our Prayer Blanket ministry continues. This past year we have given out 22 blankets to parishioners, their family members and friends of St. Andrews.

The ministry of the Daughters is grounded in daily prayers. Prayer request cards that are given to us are incorporated in our daily prayers. During 2023, Daughters participated with Outreach to provide meals to the Veterans Encampment. Assisted in managing the Maundy Thursday Vigil and hosted coffee hour on Pentecost Sunday. In October, April Wallace led a drive for school supplies to be given to abused/homeless women and children staying at the YWCA. Rounding out 2023, the Daughters sponsored a Quiet Day on December 9th giving parishioners an opportunity to take some time out and enjoy the beauty and quiet of the Advent Season.



**COMMUNITY OUTREACH COMMITTEE – SUSAN ROWE**

Committee: Kendall Burch, Margo Fleshman, Margie Hoffman (clerk), Judy Nelson, Kit Proctor, Susan Rowe (chair), Kathleen Keliher, Karen Porter, Christina Johns, April Wallace, Fr. Thomas Ortung until his move, Fr. Paul Lebens-Englund. Marilyn Baker provided communication to our congregation on the bulletin board.

This year, a direct service project of providing a monthly meal to the Veteran's Village was started. We have provided a monthly dinner for this year through the help of dedicated volunteers. Our cooking crew was Kendall Burch, Chris Johns, Judy Nelson, Tom Egnew, Joan Halley, Susan Rowe, Jill Nguyen, Cindy Martin, and Daughters of the King.

As an education highlight, the committee was able to pay for a year's tuition for a young woman, Claudia C, in Guatemala, through the RISE program.

During Advent, the committee collected \$2192 in donations for Doctors Without Borders to purchase equipment. Congregation members were able to choose a donation to fund from a beautiful Giving Tree, decorated by Marilyn Baker. Thank you to the members of the congregation.

We were grateful for our ability to share Community Outreach funds on behalf of Saint Andrew's. Through the end of December, we were able to distribute \$ 26,668. Funds are sorted on the categories of assistance and locality.

Categories of assistance:

Food: \$3840

Nourish: \$2000,

Food Connection: \$850,

USO: \$690,

Food for the Poor: \$300

Shelter: \$8920

Rector's Discretionary Fund: \$1500,

AIDNW: \$1300,

Rescue Mission: \$1000,

Salvation Army: \$200,

YWCA: \$500,

Habitat for Humanity: \$2000,

Nativity House: \$1870,

Tacoma Power low-income assistance fund: \$550

Health: \$3500

Neighborhood Clinic: \$1500,

Pediatric Interim Care: \$1500,

Save the Children: \$500

Evangelism: \$5168

Society for the Increase of Ministry and CDSP (Seminary fund): \$2668,

Associated Ministries: \$2500

Education: \$4760

Scholarship fund: \$3000,

RISE: \$1260,

Peace Community Center: \$500

Disaster relief: \$500

Anglican Relief and Development: \$250,

Episcopal Relief and Development: \$250

Localities of assistance:

Pierce county: \$21,440

United States: \$2668

International: \$2560

**Rector's Discretionary Fund:** Each year, our Rector reports to Community Outreach on the categories of the discretionary fund disbursement. For 2023, \$100 was given for rental assistance, and \$500 to Chaplains on the Harbor, and \$100 for cash on hand. The discretionary fund was transferred to Father Paul Lebens-Englund.

#### **JACKSON STREET FOOD BANK – ED WOLFER**

2023 was a continuation of returning to normal for the Jackson Street Food Bank. As our numbers have become more stable, and our ability to serve our customers, life has returned to near-normal. We continue to feed the needy of the West Slope neighborhood and beyond. We have been able to meet this need due to the great support from the St. Andrew's community as well as funding from the St. Andrew's Outreach Committee. This money has been used to purchase food to supplement the areas not covered by Nourish Pierce County and the Emergency Food Network.

We have continued our monthly feeding of the hungry on the last Wednesday of every month. In 2023 we fed 419 families, with 1,409 members a grand total of 12,681 meals. These numbers are up around 18% from our 2022 monthly average, and we continue to do our best to get food to those that need it. We have had to be creative and find new ways to feed our clients and still maintain safety regulations required for Covid. We have totally returned to our normal operations, and the masking and vaccination requirements that were required in 2022 have been removed.

We can always use new volunteers, so if you are looking for a rewarding experience, drop by on the last Wednesday of any month, either in the morning at 9:00 to 11:00 to help set up, or in the afternoon/evening from 4:30 to 7:00.

#### **SCHOLARSHIPS – JUDY NELSON**

The Scholarship Committee is a subset of the Outreach Committee. St. Andrews pledges

10% of the dollars pledged to the church to the work of the Outreach Committee. Each year the Scholarship Committee of St. Andrew's has had the great privilege of awarding scholarships to deserving students at various stages of their educational journey. Awardees may receive amounts ranging from a few hundred dollars to \$1500, depending on the amount designated by the Outreach Ministry and the number of qualified applicants. This year the Scholarship committee awarded \$3800 to three applicants: one, a returning student and two new additions to our list. The awards announcement took place at the June 11<sup>th</sup> 10am service

The three recipients of the 2023-24 scholarships were Haley Adams, Emmanuel Ching'umba, and Betsy Timmons.

Members of the Scholarship Committee are members of your Community Outreach Committee. The committee is chaired by Judy Nelson. Other members included Susan Rowe, Kendall Burch, Margo Fleshman, Margie Hoffman, Kit Proctor, Kathleen Keliher, Karen Porter, Christina Johns, April Wallace, and Fr Tom Ortung.

## **PROPERTY**

*Ensuring best, highest use of buildings and grounds*

### **PROPERTY COMMITTEE— NORBERT HERRIGES**

Leadership in Building and Grounds has changed this past year. Norbert Herriges is heading the group for the administration of Building and Grounds. If you are someone who finds the ministry of the physical plant of St. Andrew's to be something you would like to be part of please contact Norbert at [nherriges@gmail.com](mailto:nherriges@gmail.com).

## **STEWARDSHIP**

*Developing resources to support the mission.*

### **ENDOWMENT — ANGIE BARR**

St. Andrew's Endowment Fund is invested with the Diocesan Investment Fund, so current investment planning is not required of the Committee.

The Endowment Committee is charged with making information available to parishioners about the benefit of (1) personal and financial planning, (2) making discretionary gifting decisions during our lifetimes and (3) using wills and other estate planning tools to ensure our personal assets and possessions are passed to loved ones and other beneficiaries designated by us and in the manner personally instructed by us, following our deaths.

Informative materials available in the church office include:

- The "Life Planning Manual" provided by the Diocese of Olympia, intended to assist you in putting your personal affairs in order, including possible legacy stewardship in thanks to God for the gifts and blessings given to you.
- Five Wishes advance care planning workbook, a complete approach to discussing and documenting your health care and comfort choice.

# SAINT ANDREWS EPISCOPAL CHURCH 2024 ANNUAL MEETING

## AGENDA

January 28, 2024, 10:30 AM

- 10:30 GATHER—SONG AND PRAYER
- 10:35 ACTION– APPROVAL OF 2023 MINUTES
- ACTION– CALL FOR ELECTIONS  
Vestry: Cindy Martin, Joe McGuire, Chris Johns, Ed Wolfer,  
Ken Rhodes, Bill Brice  
Delegates: Kathy Arthur, John Cain, Cindy Martin,  
Nominations from the floor
- 10:40 TREASURER/STEWARDSHIP/FINANCE  
Dashboard (Overall health)  
Financial Statement of Mission (Goals/Priorities/changes)  
Receive the budget
- 10:45 EXECUTIVE COMMENTS:  
Senior Warden  
Junior Warden  
Rector
- 11:00 GROUPWORK:  
What do we know?  
What’s working?  
What isn’t?  
Where to begin in 2024?  
What’s the 3-5 year arch?
- 11:20 ELECTION RESULTS (IF NEEDED)
- 11:25 THE CHARGE
- CLOSING PRAYER