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time position. Michael Veal works 25 hours per week and does the major cleaning of the building. Renee Hicks does the cleaning of the St. Mary's Creative Playschool areas and works about ten hours a week. He explained that line items cannot be deleted because in past years they were used and the information is still in the spreadsheets from past years. If the line item is deleted, we lose the information in the past year's reports. We do not print that old information each year because it is not currently needed, but it is there and available if needed at other times.

Motion was made by Tom Bradley, with second by James Harris, to accept the 2010 Financial Report. Motion passed unanimously.

IX Presentations, Contributions

- a Auction of Special Parking Space
The Special Parking Space was sold for \$600 to Lowell and Tay Thomas.
- b Auction of The Toilet Seat of Honor
The Toilet Seat of Honor was sold for \$700 to Mary Shier.
- c Presentation of a framed Icon was made to Valerie Buckendorf with thanks for her work as Early Childhood Ministries Vestry member, and as the liaison to the St. Mary's Creative Playschool. She has worked tirelessly building trust and cooperation, working hard in any capacity needed, and fund raising for the past four years.

Presentation of a framed Icon was made to Brad Sewell, for his work as Jr. Warden, the most unsung job in this place. He filled 1 ½ years of an unfinished term and then was elected for two more terms of two years each. During his 5 ½ years, he has seen several major projects to completion including getting water to the FISH pantry, getting a new roof on Waldron Hall, and getting the engineering study for the new front sidewalk. The sidewalk project is ready to send out for bids. Has done whatever was needed, whether replacing a faucet, renting the equipment and replacing lights in the sanctuary, or shoveling snow in the winter.

- d Heart of St. Mary's Awards are made by the church staff to honor and recognize members not just for what they do but for how they do it. Michael summarized the list of considerations. The year the awards were presented to Bob and Nancy Dawson, Margaret Sharrow, and Tay Thomas.

IX 2011 Budget Approval

The Budget Committee was introduced. Dick Veerman, Chair; Tom Bradley; James Harris; Thelma Snow Jackson, Past Sr. Warden; Mike McCormack Sr. Warden; Ron Pollock, Treasurer; Michael Burke, Rector.

There were things the committee knew would require more funds this year including an increase in salary for Sara Gavit and the increase when she is ordained, funds to be set aside for an audit, and additional funds for Maintenance Reserves. The projection was that we would need 13% more in pledges than last year. The pledges were forthcoming and a balanced budget is being presented with 13% + in pledges.

As we look at the needs for the sidewalk project, Brad is guessing that it will require \$80,000 - \$100,000. We have the requirements specified in the engineering study and are ready for the bid process. This project will not be possible within the regular budget but will require a capital fund drive.

Motion to approve the proposed 2011 Budget was made by James Harris with a second by Tom Bradley. The motion passed unanimously.



X. For the Good of St. Mary's

- a Jane Thomas, Head Teller, introduced the other tellers. They are Erin White, Brian Silva, and Jim Cowan.
- b Winning candidates for Delegates were announced. They are (alphabetically) Nancy Burke, Eliah Cantwareburh, Deanna Clark, Penny Cowan, Sara Gavit, Thelma Snow Jackson, Megan Kemp, Tamzin Malone, Emily Nenon, and Bob Thwing. Alternate is Patricia McDaid.
- c New Vestry Members were introduced. They are William Theuer, Early Childhood Ministries; and Bob Bradley, Jr. Warden.
- d Mary Ellen Harris asked, "What about an evangelism position for the Vestry?" She asks that the Vestry consider this at their retreat in February.
- e The Rev. Michael Burke explained that the reason Mike McCormack, Sr. Warden, did not chair the meeting is that Mike returned from his vacation to Mexico late last night. Often there are travel delays at this time of year, so Michael Burke prepared for the meeting instead. Mike McCormack asks that we READ all of the materials presented. The momentum is among us to continue the wonderful things that happen here at St. Mary's. Michael Burke said that increases have been coming in by faith. Last year we had the funds to hire the Rev. Dr. Ted Cole, Jr.; now we have the funds to keep him. The ordination of Sara Gavit will probably happen soon. It is being considered by the committee now. Frankly, The Rev. Michael Burks says, "I'm spoiled!"
- f Christina Talbott-Clark announced that because there was extra food for our lunch today, there are boxed lunches available for those who would like to take one (or more).
- g Susan Burch announced that there is a slide show of our young people which will be showing after the meeting.
- h The new Godly Play curriculum has been well done and is going well.
- i On March 1, the Burkes are going to Malawi. Michael spent nearly four months there in the early 1970's with his oldest brother and the time there made an enormous impact on his life. All four of the Burkes are going. The family will be working in Malawi Children's Village. Malawi is the third poorest country in the world. Jessie will be tutoring. Cassidy will be working with younger children. Michael will spend time preaching in some of the sister churches and will be working with them. They will be preparing the ground for the Youth trip in 2012.
- J Connie Jones has a "potential" donor kidney. Things look good now and she asks that we pray for the health of the donor. She says that the possible donor is currently undergoing further tests for compatibility.

XI Closing prayer and adjournment

James Harris moved, with second by Nancy Talbott, that the meeting be adjourned. Motion passed.
The meeting closed with prayer at 1:35 pm.





We Give God Thanks and Praise for the Leadership of St. Mary's

St. Mary's 2011 Vestry Members

Rachel Mason, Adult Education

Susan Burch, Children's Ministries

Christina Talbott-Clark, Community Building

William Theuer, Early Childhood Ministries

Heather Hall, Outreach

Jeannie Ryan, Pastoral Care

Val Baffone, Stewardship

Dede Allen, Worship

Tom Bradley, Worship

Terri Watts, Youth Ministries

Bob Bradley, Junior Warden

Mike McCormack, Senior Warden

Michael Burke, Rector

**Clergy & Administration
Areas of Responsibility
and Ministry Development**



Michael Burke, Rector:

Liturgy and Music

- Oversight of worship planning, including functions delegated to worship committee, music directors, or other clergy

Personnel / Human Resources, direct supervision of

- Musicians:
 - Director of 9:00 a.m. Choir
 - Director of Praise Singers
- Director of Children's Ministries
- Youth Ministry position
- Pastoral Minister
- Adjunct or associate clergy
- Church Administrator

Policy and Planning

- Staff policies and procedures
- Marriage, baptism, and funeral policies

Stewardship Development support

- Planned Giving support
- Pledge ingathering and tracking, oversight of functions delegated to stewardship committee
- Monthly review of pledging

Ministry Committee support

- Clergy contact for persons in ministry discernment

Senior Warden Committee

- Insurance and Risk Management
- Long Range Planning
- Investment/Endowment Committee, Quarterly meetings
- Monthly meetings with Senior Warden

Vestry

- Support for Vestry as a team
- Annual Vestry Retreat with Senior Warden
- Vestry Agenda Planning, Vestry Visioning with Senior Warden

Worship and Worship Committee

Support person for:

- Lectors and Lay Readers, and adult acolytes
- Worship Planners
- Altar Guild
- Ushers

Budget and Finance

- Prepare Annual Budget
- Monthly Budget review
- Management of reserve accounts

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- Weekly Pledge Secretaries support (volunteers and/or staff)
- Weekly teleconferences with Bookkeeper as needed
- Monthly teleconferences with church Treasurer
- Coordination with Planned Giving and Stewardship



Sacramental Functions (shared)

- Sacrament of reconciliation (confession) by appointment
- Eucharist Wednesdays, Sundays, and Holy Days
- Baptism and Baptismal Preparation
- Anointing
- Marriage and Marriage Preparation

Preaching/Presiding (shared)

Diocesan Roles

- Budget Committee and Investment Committee
- Ecumenical liaison in South Central Alaska
- Chair of the Alaska Deputation to The General Convention

Building and Grounds use determination and assignment

Oversight of content of materials available in print, DVD/video, social media, or web

Narthex and Sanctuary use policies

Anchorage Faith and Action - Congregations Together (AFACT)

Community Ministry and leadership on public policy and issues relating to our shared
Baptismal Covenant

State of Alaska Early Childhood Coordinating Council (AECCC), Governor's appointee

Ted Cole, Associate Rector

Leadership

Planning, development and implementation of comprehensive programs in the areas of children ministries, youth ministries, and newcomer welcome and information

Shared preaching, teaching, leading worship, and preparation for baptism and marriage

Sara Gavit, Pastoral Care Minister

Deacon for Pastoral Care Ministry

- Coordinate pastoral care between those in need and clergy, staff and volunteers
- Support of Stephen Ministry program, for Stephen Leaders and Stephen Ministers
- Pastoral care of those in times of sickness, need, or crisis
- Crisis support
- Meetings with parishioners as requested
- Sacramental ministry to sick and dying

Coordinate Safe Church training

Coordinate and co-facilitate Lay Eucharistic Visitor training

Coordinate Lay Reader training

Teach Adult Ed classes on pastoral issues



Roberta Schmidt, Office Manager
(since 2009)



Act as property manager for Rectory
Work in conjunction with Junior Warden to provide
sight and
upkeep of physical plant
Maintain records for security system

over-

- Maintain statistical databases
- Review and transmit all timecards to bookkeeper
- Maintain weekly pledge and contribution database, and monthly credit card contributions
- Review all incoming invoices/prepare check requests
- Signer backup on all checks
- Maintain file of church supply catalogs and vendor information
- Answer incoming phone calls when receptionist is not available
- Welcome visitors and give tour of church
- Produce Parochial and Annual Reports
- Special newspaper advertisements (*seasonal*)
- Collect, distribute, and route all incoming mail
- Run office/building errands
- Maintain church calendar
- Insurance issues, pension issues, and maintain insurance records
- Building Scheduling:
 - Handle all inquiries, review policies with building users, collect fees
 - Handle all deposits and deposit refunds
- Prepare bulk mailings, such as quarterly, and year-end contribution statements
- Prepare outgoing packages and other office daily/weekly/monthly correspondence.
- Prepare weekly worship materials: illuminations, readings, handouts, bulletins
- Letters of Transfer - In and Out
- Point of contact for vendors, renters, and building user groups
- Prayer requests; liaison between callers & Prayer Chain
- Maintain files of premarital counseling tests and documents
- Production of bulletins: Sunday services, special services, weddings, funerals
- Communicate with lay readers about Sunday readings
- Preparation of readings for special services



Nicole Baker,
Receptionist and Communications Assistant
(since 2008)

Maintenance of Narthex materials
Order office & janitorial supplies
Maintain parish Project Lists
Copy and prepare materials for Vestry meetings; maintain
Vestry records
Manage records required by State and Federal law

Oversight and direct supervision of office volunteers ☪

Update and oversight of St. Mary's web page (*Godsview.org*) and Facebook Group and
Facebook Page.

Update monthly calendar events online (Access ACS)

Answer incoming phone calls

Prepare online newsletter (*St. Mary's weekly
electronic newsletter through Constant Contact*)

Membership and Outlook database management

Baptisms : Prepare documents and maintain records

Enter visitor and newcomer cards, and send out welcome letters

Stock visitor cards in Sanctuary/Chapel and sharpen pencils

Maintain worship attendance records

Maintain parish baptism, marriage, funeral, and columbarium records

Copy children's materials for Narthex





The Rector's Message The Rev. Michael Burke



Last year in my annual message to the parish, I reflected back the call I heard in the discernment of the Vestry and parish leadership:

We have an amazing community of faith here. I believe it is time we stopped hiding and let the light of God shine! It is time to raise the visibility of St. Mary's in the community, and work to include others in this wonderful Body of Christ in this place. God has blessed us with a unique community in which people can experience God's healing, growth, and renewal. Swing wide the doors, and broadcast in every way the Word! What God is doing here, we cannot keep to ourselves, as if it were a carefully guarded secret. It is ours to share widely and generously with others in our lives: our friends, our neighbors, and our coworkers, and never to hold tightly as a personal possession. St. Mary's also has an important voice to add to the other voices in the public square, and the people of St. Mary's have important perspectives to offer to our public dialogue and public policy decisions. What can we do in 2011 and in the years to come, to speak our voice boldly, and to shine our light brightly across our city?

Out of the next fifty pages of this report begins to emerge *part* of the picture of this community's response to God's call. It is complete only in part, because no compilation of reports can ever tell the full story of how we have learned to "love God, and to love our neighbor as ourselves" as we set our hand to the many ministries and activities of St. Mary's.

The full story is in what God has done *in us*, as we have done our best to be faithful each day to our calling to follow Jesus.

In other words, it is each of *you*, the members of St. Mary's, who *are* the story.

So let us go tell of what God has done, and is doing, and will do among us all! Alleluia! Alleluia!

Michael+

Rector's Message