



## 2024 Annual Meeting Agenda

1. Welcome and prayer
2. Thank retiring 2023 vestry members
3. Commission current vestry
4. Treasurer report, approved 2024 budget
5. Questions
6. Closing prayer

**Annual report: 2023**  
**Rector Time Certain Rhonda M. Lee**

This year, we continued a number of ventures we had begun together in 2022. These included:

- Continuing to celebrate two Eucharists on Sunday mornings, at 8 and 10:30
- An enriched Sunday fellowship time after each service, with various ministry teams hosting from time to time
- Continuing Adult Learning between Sunday services, with rich discussions
- Continuing our “Breathing Space” relationship with a neighbor-partner, as a way of distributing (some of) the rector’s discretionary fund (ask me or Parish Almoner Jan Freeman for details)
- A Pumpkin Patch and Spring Fling that raised money both for our operating budget and for outreach
- A Share Your Christmas campaign, to which St. Luke’s responded with characteristic generosity
- A revised and renewed Blue Christmas service, thanks to the gifts of our deacon, Kate Wisz; and a new grief resources guide compiled largely due to the efforts of Alan Schueler and Elaine Penny
- An Every Member Canvass that yielded 92 pledges (as of this writing). This is down from 105 last year, but the total dollar amount pledged is higher.
- Continuing the transition in our office staff from Mike Sstrom, who departed in June, to Kaye Saunders, who now serves St. Luke’s full-time as Director of Music and Parish Coordinator. The administrative transition after Kathy Barnes’s retirement was extremely time- and energy-consuming, even more so for Treasurer Julia Hoyle than for me. Julia’s service in this area, as in others, has been invaluable, and I can’t express how thankful I am for her ministry.

New (or new since the pandemic started) ventures in 2023 included:

- Welcoming our deacon, Kate Wisz
- A joyful St. Luke’s Day celebration in October
- Renewed Outreach and Community Engagement, largely due to the efforts of Deacon Kate and committed laypersons. Among other initiatives:
  - Our work with Durham Episcopal Refugee Coalition continues
  - We offered meeting space to the LGBTQ Center of Durham
  - We renewed our food-pantry collection, requesting and receiving specific items for LEAP families, St. Joseph’s breakfast ministry, and neighbors who call us requesting assistance
- Johnson Service Corps moved into a classroom in Johnson Hall that had been used for storage, and we signed a formal lease with them, with diocesan blessing, in January 2024. This relationship should be further developed—how might we partner with the fellows, and learn from and with these young adults?
- The RenewalWorks process moved through gathering data, as St. Luke’s members responded to the Spiritual Life Inventory, to the team making recommendations to the vestry. Their report is now in the hands of the vestry, who will determine which recommendations to accept. The congregation will have opportunities to discuss these recommendations and participate fully in new developments arising from this process that seeks spiritual renewal.
- The intriguing possibility of sharing space, fellowship, and perhaps worship with our sibling Iglesia El Buen Pastor, in a relationship that the two churches will discern and hope to deepen over time. Canon Missioner Franklin Morales will be the lead facilitator of this discernment, which the vestry expects to begin early this year.

On a more challenging note, 2023 also revealed conflicts within St. Luke’s. As I have always said, conflict itself is not a negative thing. It can lead to positive growth, and I hope that will be the case for St. Luke’s. As I write, two vestry members, Patty Michaels and Senior Warden Jeff Dawson, have resigned before the end of their terms. In my experience, conflict can be fruitful when parties engage both in prayerful self-examination and in loving truth-telling, not only about current dynamics but also about past experiences. In this process, we must

lean on God to guide us. It is my hope that the vestry and I will engage in one final mutual ministry reflection led by diocesan staff before my departure at the end of April, to help with this process.

The vestry will soon meet with Bishop Sam Rodman and Canon Catherine Massey to discuss options for the upcoming clergy transition. In accordance with best practices, I won't be involved with that process. The wardens and vestry will keep you apprised and will ask for your input at different times. Please participate in that transition process as fully as you are able.

I am grateful to have served with St. Luke's since January 2022, and I will keep this church in my heart and in my prayers after I go. God loves you, God is with you, God will lead you forward.

Our Triune God, Father, Son, and Holy Spirit, bless you and keep you always,

*Rhonda*

**Treasurer's Report for the  
January 28, 2024 Annual Meeting of  
St Luke's Episcopal Church  
Durham, NC**

Thanks to the generosity of pledges/plate collection and the savings of each committee, we have a surplus of \$39,458.78 from our 2023 budget. We should all congratulate and thank the thrifty spending habits of our program leaders who kept expenses under budget. Well done! Most importantly, the 2023 pledged contributions "rate of return" for pledged revenue was 100%. Thanks be to God for your generosity of love of St Luke's.

St Luke's vestry met on December 2, 2023 and again on January 22, 2023 to discuss and finalize the 2024 budget. Our 2024 budget is technically speaking, a *deficit budget*. Gratefully, St Luke's can utilize the 2023 surplus of to help meet our financial needs in 2024 and to still project a surplus by the end of the year.

Here's a summary of 2024 Budget: (92 Pledged Contributions)

<i>Projected Pledges:</i>	\$328,826.26
<i>Surplus, 2023 and other revenue:</i>	\$92,391.63
<i>Projected Expenses:</i>	\$415,169.01
<i>Projected 2024 surplus:</i>	\$6,048.88

Thankfully, we continue to receive donations towards our roof fund. As a reminder, the overall repair cost was \$122,200 back in April of 2020. 2023 Year To Date contributions totaled \$2,310.00. Please know that your roof contributions are utilized for the scheduled, quarterly payments of \$1,600 for the Diocesan loan (2% interest) of \$60,000 we secured in 2020. Currently, St Luke's owes \$40,500 towards the loan balance.

Thanks to the savings that the solar panels are providing.

Our Latino Community Credit Union Money Market account, Morgan Stanley Mutual Fund and investment in the Common Trust Fund of the Diocese of NC are all stable and provide St Luke's with a reliable financial safety net.

I personally thank you for your loving and financial support of our parish so that we can fulfill God's call of ministry here in Durham and in our own lives.

Yours in Christ,  
Julia Hoyle, Treasurer



<b>Summary:</b>	
Assets:	\$437,103.11
Liabilities:	\$40,500.00
Obligations:	\$38,596.56
Net Assets:	\$358,006.55
Special Funds:	\$230,469.64

Accounts Current Balance  
(This Year)

General Fund Assets	Assets
<b>Cash</b>	
01-100-100 - Operating Checking - First Horizon	\$ 57,433.89
01-100-105 - Operating Savings (MMA) - First Hor	\$ 11,439.67
01-100-106 - Rector's Discretionary Fund	\$ 6,261.84
01-100-108 - Deacon's Discretionary Fund	\$ 2,050.16
01-100-112 - LCCU Share Account	\$ 10.09
01-100-113 - LCCU Money Market Account	\$ 174,153.97
<b>Total Cash</b>	<b>\$ 251,349.62</b>
<b>Prepaid expenses + receivables</b>	
01-100-185 - Sales Tax Paid - Orange	\$ 29.42
01-100-190 - Sales Tax Paid - Durham	\$ 1,082.73
01-100-191 - Sales Tax Paid - Wake	\$ 235.99
	\$ -
<b>Total Prepaid expenses + receivables</b>	<b>\$ 1,348.14</b>
<b>Investments</b>	
01-110-211 - Common Trust Fund of Diocese of NC	\$ 16,593.28
01-110-230 - Life Insurance Policies	\$ 31,967.07
01-110-250 - Morgan Stanley Mutual Fund	\$ 135,845.00
<b>Total Investments</b>	<b>\$ 184,405.35</b>
<b>Total General Fund Assets</b>	<b>\$ 437,103.11</b>
<b>Total Assets</b>	<b>\$ 437,103.11</b>

Liabilities	Liabilities
<b>General Fund Liabilities</b>	
<b>Current Liabilities</b>	
01-200-230 - Roof Loan Principal	\$ 40,500.00
<b>Total Current Liabilities</b>	<b>\$ 40,500.00</b>
<b>Total General Fund Liabilities</b>	<b>\$ 40,500.00</b>
<b>Liabilities minus Assets</b>	<b>\$ 396,603.11</b>

**Obligations to Special Funds****Due to Designated Funds**

01-201-110 - Due to Capital Reserves Fund	\$ 29,381.63
01-201-120 - Due to Child & Family Fund	\$ 2,179.34
01-201-140 - Due to Extraordinary Expense Fund	\$ 20,446.16
01-201-160 - Due to Special Gifts & Bequests	\$ 40,291.38
01-201-180 - Due to Worship & Pastoral Care Fund	\$ 40.22
01-201-200 - Due to Designated Operations	\$ -
01-201-220 - Due to Music and Arts	\$ 1,634.42
01-201-230 - Due to Roof	\$ 9,854.28
01-201-240 - Due to Solar Panels	\$ 3,518.00
<b>Total Due to Designated Funds</b>	<b>\$ 107,345.43</b>

**Due To Temp Rest. Funds**

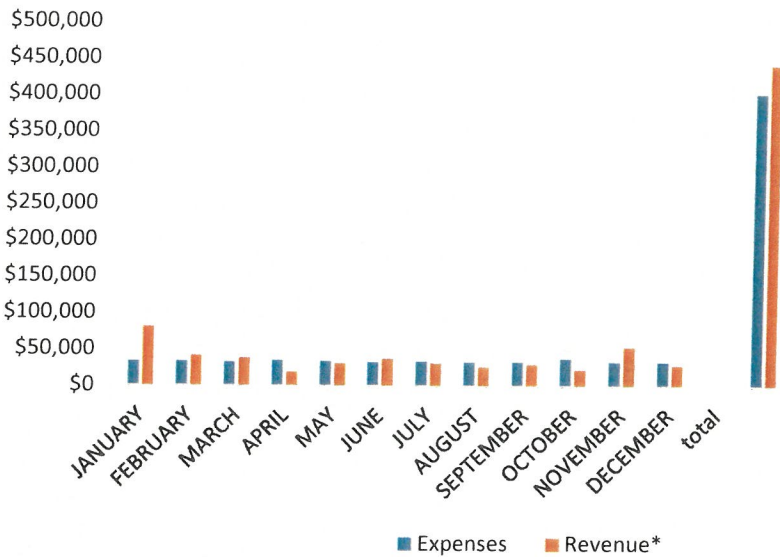
01-202-330 - Due to Memorials Fund	\$ 19,940.60
01-202-340 - Due to Memorial Garden Fund	\$ 3,276.59
01-202-360 - Due to Episcopal Church Women	\$ 135.00
01-202-370 - Due to EYC Fund	\$ 7,610.30
01-202-390 - Due to Major Outreach Fund	\$ 2,000.00
01-202-440 - Due to Cont Ed/Prof Dev	\$ 8,938.82
01-202-470 - Due to Youth Mission Trip Fund	\$ 1,113.45
01-202-480 - Due to Clergy & Staff Gift Fund	\$ 868.98
01-202-490 - Due to Other Organization Funds	\$ 889.00
01-202-500 - Due to Small Outreach	\$ 639.95
01-202-510 - Due to Operations Wrshp & Past Care	\$ 480.49
01-202-520 - Due to Educational Scholarship Fund	\$ 54,415.30
01-202-540 - Due to Nursery Fund	\$ 25.00
01-202-580 - Due to Hutson Fund for Clergy CE	\$ 20,199.37
01-202-600 - Due to Pumpkin Fundraiser	\$ -
01-202-630 - Due to Technology Fund	\$ 2,591.36
<b>Total Due To Temp Rest. Funds</b>	<b>\$ 123,124.21</b>

**Total Due to Obligations for all Special Funds, Designated or Restricted****\$230,469.64****Balance Due to Temp Rest Funds****St Luke's is a care-taker of these outside funds:**

01-202-380 - Due to Holy Cross Sch Scholarship Fund	\$ 390.60
01-202-400 - Due to Belize Trip Fund	\$ 8,198.18
01-202-570 - Due to Holy Cross School Funding	\$ 482.00
01-202-590 - Due to EUAR	\$ 16,881.20
01-202-660 - Due to Refugee Resettlement	\$ 12,644.58
	<b>\$ 38,596.56</b>

MONTH	Expenses	Revenue*
JANUARY	\$33,382	\$81,030
FEBRUARY	\$33,443	\$41,744
MARCH	\$32,452	\$37,972
APRIL	\$34,742	\$19,425
MAY	\$33,916	\$31,236
JUNE	\$32,462	\$37,842
JULY	\$33,425	\$31,241
AUGUST	\$32,555	\$26,389
SEPTEMBER	\$32,931	\$29,823
OCTOBER	\$37,181	\$22,333
NOVEMBER	\$32,892	\$54,022
DECEMBER	\$32,625	\$28,406
total		
	\$402,006	\$441,465

St Luke's 2023 EXPENSES & REVENUE/PLEDGES



2023 surplus: #####

\*Revenue=Pledges/Unpledged/Plate/Transfers



**St Luke's Budget Worksheet 2024**  
**approved by Vestry 01/22/2024**

	Year 2024 92 pledging units = \$335,537.00	Year 2023 107 pledging units = \$350,595.00	Year 2022 114 pledging units = \$339,384.40	Year 2021 135 pledging units = \$377,657	Year 2020 134 pledging units = \$359,721	Year 2019 140 pledging units = \$372,978	Year 2018 149 pledging units = \$383,911		
	on 98% return on pledges= \$329,806.26								
	Revenue	Notes	2023 Actual Rec'd 100% of pledged	2022 Actual Rec'd 106% of pledged	2021 Actual Rec'd 98% of pledged	2020 Actual Rec'd 99% of pledged	2019 Actual Rec'd 92% of pledged	2018 Actual Rec'd 94% of pledged	
	YTD as of 12/31/23	YTD as of 12/31/22	YTD as of 12/31/21	YTD as of 12/31/20	YTD as of 12/31/19	YTD as of 12/31/18			
01-400-100	Pledged Contribs, Curr Year 5 yr avg rate of return is 98%		343,292.32	340,543.34	354,803.77	358,254.00	343,039.82	355,980.12	
01-400-200	Pledged Contribs, Prior Years		0.00	1,300.00	16,060.00	6,781.91	0.00	5,596.00	
01-400-220	Regular Offerings, Unpledged 6 yr avg is \$14,880		20,819.67	18,005.17	10,050.00	16,796.95	13,178.63	12,140.63	
01-400-300	Plate Offering 6 yr plate average is \$11,657		15,022.27	13,738.63	11,360.32	9,738.74	11,429.29	9,676.52	
01-400-500	Building Use Fees	parking contract ended Feb '21	0.00	0.00	320.00	4,067.00	1,921.89	2,750.00	
01-400-520	Revenue from LEAP	new rate as of 2022, \$1,100 x 11 mos (Fair Market Value)	12,100.00	12,100.00	6,028.05	2,803.12	2,184.79	0.00	
01-400-600	Investment Income	\$\$ from donation thru Triangle Comm Fdn for music program	846.00	865.00	845.00	889.48	836.75	1,056.00	
01-400-712	Trans from Child & Family		0.00	0.00	0.00	0.00	0.00	201.00	
01-400-713	Trans from Oper Worship		0.00	0.00	0.00	0.00	0.00	5,000.00	
01-400-714	Trans from Paid Singers		0.00	0.00	0.00	1,377.92	0.00	1,968.25	
01-400-715	Trans from Prof Develop		500.00	500.00	0.00	1,085.00	0.00	0.00	
01-400-716	Trans from Music & Arts	special music	3,060.00	0.00	0.00	2,158.39	3,840.87	135.83	
01-400-717	Trans from Hutson Fdn for Clergy PD		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
01-400-718	Trans from Special Gifts & Bequests: Youth, Child Ministry	(Salary for Youth & Child minister 2020- 2022)	0.00	4,530.00	12,963.90	13,168.00	4,767.93	0.00	
01-400-719	Trans from Sabbatical Reserve		0.00	0.00	1,700.00	0.00	0.00	0.00	
01-400-720	Trans from Programs & Activities		0.00	0.00	0.00	676.24	0.00	0.00	
01-400-721	Trans from Women at the Well		0.00	0.00	0.00	135.88	0.00	0.00	
01-400-722	Trans from Pumpkin Patch	proceeds from 2023	4,426.85	5,252.00	4,000.00	2,667.59	0.00	0.00	
01-400-728	Transfers		0.00	575.00	0.00	0.00	0.00	0.00	
01-400-727	Trans from Technology Fund		1,000.00	1,000.00	0.00	0.00	0.00	0.00	
01-400-900	Carry Funds, prior year 2023		39,458.78	37,997.20	0.00	0.00	0.00	0.00	
	<b>Total Revenues</b>		<b>421,217.89</b>	<b>441,464.46</b>	<b>456,213.84</b>	<b>415,131.04</b>	<b>421,600.22</b>	<b>382,199.97</b>	<b>395,504.35</b>



St Luke's Budget Worksheet 2024 Approved by Vestry 01/22/2024		Year 2024 92 pledging units = \$335,537.00 on 98% return on pledges= \$329,806.26	Year 2023 107 pledging units = \$350,595.00	Year 2022 114 pledging units = \$339,384.40	Year 2021 135 pledging units = \$377,657	Year 2020 134 pledging units = \$359,721	Year 2019 140 pledging units = \$372,978	Year 2018 149 pledging units = \$383,911
Outreach	Expenses	Notes	Expenses as of 12/31/23	Expenses as of 12/31/22	Expenses as of 12/31/21	Expenses as of 12/31/20	Expenses as of 12/31/19	Expenses as of 12/31/18
01-700-100	Diocesan 'Fair Share'	June 2023 letter, 10.65% rate for 2024	44,105.00	47,112.80	43,501.00	41,113.92	45,076.00	47,690.00
<b>Parish Programs + Activities</b>								
01-600-605	Christian Formation, Child&Fam		0.00	0.00	555.44	514.20	668.49	0.00
01-600-610	Christian Formation, Youth		0.00	0.00	509.51	260.84	700.00	523.00
01-600-615	Christian Formation, Adult		300.00	109.52	0.00	288.10	188.87	245.00
01-600-620	Pastoral Care Comm		50.00	0.00	0.00	0.00	40.24	100.00
01-600-630	Evangelism/Comm Committee		-75.00	289.85	-15.00	100.00	350.00	250.00
01-600-635	Stewardship Committee		0.00	0.00	0.00	260.66	289.86	300.00
01-600-646	Chrismons		47.00	0.00	0.00	0.00	0.00	0.00
01-600-660	Fellowship		1250.00	464.73	133.66	216.35	948.03	1,050.00
01-600-670	Newcomers & Connect		0.00	0.00	0.00	0.00	335.34	359.00
01-600-680	Convention fees	new rate in 2022, \$175 per attendee (5)	875.00	1,250.00	0.00	0.00	1,146.21	770.00
01-600-681	Convention Hotel & Travel Exp		923.44	485.70	0.00	0.00	356.02	950.00
<b>Worship, Pas Care, Compensation, Rector Exp</b>								
01-500-270	Rector Salary (8 mos)	3% raise for 2024	57,601.50	0.00	61,000.00	61,000.00	61,000.00	61,000.00
01-500-271	Rector Housing (8 mos)	\$5 determined by Rector per IRS guidelines	30,000.00	0.00	20,000.00	20,000.00	20,000.00	20,000.00
01-500-272	Rector Health (8 mos)	(2024 Increase, base \$860 per month)	9,600.00	0.00	32,262.00	30,306.00	28,197.00	25,836.00
01-500-273	Rector Dental (8 mos)	(base \$63 per month)	756.00	0.00	2,760.00	2,694.00	2,567.00	2,424.00
01-500-274	Rector Life (8 mos)	(base \$22.23 per mon.)	387.00	0.00	243.00	385.15	228.00	356.00
01-500-275	Rector Pension (Church Pension Group, CPG) (8 mos)	amount is levied on the combined total of salary and housing allowance	16,004.76	-1,215.00	14,580.00	14,580.00	14,580.00	14,580.00
01-500-290	Interim Rector Salary (4 mos)	3% raise for 2024	0.00	53,430.00	0.00	0.00	0.00	0.00
01-500-291	Interim Rec Housing Allow. (4mo)	\$5 determined by Rector per IRS guidelines	0.00	30,000.00	0.00	0.00	0.00	0.00



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01-500-292	Interim Rector Health (4 mos)	3,440.00	0.00	9,600.00	0.00	0.00	0.00
01-500-293	Interim Rector Dental (4 mos)	252.00	0.00	756.00	0.00	0.00	0.00
01-500-294	Interim Rector Life (4 mos)	88.92	0.00	387.00	0.00	0.00	0.00
01-500-295	Interim Rector Pension (4 mos)	5,413.77	0.00	15,017.40	0.00	0.00	0.00
<b>Other Worship + Care Staff</b>							
01-500-261	Sunday AM + Nursery Attend	7,134	6,100	4,949.60	4,820.40	4,897.66	4,819.55
	\$20.80 per hour equity increase in 2024, 4% raise						
01-500-264	Asst Nursery Attendant	1,215	1,217	1,104.51	1,080.00	1,170.00	1,185.00
	4% raise in 2023 \$16.87						
01-500-267	FICA for Part Time Staff	638.70	559.71	463.14	451.38	464.18	644.00
01-500-300	Supply Clergy	7,500.00	4,232.43	3,980.00	3,076.72	2,200.00	2,450.00
<b>Children and Youth Minister</b>							
01-500-340	Children/Youth Minister	0.00	0.00	4,167.00	12,000.00	12,000.00	5,000.00
01-500-341	FICA, Children/Youth Minister	0.00	0.00	362.19	963.90	940.95	380.15
<b>Music Director</b>							
01-500-400	Music Director Salary	43,599.30	41,922.36	33,936.44	32,948.04	32,948.04	32,948.00
	5% raise, 2023 and increase to 20 hours a week in 2023, \$40.31 an hour						
01-500-407	FICA, Music Director	3,335.35	3,207.12	2,596.14	2,520.53	2,520.53	2,520.52
01-500-410	Special Musicians Compensation	3,000.00	2,557.90	1,530.00	0.00	3,285.00	3,535.00
01-500-412	FICA, Compensation	0.00	0.00	117.05	0.00	251.30	305.87
01-500-420	Supply Organists	875.00	525.00	0.00	0.00	0.00	0.00
<b>Expenses Other than Compensation</b>							
01-500-571	Rectors non-travel expenses	500.00	380.98	0.00	268.00	180.00	439.89
01-500-575	Travel Expenses	2,500.00	2,189.00	392.99	464.24	512.98	2,313.46
01-500-576	Church Expenses	0.00	0.00	44,370.00	0.00	0.00	0.00
01-500-578	Interim Rec Non-Travel Expenses	0.00	0.00	645.21	0.00	0.00	0.00
01-500-580	Altar Supplies	3,125.00	2,100.55	1,507.87	429.32	3,495.00	3,363.19
01-500-581	Interim Rector Prof Dev Exp	0.00	0.00	1,231.03	0.00	0.00	0.00



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01-500-583	Child/Youth Min Prof Dev Exp	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
01-500-584	Lay Staff Prof Dev Exp	200.00	0.00	0.00	0.00	0.00	664.28	400.00	
01-500-585	Rector Prof Dev Exp	1,500.00	1,454.49	0.00	2,000.00	2,000.00	2,000.00	2,000.00	
01-500-586	Provision for Clergy Sabbatical	0.00	0.00	0.00	1,700.00	0.00	0.00	0.00	
01-500-588	Music Dir Prof Dev Exp	1,125.00	247.67	0.00	0.00	220.00	220.00	220.00	
01-500-589	Deacon Professional Developmt	500.00	500.00	0.00	0.00	0.00	220.00	500.00	
<b>Music Expenses</b>									
01-500-590	Music Supplies	500.00	503.43	308.19	980.78	1,267.16	300.00	300.00	
01-500-591	Music Instru Tuning & Upkeep	1,350.00	1,125.00	1,800.00	461.15	471.78	751.73	1,370.00	
01-500-592	Music Copyrights	425.00	250.00	300.00	139.00	309.05	290.00	400.00	
01-500-593	Music Vestments	1,000.00	910.00	0.00	0.00	0.00	270.00	270.00	
01-500-594	Music Org & Membership	250.00	230.00	154.00	341.00	374.00	369.00	230.00	
<b>Management &amp; General Expenses</b>									
01-800-460	Parish Coord Salary	24,336.00	30,739.98	42,236.91	38,000.00	38,000.00	38,000.00	38,000.00	
01-800-462	PC Medical Insurance	10,320.00	10,611.03	2,375.07	2,202.23	2,265.54	2,084.22	1,881.36	
01-800-463	PC Dental	756.00	712.00	0.00	0.00	0.00	0.00	0.00	
01-800-464	PC Life Insurance	195.96	155.18	87.40	113.24	105.75	99.00	159.00	
01-800-465	PC Pension	6,113.37	2,255.00	4,040.55	3,800.00	3,800.00	3,800.00	3,800.00	
01-800-466	Admin. ST & LT Disability	0.00	0.00	430.00	315.00	305.38	430.44	495.00	
01-800-467	FICA, Parish Coordinator	1,861.70	2,407.43	3,231.12	2,907.00	2,907.00	2,907.00	2,907.00	
<b>Office Operations</b>									
01-800-832	Copier Lease	5,424.00	5,424.00	4,382.81	4,824.38	4,877.61	5,414.60	4,718.00	
01-800-833	Copier Usage Charges	3,250.00	3,693.25	2,373.04	1,439.63	1,498.11	2,986.73	2,500.00	
01-800-835	Postage & Bulk Mailings	2,200.00	465.81	1,685.12	2,311.26	2,617.29	1,640.65	1,923.33	
01-800-845	Office Supplies	4,100.00	4,113.43	3,500.00	3,169.50	4,017.23	3,713.78	3,988.00	
01-800-846	Kitchen & Household Supplies	50.00	50.00	0.00	0.00	20.71	26.97	0.00	
01-800-850	Payroll Services	0.00	1,140.00	1,020.00	960.00	900.00	921.98	954.36	
01-800-852	Workers' Comp	700.00	654.00	694.00	717.00	603.00	586.00	850.00	

St Luke's Budget Worksheet 2024 approved by Vestry 01/22/2024		Year 2024 92 pledging units = \$335,537.00	Year 2023 107 pledging units = \$350,595.00	Year 2022 114 pledging units = \$339,384.40	Year 2021 135 pledging units = \$377,657	Year 2020 134 pledging units = \$359,721	Year 2019 140 pledging units = \$372,978	Year 2018 149 pledging units = \$383,911
01-800-855	Software & IT Support	4,310.00	7,225.00	6,429.64	5,447.52	4,643.34	4,993.60	3,900.00
01-800-857	Bank Service Charges	25.00	0.00	0.00	0.00	0.00	35.00	0.00
01-800-859	Vanco Service Charges	0.00	933.57	1,300.00	1,312.85	1,417.20	1,220.62	1,265.35
01-800-860	PayPal Service Charges	1,000.00	232.28	125.06	46.49	50.37	48.07	25.00
01-800-861	Square Service Charges	375.00	284.92	325.18	220.31	3.03	188.26	110.00
<b>Professional Services</b>								
01-800-870	Audit Professional Services	5,473.00	5,215.00	4,650.00	4,500.00	4,350.00	4,200.00	4,100.00
01-800-875	Consultant Professional Services	7,500.00	7,251.56	0.00	0.00	0.00	0.00	0.00
<b>Facilities Expenses</b>								
<b>Utilities</b>								
01-900-931	Electric	5,000.00	4,440.47	4,621.14	10,294.28	10,312.23	12,374.42	12,055.00
01-900-932	Natural Gas	11,640.00	10,911.00	7,994.00	3,892.00	4,437.69	4,798.34	4,699.00
01-900-933	Water & Sanitary Sewer	5,600.00	4,689.22	3,430.34	2,766.85	2,687.15	3,318.33	3,655.00
01-900-934	Storm Water Sewer Expense	5,658.00	5,158.90	4,399.72	4,119.30	3,841.00	3,726.00	3,833.00
01-900-935	Internet & Telephone	4,540.00	4,444.16	4,328.11	4,246.14	4,371.10	4,307.79	4,249.20



**St Luke's Budget Worksheet 2024**  
**approved by Vestry 01/22/2024**

Year 2024	Year 2023	Year 2022	Year 2021	Year 2020	Year 2019	Year 2018
92 pledging units = \$335,537.00	107 pledging units = \$350,595.00	114 pledging units = \$339,384.40	135 pledging units = \$377,657	134 pledging units = \$359,721	140 pledging units = \$372,978	149 pledging units = \$383,911
on 98% return on pledges= \$329,806.26	2023 Actual Rec'd 100% of pledged	2022 Actual Rec'd 106% of pledged	2021 Actual Rec'd 98% of pledged	2020 Actual Rec'd 99% of pledged	2019 Actual Rec'd 92% of pledged	2018 Actual Rec'd 94% of pledged

**Periodic Costs**

01-900-901 Janitorial Services & Supplies 13,000.00 12,280.62 10,367.32 10,702.41 10,053.79 12,521.58 10,400.00

01-900-915 Property Insurance 19,200.00  
 policy in effect from August 1st through July 30th. New cost notification happens July 15th of each year.  
 18,097.50 16,575.00 15,669.50 17,958.50 15,317.00 15,712.93

01-900-920 Maintenance Agreements 6,000.00  
 HVAC maintenance, Fire Ext, AED, Security Alarm, etc.,  
 5,726.29 1,382.50 5,492.60 4,596.15 6,715.44 5,779.00

01-900-925 Scheduled Lawn Service 9,060.00  
 Increase of \$15 per month starting January 2024  
 9,060.00 8,850.00 8,700.00 8,700.00 9,333.00 8,700.00

**Supplies, Repairs & Maintenance**

01-900-940 Small Tools & Supplies 500.00 35.24 408.30 345.81 166.65 300.00 275.00

01-900-951 Bldg Maint & Reprs 3,000.00 3,423.26 2,993.18 5,437.50 2,095.64 1,875.04 500.00

01-900-955 Furn & Equipment Repair & Maint 2,600.00 1,479.96 548.76 1,008.63 0.00 867.43 2,545.00

01-900-960 Building Sysys Repair & Maint 3,000.00 3,971.62 1,927.38 4,448.01 212.52 2,392.98 1,556.00

01-900-965 Site Repair & Lawn Maint 1,600.00 2,192.42 9,901.63 1,413.62 4,407.83 1,778.62 1,715.00

01-900-966 Technology Maintenance 1,000.00  
 money transferred from technology fund  
 495.53 0.00 0.00 0.00 0.00

**Capital Replacement**

01-900-999 Conribut to Capital Replacment 0.00 0.00 0.00 0.00 0.00 0.00 5,000.00

**Total Expenses** 415,169.01 402,006.47 418,216.64 390,997.13 388,448.65 394,583.59 395,036.16

**Net Total (Revenue - Expenses)** 6,048.88 residual surplus or loss 39,457.99 37,997.20 24,133.91 33,151.57 -12,383.62 468.19

**Projected Balance/Surplus:** 6,048.88 39,457.99 37,997.20 24,133.91 33,151.57 -12,383.62 468.19

Deacon Report  
Annual Parish Meeting  
January 28, 2024

Kate Wisz joined St. Luke's in the role of deacon on February 5, 2023.

**Liturgical Participation**

- Participation in St. Luke's Services:  
78 of the 103 offered eucharistic services from February 5, 2023 through January 28, 2024  
two funerals (August 26, 2023 David Musgrave; December 9, 2023 Margi Hancock)  
Good Friday Women's Stations of the Cross April 7 (tech support with microphone)  
Blue Christmas Service December 5 (grief ministry group to be formed in coming year)  
Grief in the Holidays Resource Guide provided with help from Alan Schuler and Elaine Penney
- Preach  
February 26, April 6, May 28, July 2, August 6, September 24, November 19, December 24, January 28
- Participation in Services Outside St. Luke's:  
Easter Vigil at St. Matthew's April 8  
Funeral at St. Michael's Clare Manning August 26

**Formation**

- Assist with Adult Learning  
Meet Kate February 12  
Lenten Program exploring St. Luke's history with local organizations and possible new relationships – highlighting  
Where funding comes from and goes – led by Julia Hoyle  
LEAP – Megan McCurley  
The Green Team, Steve Dedrick; DERC, Jim Wise; Needlework ministry, Grams Gutknecht  
The LGBTQ Center of Durham – Alix Adrian

## Advent Program – A Way to the Manger

- Offer programming/formation at St. Luke's
  - Evening Prayer during Lent on Zoom March 2, 9, 16, 23, 30
  - World Labyrinth Day Walk May 6
  - Advent Collective Labyrinth Walks for social justice issues November 26, December 3, December 10, and December 17 – Labyrinth Committee to be formed in coming year
    - Invited Durham Clericus
    - Invited grief counselors in community
    - Sent announcement to Diocese Communications Staff
    - Invited Task Force on Gun Violence members
    - Invited Pauli Murray Center executive staff
    - Invited LGBTQ Center of Durham executive staff
    - Invited Restorative Justice of Durham staff

## **Engagement with Community**

- St Luke's events attended/participated
  - Spring Fling Preview March 31
  - Spring Fling April 1
  - Vestry monthly meeting beginning April 2023
  - Durham Bulls outing June 4
  - Jan Freeman Mental Health workshop September 26
  - Pumpkin Patch pumpkin unloading September 30
  - Renewal Works Workshops October 23, November 14, November 27, November 28, and December 11
  - Prayers of the People drafted by parish member in conjunction with deacon – begun Advent 2023 – Jim Brunnquell
- Attended Community Services:
  - Celebration of Feast of Blessed Absalom Jones – Zoom February 11
  - Pauli Murray Pilgrimage May 6
  - Pauli Murray Service June 21
  - Transformation-Durham Rally to Support Trans and NonBinary Youth June 25



Pride Service September 2

Gun Violence Prevention Liturgy December 6

- Community partners

Met with an arranged for Megan McCurley, Executive Director of LEAP, to speak at Adult Learning during Lenten program

LEAP Board meetings every other month; LEAP financial committee

De Colores May 4

Kermes October 12

Provided Deacon Discretionary Funds to purchase refrigerator for LEAP lobby for school's family food pantry

Jingle Bell Leap packet pick up December 8

Jingle Bell Leap race day registration December 9

Met with and arranged for Alix Adrian, Operations Manager at LGBTQ Center of Durham, to speak at Adult Learning during Lenten program

LGBTQ Center of Durham Volunteer Orientation October 7

Met with Deacon Scott Balderson – discuss partnership with Duke Chaplain Services – ultimately unsuccessful in connecting with director, John Oliver

Met with Ketty Thelemaque, with Durham CAN, May 9, 2023, to learn how St. Luke's could be work in partnership with grass-roots community activism

Joined St. Joseph's group to further explore participation in Durham CAN as a member congregation, June 24, 2023

Met with Doug Merrill to discuss relational meetings October 13, 2023

Met with Drew Doll and Faith Team June 4

Conversations with Faith Team members about their involvement

Conversations and email communications with RJD – Leah January 4, will attend Prevent Gun Violence Summit January 20 and Community Circle Lunch January 25

Consider offering Monthly Healing Circle to the Durham community as outgrowth from grief group healing circle – mothers whose children were victims of gun violence

REI training June 12-13

Met with Durham Clergy to brainstorm ways to collaborate June 20

Engage with Durham Clericus



Consider reconstituting Belize mission trip with St. Joseph's

Breakfast casserole ministry

Met with Joy Shillingsburg, Diocesan staff, to explore Diocesan Missions and St. Luke's July 19

Outreach and Community Engagement Committee – July 26, August 23

Food pantry shopping list announced and placed on bulletin board

Durham Clericus

August 22 met Julia Tyler, Executive Director of Johnson Service Corps

September 18 Julia identifies need for space

Needs to be permanent

Treated as an in-kind donation to JSC

Need space to meet with community partners

October JSC moves in to Johnson Hall as new office space home

September 12

December 14 – confirm meeting with Angela Mason, Executive Director of Pauli Murray Center for January 26

Met with the Green Team August 9

Researched composting for St. Luke's by contacting Compost Now for quotes for service – submitted to Green Team for review/approval

Researched National Wildlife Federation Certification for St. Luke's campus – submitted to Grounds Team for review/approval

Episcopal Election Activators – January 17

### **Continuing Education**

Title IV Training with Canon Massey February 9, 2023

SoulWise Prayer Practice October 2022 to April 2023

Climate Change: Engaging the Church, led by Katharine Hayhoe, webinar April 23

October 18-20 The Labyrinth Society Annual Gathering, Kanuga Episcopal Conference Center

Diocesan Events Attended:

June 28-29 Clergy Conference

October 27-28 Deacon Retreat

November 17-18 208<sup>th</sup> Convention of the Episcopal Diocese of North Carolina

**St. Luke's Episcopal Church  
2023 Annual Junior Warden Report**

**Overview**

The junior warden is responsible for overseeing the interior and exterior of our three buildings and grounds. This includes the following:

Meeting with vendors on campus for equipment replacement, repairs and maintenance.

Collaborating with the LEAP Director.

Attending weekly wardens meetings as needed with Rhonda and the senior warden.

Attending monthly executive team meetings.

Attending monthly finance committee meetings.

Submitting a monthly junior warden report prior to each vestry meeting.

Collaborating with the treasurer and parish coordinator.

Submitted vestry reflections for the month of June.

Worked with Kate Wisz, Beth Bonner and Joan Hodges in preparation of the Johnson Corps. arrival at St. Luke's.

Coordinated work that needed to be completed before Johnson Corps. arrival in Johnson Hall.

Coordinate with outside groups using Johnson Hall with what their equipment needs might be i.e. projector, sound speakers and microphone setup.

Answering phone, texts and emails from vendors, the parish coordinator and visiting groups.

Making announcements as needed during Sunday worship when Rhonda is away.

**Highlights**

All the lights in the nave and the six overhead lights in Johnson Hall were replaced with LED lighting. We no longer hear a buzzing sound with the overhead lights.

The North side HVAC outside Johnson Hall was not cooling and couldn't be repaired. It had to be replaced due to age.

The Kramer room HVAC heat exchanger was cracked and was replaced. This HVAC unit is ten years old. This repair could last up to five years.

Our nave HVAC was 16 years old and, due to cracks found in the heat exchanger, it was decided that the entire 25 ton unit should be replaced. This was voted on by the vestry. While we waited for the replacement to arrive, we moved to Johnson Hall for worship for two months. A committee was formed consisting of green team members Steve Dedrick, Wendy Cook and John Hodges-Copple. Representing the vestry was Bill Gutknecht and June Santa. Quotes were received by Steve and June. Several meetings were held with the green team about a greener version of an HVAC as well as detailed HVAC data provided by Kirby Cook, Engineer. During this process, I learned from our HVAC company that one standard, high heat unit was currently available if it was ordered as soon as possible. While St. Luke's is striving to become more environmentally friendly, it was voted by the vestry to place the order for the unit that was available. The green team will continue to look at various ways for St. Luke's to reduce our carbon footprint including HVAC replacement in the future.

## **Summary**

St. Luke's is 67 years old. We're not as old as most parishes but, with age comes more repairs and maintenance. Whether the project is large or small, there is always something that needs to be done on campus. I have compiled a list of those projects. Three of those are: paint the exterior of the church, Johnson Hall and the Gray building, repaint the parking lot spaces, replace the carpet in Johnson Hall and the Gray building.

As a long time member, I appreciate how St. Luke's, past and present, have pitched in to help keep St. Luke's going with their time and talent. However, as a mainly older congregation, we will have to rely more on outside vendors for repairs and maintenance.

I would like to thank the following people for their help in 2023: Steve Dedrick, Bill Gutknecht, Randy Griffin, Donald Hamm, Daniel Emory, Patty Michaels, Garden Day volunteers, Wendy Cook, Kirby Cook, and John Hodges-Copple.

May the Lord bless and guide us and St. Luke's as we discern our future.

Respectfully Submitted,

E. June Santa



To: **The Vestry, Rector Time-Certain Rhonda Lee, and St. Luke's Congregation**

From: **James Brunnquell, EMC Chair**

Re: **Fall 2023 Every Member Canvass**

Date: January 17, 2024

This year's EMC campaign began on September 24, 2023 and the Ingathering was on November 5, 2023. We set an ambitious goal of a 20% increase in pledges from \$350,000 to \$420,000 so we could call a half-time priest to focus on Evangelism. Key components of the campaign were as follows:

- A mailing to the 160 families/persons on our membership list. The letter included an explanation of our goals, a detailed descriptions of the many ways of giving to St. Luke's, as well as a pledge card and return envelope.
- A stewardship sermon by our Rector time-certain
- Weekly announcements at both the 8:00 and 10:30 services for six weeks.
- Weekly written reminders in Sunday bulletins and weekly emails for nine weeks.
- Starting November 6, follow up by EMC team members by email and phone.
- A personalized mailing to all those who had not responded in November.
- A second and third round of personalized emails in November and January.
- Handwritten thank-you notes to each family/person who pledged.

The results were as follows:

	<b>Total Pledges</b>	<b>Total # Pledges</b>	<b>New \$</b>	<b># New</b>	<b>\$ Increased</b>	<b>\$ Decreased</b>	<b>\$ Lost</b>	<b># Lost</b>
<b>Fall 2022</b>	\$350,395	107	\$26,220	12	\$22,740	\$21,560	\$18,010	6
<b>Fall 2023</b>	\$335,537	92	\$15,440	9	\$42,740	\$20,804	\$20,080	9

Of the 92 pledges, 38 increased their pledge by 10% or more over the prior year. This is significant and demonstrates the commitment that many parishioners have to St. Luke's mission and ministry. Although we failed to reach our goal, I am very thankful to all who pledged, and especially the new and increased pledges.

The loss of pledges is primarily due to the death of members, members moving away from St. Luke's, and an increasing trend of those giving but no longer pledging.

I would like to thank the EMC Team: Jeanne Alton (thank-you note writer in chief), Robin Arcus, Hope Galunas, Rich Kells, Debbie Stonehouse, and Bob King for all their hard work. Special thanks for EMC Chair Emeritus, Patty Michaels, for her support and guidance.

## Music Report

### Adult Choir

Our choir may have been small in 2023, but they were mighty in dedication and love of their music ministry. Despite our attempts to continue to have one or two paid male choristers, we were unable to acquire anyone in 2023. As a result, we became (by default) a women's choir, a reality that turned out to have some silver linings, the main one being the ability to really focus on blending our voices and learning to sing more "as one." We did unison, two- and three-part anthems, small ensembles, and solos. Each week, in addition to our regular Wednesday evening rehearsal, we had a sectional rehearsal on Monday afternoons to work on learning music parts and improving vocal technique. The choir prepared and presented thirty minutes of music, accompanied by violins and cello, just before the Christmas Eve service.

### Summer Music

During the summer, I offered two music sessions each week: one focusing on vocal technique and training, and the other on learning/improving music reading. We had up to ten participants at each session each week. It was a great way to continue to work on singing during the choir's off season of June, July, and August, and it was enthusiastically received.

On Sundays during the summer, we had vocal soloists, small ensembles, and organ and instrumental music while the choir was on break. One advantage of the summer is that the choir sits in the congregation, not only to support the hymn singing, but also to have a season where they can simply worship without the weekly Sunday responsibility of music ministry.

### Handbell Choir

Our handbell choir was formed during the pandemic and currently has seven members, just enough to cover our two-octave set of Schulmerich bells. St. Luke's was given the handbells by the mother of parishioner Dot Borden in the 1990s. The group rehearses weekly on Thursday afternoons from Fall through Spring. They played on several Sundays in 2023 and participated in our 2023 Christmas Eve music. Our two-octave set is sufficient for now, but as our handbell program becomes more established and others want to become involved, we hope there will be sufficient interest in purchasing a third octave of bells. A three-octave set is the standard number that most churches have. It allows for more musical options, a greater number of participants, and has a richer, more colorful sound.

### Yamaha Grand Piano

Some very kind parishioners donated a special gift to St. Luke's this year: a Yamaha grand piano. This beautiful instrument is in excellent shape and resides in the nave where it is used during our worship services. With care and maintenance, it should serve us well for many years. We should consider installing a humidity-moderating device to protect the piano from moisture, which is particularly problematic during the summer months and in damp weather.

The Weber grand piano, given years ago by the Schiebel family, was moved to Johnson Hall where it was put to important use during the months we held services there. A parish hall with a grand piano creates opportunities for events, receptions, concerts, and other gatherings. The piano was enjoyed, for example, at the St. Luke's 67<sup>th</sup> birthday party in October while guests had lunch together.

### The Chapman Organ

In 2023, St. Luke's made a decision to honor the late Scott Chapman, a longtime parishioner who played a major role in the acquisition of our Moller pipe organ, by renaming the instrument The Chapman Organ. Scott's family traveled from around the country to be with us on April 30, the Sunday of the dedication/renaming. A handsome bronze plaque now hangs in the nave near the organ, engraved:

*The Chapman Organ  
This Moller pipe organ is named in memory of  
F. Scott M. Chapman  
1946-1922*

Respectfully Submitted,  
Kaye Saunders



## **2023 Almoner's Report**

Due to the characteristic generosity of our congregation to the Rector's Discretionary Fund and the newly established Deacon's Discretionary Fund, we have assisted nearly a dozen St. Luke's neighbors in 2023, for a total that easily exceeds \$20,000. As reported previously, assistance takes the form of rent payments, car replacement and repair, medication assistance, utilities, and gift cards for food, household products, and gasoline. We also completed the second year of Breathing Space, the program that provided one neighbor with \$500 per month, directed where he most needed it.

As we transition to new accounting management in 2024, this change will also allow the Almoner to have an assigned credit card, making gift cards easier to obtain and document. It will also allow for more direct handling by the Almoner of approved utility bill payments.

Just as the funds for the discretionary accounts ebb and flow, so does our Pantry. Canned food contributions are always welcome and serve St. Luke neighbors as well as St. Joseph's food distribution and LEAP. Thank you all for your ongoing commitment to direct contributions to our community members.

Respectfully submitted,

Jan Sweet Freeman  
Almoner



## **Altar Guild**

We are the group that makes the church beautiful, and we organize the day's service. This year has brought forth some challenges. We have had members who have had health problems, so we are recruiting new members.

The challenges that we have had are having candles that will stay lit, and wicks that will stay lit for the crucifer to light the candles at the beginning of the service. The big challenge was moving to Johnson Hall where the space is so limited. We have linens, items to clean the linens, candles, and silver, all of which were kept on a cart while in Johnson Hall. We needed to secure the wine/host and silver in a locked cabinet, so we used one shelf in a locked cabinet. The hangings were in the church, so when we needed to change the hangings - Advent Season to Christmas - we went to the church and brought them over to Johnson Hall.

There was also limited space and selecting what the church could have out for the Advent and Christmas services. Safety was a major concern for egress from the church and fire from multiple candles. The creative work of the Altar Guild members made the church lovely and special.

The happiest times are when the holidays come and we can purchase the flowers, bring out the candelabra, and enjoy your group working to make the service very special. We help each other's teams by being willing to fill in for members who cannot be at church their team's week. Our group needs to thank LaRue Dedrick for purchasing all needed items, and Jean Willard for making the schedule for the teams.

Nora Hammond

### **Healing Ministry**

The healing ministry, where we lay hands on people and offer intercessory prayers, has been an integral part of one or both of St. Luke's Sunday services since Lent 1998. The laying-on-hands was interrupted when Covid prevented in-person services but has resumed at the 10:30am weekly service. St. Luke was known as a healer in his time, so it is especially fitting that our parish provides such ministry to the church. We offer this opportunity in the Maginnes Chapel behind the pulpit. During the distribution of Sunday communion, one comes to the side chapel for prayers of healing for themselves or others. We currently have three members and welcome others to join us. Ministers complete a training period before administering the healing rite.

### **Arts Events Committee**

The Arts Events Committee had no activity since February 2020 due to Covid, but resumed with one concert in 2023, An Evening of Music with Mitchell Bratton and Friends on November 10th in Johnson Hall. The event was attended by approximately 30 parishioners and non-parishioners. The event was not a funds generator but provided a lively and fun evening of fellowship.

### **Livestream Team**

Broadcasting of the later Sunday service began during Covid in 2020 as recorded video and then livestreaming of the rector celebrating the Eucharist. Broadcasting has evolved to a livestream video on St. Luke's Facebook page that remains for later viewing, plus a recorded copy placed on St. Luke's YouTube channel. We have one Mevo camera controlled by an iPad and connected to the soundboard for capturing sound better. The team has benefitted from professional guidance from Erik Ramquist and is currently researching a more permanent, less obtrusive, camera purchase and placement. Data indicates that we don't have many viewers during the livestream, but throughout the week people watch at least segments of the recording. We have not formally evaluated the number of viewers on the two viewing platforms but the cost of broadcasting is zero.

Submitted by Wendy Cook

## **Evangelism/Communications 2023 Annual Report**

### **Publicity**

Major events publicized this past year include the Spring Fling Yard Sale, the Pumpkin Patch, and the Preowned Christmas Decorations sale. Initial announcements of the events in the Sunday bulletins and the church newsletter were prepared and submitted to Kaye Saunders for publication by the event leaders.

Marlys Ray took the information provided by the event leaders, prepared announcements, and uploaded them to Facebook events and posts and Instagram posts and placed them on St. Luke's website pages and links. She, in collaboration with the Fling leaders, used Facebook Marketplace to advertise specific items for direct sale.

Other publicity for the Pumpkin Patch and Spring Fling included placement of street signs (by Tom McIntosh and Bill Gutknecht) from Morreene Rd. and 15-501 to Milton Rd. and Roxboro Rd. and from Broad St. and Main St. to Cole Mill Rd. and Umstead Rd. Anna Lawson painted large advertising signs to be placed in the event sign frame at the entrance way to St. Luke's. Flyers were prepared and posted at St. Luke's, sent home with LEAP students, and placed in several businesses in the 9<sup>th</sup> Street area and in the south, north, and downtown Durham libraries.

Finally, an advertising blurb was prepared and submitted to public announcement sites on WRAL, WTVD, Craigslist, Durham Clergy Convocation, Garage Sale Finder (Fling and Christmas Decorations), and Nextdoor. This blurb was placed on neighborhood servers by various members of St. Luke's. Publicity for the Christmas decorations sale included all the above except street signs.

### **Events and Activities Photography**

Photographs were taken at almost all events and activities. Included are Christmas and Easter services, baptisms, yard workdays, LEAP student graduation, Pumpkin Patch and Spring Fling, commissioning special committees, adult classes, St. Luke's hikers, and groups like the Men's Dinner Group and St. Luke's Stitches. Bill Gutknecht is the principal photographer; other photographers are Alan Schueler, Julia Hoyle, June Santa, Grams Gutknecht, Robin Arcus, and John Willard. The photographs were processed and optimized using Adobe Photoshop and provided to Grams Gutknecht for archiving St. Luke's Google Photo Repository.

-reported by Bill Gutknecht and Marlys Ray



## **Website and Social Media**

### ***Website:***

The site had no major revisions. It was updated as timely as possible regarding event promotions, educational offerings, staff changes, seasonal happenings, and any informational needs of the rector and vestry.

The site experienced its heaviest traffic in March, April, and October. Other than direct site visits, most visitors are referred by search engines, with a smaller percentage of referrals coming from Facebook.

The site's Coming Events page is used to provide information about non worship activities such as major fundraisers (Spring Fling for example). In 2023 that page received approximately 1,100 views.

The weekly announcements are posted to the site and received approximately 700 views in 2023.

Each month the Acts of Faith newsletter is posted to the Recent Newsletters page which received 250 views in 2023.

Each week, the sermon audio is posted on the site. Sermons given in 2023 received 216 "listens" to date.

### ***Social media:***

The main role of social media for St. Luke's at this time is the presentation of each week's worship service via live streaming through Facebook. The service streaming is conducted by a separate, dedicated team; Mark Karegin is the member of this committee who also serves on the streaming team and who posts video of the services weekly on YouTube

Facebook is also used to create posts and events corresponding to St. Luke's events such as Spring Fling, and special services in seasons such as Advent/Christmas and Lent/Holy Week. However, these posts generally receive low attention due to the way Facebook's algorithms work, and when the posts aren't shared by those who see them first, they aren't shown to many people in their feeds, even our page followers.

-reported by Marlys Ray

## **Documentation**

### ***Photo Repository***

Photos taken by parishioners at parish events are stored in albums within Google Photos and used for various purposes. They supply a pictorial history of St. Luke's and are used in newsletters, announcements, the St. Luke's website, social media, and special-events advertising.

When a picture is taken of a minor, the photographer is asked to get the written permission of the parent/guardian before the picture can be used in any St. Luke's publication. A form for this

purpose, "PHOTO/VIDEO RELEASE FOR MINORS OR OTHERS UNDER GUARDIANSHIP" is stored on the St. Luke's Google Drive. The signed permission forms are stored in the church office.

When photos of an event are received, they are renamed with a standard convention that shows the date taken, photographer, and event. To aid in renaming multiple photos, a software product called "Bulk Photo Rename Utility" is used.

Google Photos albums are created and named for a specific event. Photos are uploaded to newly created or existing albums. When an album is created or updated, the appropriate people including the photographer, parish coordinator, website administrator, chair of the Evangelism/Communications committee, and rector are sent a notification via email with a link to the album and photos. Anyone who has the link can view and download the photos.

To date there are 111 albums with a total of 1413 photos.

-reported by Grams Gutknecht

### ***Documentation Repository***

Continuing a project begun about 2 years ago, the group is maintaining operational and historical information on Google Drive. This is a repository for such items as website management protocols and changelogs, event support plans and items, saved diocesan resources, reports, and the like.

## **Faith Team**

All in all, our St. Luke's Faith Team had a favorable year. Our Partner, William, managed to overcome several obstacles as he reintegrated to the Durham community. Securing a decent job (regular hours, more than minimum wage, and benefits) is key to a successful reentry. He is currently working two office building cleaning jobs, starting at 6pm and ending at 2:30am. No benefits. Hopefully he may be accepted for a "decent job" in late January, 2024. As you probably understand, the job market for ex-convicted felons is not wide open. On a brighter note, William got his driver license, bought a good, low cost, used car (thanks Daniel Emory), and has secured reasonable housing in a safe neighborhood.

Our FT-Partner relationship is strong and enduring. Each of our biweekly meetings last about 1.5 hours. We listen to William, see how we may be of some assistance, and "just" be non-judgmental friends. He is a very fine listener and enjoys hearing experiences from us. Trust is important and we're fortunate to have gained that some time ago. As William told us at our last meeting: "We're more than friends, we've become family."

St. Luke's FT: Beth Bonner, Hetty Kaiserlik, Bill Mahony, Debbie Stonehouse, Ted Triebel

## **Duke Episcopal Center Outreach**

St. Luke's continues to support the Duke Episcopal Center Ministry. We provide a member for the Center's Advisory Board, as well as hot meals for the students, which are served after their Sunday evening services. (Meals are donated by St. Luke's parishioners and other churches in our diocese.)

If you would like to participate in this ministry, please contact Lera Williams, Mary Etta King, or Jean Willard for additional information.

## **Spring Fling Fortunes and Christmas Cheer!**

Woo hoo! The ripple effects of our Outreach events have been and will be felt near and far. Your treasures became someone else's treasures. We saw the thrill on the faces of many who were excited to have something new for their homes. We were able to give generously to case workers for World Relief Durham, who in turn gave much needed sheets, bedspreads, pots and pans to families who have just moved to the U.S. The Spring Fling raised \$7324.16 for the Outreach Committee to give to Durham nonprofits. With the proceeds from our Fall Outreach event, the Christmas Sale, (roughly \$1000) our Durham neighbors, our Outreach Committee was able to really 'reach out'.

While there were MANY hands involved, it still wasn't "light work." But it was certainly fun and important work. Thank you. Thank you. Thank you.

Lisa D'Amico, Joan Hodges, Beth Bonner



## Durham Episcopal Resettlement Coalition (DERC)

Over the past six months, volunteers with the Durham Episcopal Resettlement Coalition (DERC) have assisted 13 refugee families to settle into new homes in the Triangle area. Three more arrivals are scheduled before the end of January, and with our partner agency World Relief Durham expecting to serve more than 300 incoming families this year, we anticipate a busy 2024.

DERC volunteers serve by meeting arrivals at the airport, transporting them to their local residences and providing a fresh Welcome Meal and groceries to last a week – a supply including foods with which the new arrivals will be familiar – as well as toys for small children. Families received since last July have comprised more than 60 individuals from a range of troubled countries including Afghanistan, Syria, Myanmar (Burma), the Democratic Republic of the Congo, Colombia and Iran.

Formed in response to the Afghan crisis of 2022, DERC consists of 15 active volunteers representing four Episcopal congregations: St. Joseph's, St. Stephen's, St. Titus's and St. Luke's. Two to six volunteers may take part in each arrival – one to drive a World Relief van, another to transport luggage, another to shop for groceries and so on. And, each pickup may encounter a challenge or two – working with an interpreter by telephone, lost luggage, a midnight arrival, lack of toiletries in the arranged AirB&B, an apartment where the water had not been turned on, for example. Things do happen.

Challenges, though, are superseded by rewards: the relief and gratitude families express after long airplane journeys and, in some cases, months if not years spent in refugee camps and in danger for their lives. Volunteers have been privileged to share a moment of prayer with a Congolese family upon reaching their new home; watching a father play soccer with his small son in their new front yard; seeing the joy and surprise of children presented with a bagful of toys. We have been blessed to share such moments, and to share the blessings we enjoy.

Would you like to help? DERC can always use financial support, donations of toys – balls, blocks, picture books, stuffed animals, etc. – are always welcome, and if this ministry appeals we would be delighted to add you to the team. (Training by World Relief as well as a background check are required prior to meeting any of our clients, but we have other ways for you to serve as well). For information, contact Babs Wise, [babswise@gmail.com](mailto:babswise@gmail.com), or Jim Wise, [wise207w@gmail.com](mailto:wise207w@gmail.com).

### **St. Luke's Needlework Ministry**

Members worked on their knitting or crochet projects at home. We met on the third Wednesday of the month in the Kramer Room from 1:30 pm to 3:30 pm to share our creations and enjoy fellowship.

Currently there are eight members. Two members live too far away to attend meetings. Average monthly attendance is four.

This year we contributed 42 hats, 18 scarves, and 7 items of children's clothing to Urban Ministries of Durham and 31 chemo caps to the Duke Blood Cancer Center.

Respectfully submitted,

Grams Gutknecht

### **Share Your Christmas Ministry**

St. Luke's Share Your Christmas focused on five groups in 2023: families identified by St. Luke's parishioners or clergy, LEAP participants, residents of Maple Court, Ronald McDonald House of Durham and the Durham County Animal Shelter (APS),

In total, St. Lukers assisted 95 people with almost 160 Christmas presents and donated more than 25 gifts to the Durham Animal Shelter. In addition, we received and sent approximately \$100 in donations to APS.

Thanks to everyone who helped our neighbors so generously this Christmas!

**Contact us: St. Luke's Episcopal Church**  
**1737 Hillandale Road Durham, NC 27705 phone 919-286-2273**

[www.stlukesdurham.org](http://www.stlukesdurham.org)      [info@stlukesdurham.org](mailto:info@stlukesdurham.org)

**The Rev. Rhonda M. Lee, Ph.D., Rector** Time Certain: [rector@stlukesdurham.org](mailto:rector@stlukesdurham.org)

**Deacon Kate Wisz:** [deacon@stlukesdurham.org](mailto:deacon@stlukesdurham.org)

**Parish Coordinator/Music Director Kaye Saunders:** [parish-coord@stlukesdurham.org](mailto:parish-coord@stlukesdurham.org)

**Treasurer Julia Hoyle:** [Julia.Hoyle@stlukesdurham.org](mailto:Julia.Hoyle@stlukesdurham.org)

**Class of 2024 — Bob King:** [bob.king@stlukesdurham.org](mailto:bob.king@stlukesdurham.org)

June Santa, junior warden: [june.santa@stlukesdurham.org](mailto:june.santa@stlukesdurham.org)

Babs Wise: [babs.wise@stlukesdurham.org](mailto:babs.wise@stlukesdurham.org)

**Class of 2025 — Bill Gutknecht, senior warden:** [bill.gutknecht@stlukesdurham.org](mailto:bill.gutknecht@stlukesdurham.org)

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Joan Hodges: [j.hodges@stlukesdurham.org](mailto:j.hodges@stlukesdurham.org)

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