

# **Grace Episcopal Church**

## **2009**

### **Annual Reports of Organizations and Activities**

#### **ALTAR GUILD**

St. Margaret's Altar Guild continued, during 2009, its mission of supporting the clergy and the worship service by preparing the altar and Eucharistic vessels, maintaining the linens and vestments, scheduling flower donors, and attending to special service needs, such as baptisms, weddings and funerals. Altar Guild members also coordinate special seasonal decorations for Advent, Christmas, Epiphany, Lent and Easter.

Barbara Karlen, Past President

#### **BUILDINGS AND GROUNDS**

Highlights of major work done on the church buildings in 2009 include: completion of the stone work repair; replacing all the flat roofs including added insulation; and re-plastering those ceilings that were ruined when the flat roofs failed in the winter of 2007-2008. The parish owes a huge debt of gratitude to Fred Groth who oversaw these projects from beginning to end. We replaced the boiler that failed in January with a high-efficiency model, half of the cost of which was paid by our boiler insurance; it is called, oddly, a Munchkin.

Lesser, but important improvements are the redecoration of the chapel, the long-delayed shampooing of the reception area carpet, and the institution of a twice-a-year professional cleaning and disinfecting of the kitchen. The range had probably never been thoroughly cleaned; in the process of the cleaning, a gas leak was finally located and repaired. The disinfecting responds to the increasing frequency of food-borne sicknesses throughout the nation, though no known cases have been reported here.

In the Shelter, rented to Porchlight, Inc., surveillance cameras have been installed.

**NOTE:** A foundation for the entrance stonework at the courtyard glass doors is being constructed. The stone steps descending to the garden level never had a foundation, and hence were shifting, breaking, and dangerous to walk on. Fred Groth is doing the work and supervision on this project.

#### **CHRISTIAN FORMATION 2009**

**Children.** Christian Formation opportunities for children occurred during both the ten o'clock worship service and the formation time following the service. Trained nursery teachers taught and cared for infants and toddlers during the worship service. Pre-school and elementary-aged children had the opportunity to participate in Godly Play (an age-appropriate worship program) during the Liturgy of the Word. During the formation time following the worship service, the nursery teachers taught and cared for children of all ages. Several events and activities that were especially for children included Day of the Dead, Advent-wreath lighting, St. Lucy's Day, Communion preparation and workshop, and the all-Madison Episcopal Vacation Bible School.

**Youth.** Middle- and high-school-aged youth had a variety of youth group activities over the past year. During the school year, the youth group met after the ten o'clock worship service. In the spring of 2009, the youth explored their faith through music and liturgy. The liturgy unit culminated in a "Youth Sunday", in which the youth of Grace planned and participated in all aspects of the ten o'clock liturgy. Three youth completed twelve hours of confirmation class and were confirmed by Bishop Miller along with the adult confirmands in May. This fall, the youth are working their way through the Gospel of Mark using the African Bible Study method. Grace youth have had a few combined youth events with St. Dunstan's Episcopal Church.

**Adults.** We offered a variety of Christian Formation programs and events. Some ran independently, such as the Grace Book Group and the Spiritual Journey Groups. Other programming was on-going, such as the Sunday morning adult forums and Growing In Faith Together. Other activities included reading the Gospel of Mark in its entirety and the all-Madison Episcopal Lenten Program. Nine adults completed nine hours of confirmation classes and were confirmed or received by Bishop Miller in May.

Darby Puglielli, Formation Coordinator

#### **COLUMBARIUM TRUSTEE REPORT**

The Board met three times (so far) in 2009. The members are Fr. Grieser, Sally Phelps, Steve Webster, Jim Bates and Stan Henning.

The Board has continued to regularize the procedures governing the columbarium because we can find no copies of minutes after the first organizational meeting in 1991. Other records involving payments for spaces and urns, birth and death dates, and dates of inurnment have been (rather primitively) kept.

The columbarium is located in the chapel; it consists of two simple wooden cabinets. The ashes of twenty-five people are there.

The Board is planning a memorial plaque containing the names of the inurned to be erected near the cabinets. Fr. Jonathan will lead in these plans, and we hope to have the plaque in place by year's end.

#### **DIOCESE OF MILWAUKEE HAITI PROJECT**

The Diocese of Milwaukee has been in a partnership program with the Diocese of Haiti for over 20 years, working in Jeannette Haiti, a rural mountainous area near Miragoane. There, we have St. Marc's church, St. Marc's school, a clinic, a trade school, a coffee and economic development project, a maternal/child health program and a water purification project.

Currently, St. Marc's Church is under the direction of an Interim Priest, Pere Kesner Gracia, who is also the Archdeacon for the area. St. Marc's school has about 700 students (K-9) and among the highest test scores Haiti. We currently have 5 students at University in Port-au-Prince and 3 students at the Bishop Tharpe Business and Technical School in Les Cayes.

Sponsorship of a child for school at St. Marc's is one of our most important programs. You have the opportunity to supply school expenses, uniforms, books and other items for children who would otherwise be unable to attend. You would then be given a photo of your child and

information about the program. To sign up, visit the HaitiProject.org on the web or talk to Susan Webster or Steve Smith. We are also working on a list of unbudgeted needs, large and small, that we will post soon.

Help make a difference in Haiti and drink Singing Rooster!

Steve Smith – Parish Representative

**EPISCOPAL CHURCH WOMEN FINANCIAL UPDATE**

Episcopal Church Women (ECW), an organization of all parish women has been active and supporting a network of Grace activities, fellowship, and parish and community outreach since the formation of Grace. The start of 2009 kicked off the annual ECW luncheon with the purpose to review current charitable contributions and opened the floor for future suggestions on ECW monetary allocations. After review of current community contributions, the ECW board voted to increase contributions to \$500 per charity (to be allocated at the end of 2009 for a total of \$4500). Additional contributions to world outreach program are yet to be determined. Requests were also met for Grace website maintenance software (Contribute), a new LCD projector for church use, and furniture for the Christian Formation rooms. Current Grace allocations and projects are being evaluated with Clergy and on a need basis. ECW has also made several personal contributions to departing clergy, graduating seniors and provided flowers for shut-ins. Other activities sponsored by ECW included the Treasures of Grace tour, YMCA Lenten Project, sponsorship of welcome bags provided for newcomers and an Advent Wreath Project. A major function of ECW is the execution of several Estate Sales (3 scheduled for 2009) which is the main revenue generator for ECW funds. Sales of magnets, brooms and postcards also supplement the operating budget.

Amanda Farrow, President

**ECW Financial Summary for Annual Parish Meeting (Jan-Sep 2009)**

Category	Amount	Item
Individual Recognition	\$500.00	Clergy Gifts
Individual Recognition	\$ 625.00	Graduation/Recognition Checks
Grace Contributions	\$ 1,000.00	Hispanic Scholarship
Diocesan Contributions	\$50.00	Altar Guild
Diocesan Contributions	\$100.00	ECW
World Outreach	TBD	ERD - Presiding Bishop's Fund
World Outreach	TBD	Haiti
World Outreach	TBD	American Friendship Foundation (Afghanistan)

Community Outreach	TBD	Briarpatch, Domestic Abuse Intervention, Rape Crisis, Family Enhancement, Porchlight, Atwood Community Center, NAMI, YWCA, Madison Urban Ministry
Grace Additional	\$393.98	Website Software- Contribute
Grace Additional	\$298.00	500 Magnets
Grace Additional	\$423.92	Welcome Bag Items
Grace Additional	\$816.13	Furniture for Christian Formation Rooms
Grace Additional	\$599.00	LCD Projector
Grace Additional	\$125.00	Flowers for Shut-ins
ECW Operating	\$68.00	Brooms
ECW Operating	\$364.81	ECW Luncheon
<b>Total</b>	<b>\$5,363.84</b>	

2009 Estate Sale Net Profits (sales through September) \$4,565.81  
 Broom and Magnet Sales \$132.86

Fund Balance (9/30/09) \$47,286.47

**FOOD PANTRY**

Grace Church Pantry fed 10,336 people during the first three-quarters of 2009. So far, July was our busiest month with 1,361 guests getting groceries -- and with only part time staff, know that in every month, almost everything was accomplished by volunteers in the hours they donate to the pantry. Behind the scenes, they pick up food from our suppliers, unload food pallets, sort and shelve canned goods, package groceries by household size, make up packets of diapers and bulk foods, and accomplish large and small errands that keep the pantry operating. Other volunteers are the human face of the pantry. With good humor and respect, they serve clients during the five shifts we are open each week, matching our inventory with the needs of guests.

These same volunteers notice, and the statistics back them up, that we are seeing more and larger families; 36 per cent of those getting food from Grace this year are children. Of course we continue to see smaller households. However, this shift to more youngsters and families in need indicates that fighting hunger is a more crucial mission than ever for Grace Pantry in reaching out to the Madison area.

We are not in this mission alone. Covenant Presbyterian, Luther Memorial Church and Mount Olive Lutheran have all continued financial support of the pantry during this recession. St. Andrew's outreach also gives valuable support. (If you have friends in any of these congregations, let them know we appreciate the help!) Individual donors outside the church mail

checks regularly. However, other funding sources have diminished or dried up. One formerly-faithful foundation sent Grace Pantry a fraction of previous grants, and indicated that between recession and stock market losses, it could not be counted on to give in the future. So there are challenges to fundraising.

Our pantry was founded in 1979. No, we didn't forget the anniversary. However, with board, staff and clergy changes, the whole of Grace has been busy with other tasks and celebrations during 2009. So look for us to mark Grace Pantry's past and FUTURE sometime in 2010. Grace Food Pantry will be making the work we do more visible in the coming months, so the parish gets to know more about the volunteers and what help the pantry can really use. Size 4 & 5 diapers are always in demand, as is toothpaste!

Deb Barber, Food Pantry Coordinator

### **HISPANIC MINISTRY AT GRACE**

Ministry at Grace: Our Hispanic worshipping community continues to consist of around 100 members. We are working with the vestry to clarify our ministry's relationship to the parish as a whole.

Worship: Sunday Holy Eucharist offered bilingually. Holy Week services offered in Spanish.

Pastoral care: This includes addressing social issues and needs, including support and guidance in the process of becoming acculturated to new systems and ways of life. Many of our Latino parishioners who are new immigrants experience problems understanding their rights and obligations related to language, work and insurance issues.

Outreach: We continue to teach English as a second language in conjunction with the Hispanic Food Pantry. We encourage students to stay in high school or complete their GED. One of the ways to reach out to our members is by addressing security needs through advocacy and education as we are called by our Baptismal Covenant vows. We raise awareness and address justice issues.

Spirituality and Formation: We presented the 2009 Lenten program with other Madison parishes. Sacramental preparation is done bilingually as needed. Finding God at the Movies: We have ongoing theological bilingual discussions using movie clips and reflection.

Day of the Dead, an Advent Retreat and were two events which were planned and offered to participants in English and Spanish. Attendance varied from 20-35.

Baptisms and Weddings: There were two Latino children and one adult baptized, and one wedding performed by the Hispanic Missioner this year at Grace.

Scholarship Fund: We have established a scholarship fund to offer assistance to Latino students to complete their higher education. Three students have received scholarships this year: Oscar Rozo, who graduated from Edgewood College and is now attending Virginia Theological Seminary. He is a postulant for holy orders, Liliana Cisneros, a doctoral student in Political Studies at the University of Wisconsin, and Guadalupe Elizabeth Figueroa, at St. Augustine Episcopal College in Chicago. We raise the funds by selling knitted hats and having a garden party Salsa at the Size's once a year.

Christian Fellowship: We grow as a faith community through the ministry of 'fiestas' and caring for one another, through weekly bilingual lunch after Sunday Eucharist, and lately through the GIFT program. We had excellent participation from the Hispanic community and live Latino/Mariachi music at our pre-Christmas Posadas, at an evening of Hispanic Folk Music and a Homeless Shelter dinner.

As a priest at Grace for the last six and a half years with a specific Hispanic ministry, I continue in a collaborative relationship with the diocese, parishioners, staff, vestry and clergy. I look forward to further clarification of this ministry in the parish.

The Rev. Pat Size, Hispanic Missioner

### **LAY EUCHARISTIC VISITORS**

The ministry of Lay Eucharistic Visitors reaches out to members of our congregation who are unable to worship with us regularly. Currently we have 6 LEVs who take Communion to those who are homebound and to those who are ill or hospitalized. They usually make their visits on Sunday afternoons, and try to see each person they visit at least once a month. Eleven of our members are currently being visited by LEVs. During the past year, the LEVs have probably made about 180 visits. If you would like to be a part of this ministry, or if you (or someone you know) need to receive Communion at home or in the hospital, please contact Deacon Carol Smith.

Deacon Carol Smith, Coordinator

### **NEWCOMERS AND WELCOMING COMMITTEE**

The Grace Welcome Network consists of ten parish members. The ongoing task of the procuring contents and distributing Grace visitor bags continued throughout the year. The gift bags are given out from the back of the nave welcome table which is also enhanced by a seasonal floral arrangement. The entire project is funded by the ECW at the cost of approximately \$500. Newly designed pew cards as well as updated insert pages for our nave guest book were designed and produced to provide useful information for potential new church members.

Currently the Welcome Network team is being reorganized to greet visitors after the weekly Sunday services. Additionally, outreach for newcomers is being evaluated for implementation during the coming year.

Special 2009 events that required vestry hospitality efforts included the annual meeting lunch, a special coffee hour farewell for Kristin Matuszak (Minsitries Coordinator), vestry retreat arrangements with food provision, and the farewell courtyard party in June for Interim Rector Patrick Raymond and family.

Linda Savage, Chair

### **PERSONNEL COMMITTEE**

The Personnel Committee provides supports the rector, wardens, and vestry in their efforts to recruit, select, train, reward and keep an outstanding staff. The committee conducts research and

recommends personnel policies and procedures to the vestry. It prepares job descriptions, recruits as vacancies arise, and conducts periodic reviews of the ministries of professional staff members. It is a resource for the rector who has final responsibility for overall management and serves as a sounding board for warden's and rector on personnel issues. The committee drafted an employee handbook approved by the vestry and procedures for recruitment and evaluation of staff. In 2009, the committee implemented a review system for staff that includes feedback on strengths, challenges, and performance goals for staff. In the context of mutual ministry, the 360 degree review process provides opportunities for parishioners, colleagues, and others working with a staff person to offer feedback and suggestions.

Mary Ann Cook

### **SHELTER DINNERS**

Russ, our amazing Church Sexton, sets up the tables every time we have a Shelter Meal in the Guild Hall (Regularly, first Monday of every month) He provides extra paper towels and garbage bags. The following morning he cleans the kitchen and guild hall floors. The experience of recently being homeless makes Russ a valuable and respected resource for all kinds of items to do with the Shelter guests downstairs.

Each month we recruit volunteers to help with the evening: Many college students have been of wonderful help. Different Church groups (outside of Grace Church) have helped; Grace Church Choir have helped as have Grace Youth group. There have been Cycling Groups and Ethics Discussion Groups who have helped (and who have nothing to do with established churches) and, of course, lots of wonderful people from Grace's Congregation. We have served delicious meals to groups of 70 to 145 over the past year, observing that a growing number of people come to enjoy the meal who are not registered at the Shelter. Presumably, they are homeless and are in need of a good hot meal and a warm welcome. A growing number of women have been coming to the Guild Hall once a month. All are welcomed and by grace are fed.

Sarah Watts, Coordinator

### **GRACE'S RESTRICTED FUNDS**

Thanks to the generosity of many members and friends of Grace over the decades, our operating budget, mission and ministry, and ongoing building maintenance is supported by several restricted funds. A brief description of these various funds follows.

#### **Restricted Funds.**

- The Endowment Fund. Originally established in 1944, income from the endowment fund was designated to be used "for any Church purpose for which adequate funds shall not be available from other sources," while principal was intended for construction or repair of Grace Church property. As of September 30, 2009, assets totaled \$307,350.
- The Special Purposes Fund. This fund was created in 1969 and redesigned in 1974. Like the Endowment Fund, income from the fund could be used for any Church purpose, while principal was designated for building maintenance and repair, special missions or charities of Grace including scholarship support for seminarians and support for Diocesan mission efforts. As of September 30, 2009, assets totaled \$284,105.

- The Clergy Housing Fund. Created in 1974 with the proceeds from the sale of Grace's rectories, the income and principal of this fund was intended to support the purchase, leasing, or financing of housing for the Rector or assisting clergy of Grace Church. As of September 30, 2009, assets totaled \$114,257.

A committee consisting of the Rector, Junior Warden Stephen Webster, Treasurer Sparky Watts, Tom Zilavy and Jack Bolz are developing plans for the consolidation of these three funds into a new fund that better reflects the current needs of Grace Church and develops clear guidelines for the use of these funds by Grace Church. We hope to present a proposal to the 2010 Annual Meeting.

**The Nettie Chase Mission Development Fund.** In 2007, long-time Grace member Nettie Chase left a substantial bequest to Grace Church. A large portion of that bequest was designated in 2008 as the Nettie Chase Mission Development Fund, to be used for mission. Money from this fund was designated in the 2009 budget to be used to support a staff person in the area of Mission Development and for expenses related to the Rector Search. As of September 30, 2009, assets totaled \$1,248,681.94.

**The Grace Church Foundation.** Commonly known as "The Grace Fund," the Grace Church Foundation was organized in 1995 as a permanent endowment fund to support "the maintenance, restoration, replacement, repair and improvement of the buildings, properties, and facilities of Grace Church."

So far in 2009, the Grace Fund has received a total of \$167,235.50 in bequests. \$13,966 went toward the purchase of a new boiler. As of September 30, 2009, total assets in the fund were \$1,350,922.85.