

REPORTS FOR THE ANNUAL MEETING

JANUARY 22, 2017



THE CHURCH OF THE EPIPHANY

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Gift and Endowment Policy (see separate booklet)

“MEMBERS”

By-Laws (rev. 2008) of the Church of the Epiphany, Article II, section 1:

The members of the Corporation who shall be qualified to vote at any election for members of the Vestry, Deputies, and Delegates, and upon all questions which may come before any meeting of the Corporation, shall all be:

- ☐ Baptized persons,
- ☐ 14 years of age and above,
- ☐ And have made Epiphany their place of worship for at least six months prior to the meeting.

All persons meeting these qualifications may request a ballot at the appropriate time.

Ballots also serve as the written portion of the report of the Nominating Committee.

In all elections for Vestry membership, each member having a right to vote may cast only one vote for a candidate; cumulative voting is not valid.

The Judges of Elections will announce the opening and closing of the polls and the results of balloting. The Judges' decision as to the total vote validity of any ballot shall be final.

CHURCH OF THE EPIPHANY
January 22, 2017
Royersford, PA 19468

ANNUAL MEETING AGENDA

1. Opening Prayer (Beth)
2. Call to Order (Paul Atlee)
3. “Members” – Reference, p. 3 of Annual Reports
4. Election of Secretary for the Meeting
5. Approval of Minutes of the Last Parish Meeting
6. Report of the Nominating Committee
7. Introduction of Nominees
8. Appointment of Judges of Election
9. Voting
10. Vestry Liaison Reports
11. P’s & Q’s – Offer Praise or ask Questions
12. Accounting Warden’s Report for 2016 & Budget 2017
13. Results of the Elections
14. Rector’s Remarks
15. Closing Prayer & Adjournment

Minutes of the Annual Meeting of the Church of the Epiphany

January 31, 2016

Meeting called to order at 11:12 a.m. Junior Warden Paul Exley presiding with 37 parishioners in attendance.

Opening Prayer—The Rev. Beth Hixon

Reminder of the definition of a “member” eligible to vote at the annual meeting

Motion made (Bill Wilson & seconded: Dodi Kearns) & carried unanimously to approve:

Judges of Election: Charles Dell, Tom Bailey, Marti Wilson

Secretary: Kathy Cobbs

Unanimous approval of the minutes from last year’s annual meeting, held 1-25-2015.

Report of the Nominating Committee

Vestry

In accordance with the change to Article II, sec. 2 of the By-Laws (approved 11-9-15) the Epiphany vestry will heretofore be composed of 7 members, each serving a 3-year term. Only one seat is up for re-election this year. **Paul Atlee** has agreed to serve a second term. There were no additional nominations from the floor. Motion made (KC), seconded (MW) & carried unanimously to elect Paul by acclamation.

Valley Forge Deanery

Linda Print and Vicki Cox agreed to serve. There were no additional nominations from the floor. Parishioners were reminded that all Deanery meetings are open and anyone can attend.

Motion made (PA), seconded (KD) & carried unanimously to elect Linda and Vicki by acclamation.

Convention

Kitty DiBattista, Bill Hummer, Ben Millet, Dodi Kearns agreed to run, with Paul and Lori Exley as alternates. There were no additional nominations from the floor.

Results of the election: Ben Millet, Bill Hummer & Dodi Kearns =3 delegates; Kitty DiBattista, Paul & Lori Exley = 3 alternates.

Announcement of 2 Proposed Changes to By-Laws

At present Article III, sec. 1 stipulates that the annual meeting should be held “on the first Sunday after Epiphany Sunday.” Paul Exley proposed that the date be changed to when we have actually been holding the meeting in practice: “the fourth Sunday in January, unless otherwise dictated by weather” (since this was the case this year, and the Jan. 24 meeting had to be moved to Jan. 31). There was a friendly amendment from the floor that “otherwise dictated by weather” be changed to “grave extenuating circumstances.”

Moreover, Article III, sec 1 also states that “written notice of such meetings shall be given to each member of record entitled to vote at least fourteen days prior to the day named for the meeting. Notice shall be sent to the last address on the Corporation’s Record Book.” Paul Exley proposed that this last sentence be replaced by: “Written notice of the meeting shall be sent by email, posted on the web site and in the December *Epiphany Star* newsletter,” which, again, brings the By-Laws into accordance with our actual practice.

Per the procedure for alterations to the By-Laws of the Church of the Epiphany (Article XIII of said By-Laws), the above two items constitute formal announcements to the Corporation of changes in the By-Laws, and a vote by the vestry will take place at least at the March 14, 2016 vestry meeting to enact these changes.

Celebration of Paul Exley’s Service on the Vestry

Paul has served two consecutive, full terms on the vestry, leading us through some very difficult transitions as Rector’s Warden, then Junior Warden. The parish recognizes Paul’s outstanding service and steadfast dedication to our church with a cake and gifts. In turn, Paul praised the vestry, saying, “It takes a village, and I hope I’ve left Epiphany in a better place.” Thank you, Paul!

Remarks by the Rev. Beth Hixon, Priest-in-Charge

The Wider Picture

Beth spoke about the state of the Episcopal church in the world. The wider (and much more conservative) Anglican Communion recently suspended the American Episcopal Church’s voice and vote for three years because of its stand in support of the ordination of women and the LGBT community. The Anglican church is exploding in Africa, but declining here in the USA, along with other main line churches. Vicki asked what data was used to measure the decline, and Beth answered that average Sunday attendance is commonly used.

In our own Diocese of Pennsylvania we’re about to elect a new bishop. Beth is on the liturgical commission and will be helping to plan the Bishop-elect’s ordination in July. She stated that our diocese needs to be less congregational and come together to tackle some of the bigger-picture issues. Our Valley Forge Deanery is growing. Vicki Cox attended the most recent meeting, preceded by a full church service. The subject of the deanery business meeting was the \$1,000 grants to be made available. The deanery voted on the guidelines for these grants. Further discussion involved pooling deanery resources, e.g. holding one service for Epiphany at our namesake church. We received high praise for our recent Epiphany service and reception after, and the Dean asked that we continue to offer the service every year on Epiphany.

Our Epiphany Parish

Beth thanked the Vestry for increasing her hours to 30/week. She’s praying about what form those increased hours should take in her ministries. The Vestry and Beth are engaged in a mutual ministry review, and a key question is: Do we have the energy to grow? Beth feels strongly that her own calling is to help a parish grow, and we, as

parishioners at Epiphany, need to examine what we are called to do. She is moving into the 18th month of a 24-month contract, and decisions will soon need to be made regarding the future—both hers and ours. Beth praised the Vestry for its constant discernment and its willingness to engage in the discussion of who we are and what gifts we offer in this place and time.

Beth announced that she and the Worship Committee have decided that this year Epiphany will hold an Easter Eve Vigil service at 7:30 followed by a champagne reception. Beth asked Paul Exley to speak about the Stations of the Cross at Epiphany. Paul gave the history—we used to do Stations every Friday evening during Lent, but due to the lack of attendance, we will have only one service of Stations on Good Friday.

Senior Warden's Report--Marie Kearns

In communication with the parish the Vestry will make a decision about Beth's contract with us—an extension of the contract or a call to Rector. During our mutual ministry review sessions with the Rev. Paul Reid as outside facilitator, we discussed the question of how comfortable we were with the notion of risk.— Were we willing to change in order to grow? How much? Other risks: our old buildings. The vestry took one risk by extending Beth's compensation to cover the 30 hours she was already working, even though we'd only been paying her for 20. Epiphany parishioners pledged more money this year than in the past 3-4 years, indicating that all of you were willing to back some risks. We've had a 3% increase in attendance at our services, and we keep up a robust outreach program. Our mindset is paramount; we are not a dying parish. We come together when we need to; we're alive. The Vestry has shifted from 9 to 7 members. Each of you was baptized into the ministry of Christ. What are you called to do? We used to have committees with vestry liaisons. For a number of years now, only the Worship Committee has remained, and there are no other committees sharing the work load with the Vestry liaisons. There is Finance, Property, Annual Giving, Christian Formation, Outreach, Fundraising and Communication. The Vestry is asking you to think about where your gifts lie and see if you can do a tiny bit more.

Paul Atlee added that we want to get away from the mindset that if you volunteer for a committee, you're committed for life. There is an escape clause! Beth interjected that perhaps "talent" is not the right word. It's really about "gifts." If you have an interest in something, then God will give you the gift to do it.

Accounting Warden's Report—Paul Atlee

We are in a much better position heading into 2016 than we have been in recent years. Marie stated that this was the best financial year in her 7 years on the Vestry. Vicki Cox asked what was responsible for this financial turn-around, and Paul answered: prudence, better management, and a stronger commitment on the part of the parish. Last year the majority of pledges were met, and 103% of the pledged amount was paid, as opposed to only 65-70% in the past. Moreover, we have paid down our loan. Last year we owed \$31,671, and this year it's down to \$19,331. In 2017 we'll have paid it off. Charles Dell asked how the amount of the Priest's pension is determined, and Paul answered that it's a fixed percentage. Bill Hummer inquired as to the amount of the

endowment: \$216,000. We have not taken any withdrawals from either the endowment interest or principal in the last year. Genny Aitken asked how much money had been donated for altar flowers, now that we have the new option of using Helen's artificial arrangements instead of ordering fresh flowers. Paul answered that we don't have that breakdown, because it doesn't always get reported by the counters or designated on people's checks.

Paul stated that he and Marie would be working with our bookkeeper Robin to clean up the accounting categories on the Profit & Loss sheets and to make the counters' sheets more user-friendly. Paul also has the year-end statements for taxes to distribute.

Outreach Report: Bill Wilson

Bill reiterated the need for committees, now that the vestry is just seven people. He referred to an article that Ellen had posted on Facebook which stated that growing churches are focused on mission, rather than model, and mission is about purpose. Think: what would it mean for this community if Epiphany were to go away? What do we want to see/do more of? Ellen added that once you stop focusing on money and begin focusing on outreach, the money will take care of itself.

Property Report: Ben Millet

We've accomplished an amazing amount: new lighting in the undercroft and WEB, bathroom renovations, a new church sign, WIFI in the church building... not to mention all the hours parishioners have put in weeding, mulching, lawnmowing and snow/slush shoveling and salting. A huge thank you to all!

On the down side, Paul Exley pointed out that we've done a terrible job of getting Beth's office rehabbed. We need to stain the shelves and cupboards and put down new carpet. We must tackle her office! Might we establish a fund for contributions toward carpet and furniture?

Tanya stated that people are not drawn to a building or property not being taken care of, so it's very important to keep up our property maintenance.

P's & Q's—Praise & Questions

Gwen Thompson thanked us for making her feel so at home here. The warmth she feels when she walks through the doors is wonderful.

Marie exclaimed that there were so many people to praise, and speaking for the entire vestry, thanked everyone for all the work—visible and invisible--they do. "Just your presence on Sundays as the choir sings to you is great," she said.

Motion to Adjourn made by Beth Hixon with many seconds. Meeting ended at 12:55 p.m.

Respectfully submitted,
Kathy Cobbs

RECTOR'S REPORT

Our life together this year has been full. I commend to you the Rector's Warden report where Paul Atlee highlights a great number of the events and accomplishments of 2016. The celebration of New Ministry on October 1st brought us together with Bishop Gutierrez to liturgically claim, proclaim and give thanks for a new relationship between the people of Epiphany and myself. After serving as priest-in-charge for two years, I have made a commitment to continue our mutual ministry as rector, and the people made a commitment to continue living into our *mutual* ministry as active participants. Each and every parishioner has gifts for ministry and is a minister in the lay order of the church. The easiest way to understand the difference between the role of rector and that of priest-in-charge is to think in terms of tenure. In this diocese, a rector's tenure at a parish is indefinite while that of the priest-in-charge is time-limited. Barring unforeseen life events, my tenure as your rector will be limited primarily by mandatory retirement at age 72 which will occur in 2024. The Vestry and I spent nearly a year working out the basic terms of the new relationship set forth in our Letter of Agreement. Defining particular roles and responsibilities of rector and people is an ongoing activity.

The Vestry has come together and worked hard this year defining our mutual ministry. They are all to be commended for their extraordinary commitment and wise decision making which includes making responsible financial decisions that allow Epiphany to have a continuing presence in Royersford and the hope of increasing vitality. Each and every member of the Vestry commits to attend an annual vestry retreat, a monthly Vestry meeting and to be liaison for various activities of the church. It has been a joy and a privilege to serve with this group of faithful people.

In 2016, we have seen growth in our attendance at Sunday services as new individuals and families have joined our community. Our Godly Play Christian formation program for children has gotten off to a wonderful start. Adults continue to gather together monthly to discuss aspects of their spiritual growth, biblical understanding, and to be briefed on the nuts and bolts of caring for our household--our people and property. We have a number of anonymous donors to thank for their support of much needed repairs to heating and cooling systems. Outreach to the community is a vital part of our identity, and thanks to Bill Wilson, to all who faithfully respond to Project Outreach and St. Augustine's, and to all who give to the Rector's discretionary fund, we continue to serve those who are in need.

This year we have worshipped, studied, worked and played TOGETHER. We have warmly welcomed new Epiphany family members and have reached out in love and care to others. It has been a good year. We are a vital and generous Christian Community. May God in Christ be praised for the life-giving opportunity to claim and enjoy our inheritance as children of the Holy One in our midst.

Submitted in thanksgiving,
The Rev. Beth W. Hixon, Rector

RECTOR'S WARDEN REPORT

Looking back at 2016 it's hard to believe that so much happened at Epiphany in the space of a year. God has indeed blessed us, as we continue to change and grow together. I am honored to serve with and for you – the talented, committed, and caring Epiphany family. While there were so many wonderful events to choose from, three “categories” stood out. Those were:

1. People
2. Spiritual life
3. Property

From a people perspective we experienced a number of new beginnings. We formally called the Reverend Beth Hixon as Rector at the Vestry's annual retreat in April, finalizing our Letter of Agreement in September. We also welcomed the Reverend Canon Daniel Gutierrez as the new bishop of the Diocese of Pennsylvania. Bishop Gutierrez was elected in March, and was able to visit with and talk with us on August 26. Beth and several members of the parish (including myself) received him and entered into discussion about how the diocese could serve us, which I found refreshing and encouraging. Bishop Gutierrez was able to be with us again on October 1, presiding as we celebrated our new mutual ministry with Beth. (We had three visits from bishops in 2016 – Bishop Lee visited with us on February 7th and confirmed Tanya Millet.) We also celebrated the ordination of one of our own – Lori Exley – as a Transitional Deacon on June 11th, and then as a Priest of the Episcopal Church on December 17th!

At the annual meeting in January, we confirmed a decrease in the number of vestry positions from 9 to 7 to better reflect the size and needs of the parish. With that change came a restructuring of vestry roles and responsibilities, which continues as we seek the right structure to fulfill our purpose. For example, the affiliates (e.g. AA, NA, nursery school) and property liaison roles have been combined into one since the needs of the groups that utilize our space often overlap with property concerns. This effort was not limited to the vestry – the efforts of the Women of Epiphany and our coffee hour hosts (among others) will be included in Parish Life – all the ways we come together to enjoy and support our community outside of worship.

Soon after becoming Rector, Beth invited Paul Exley to take the very appropriate title of Parish Administrator in acknowledgement of all that he does to support the parish, and Paul agreed. As we change and our roles change to fit new needs and objectives, the names of many are familiar: Altar Guild, Adult Choir, Bell Choir, Lectors, Eucharistic Ministers, Ushers, Greeters, Counters, Christian Formation, Property care, Outreach, Communication/Publicity, Stewardship/Annual Giving, Worship Committee – I'm sure I'm forgetting a few! Where are you being called this year? Give this some thought and please talk with Beth, a member of the vestry, or someone you know in one of those groups. No matter how large or small it may seem, each of us has an important part to play in the life of Epiphany.

In our spiritual life the parish focused on Christian formation (education). In September we began a Godly Play program for youth. The program is regularly attended by 9 youths, and has engaged 10 adults as either teachers or greeters. If you haven't had a chance to experience Godly Play for yourself, I strongly encourage you to do so – it is incredible to see young people experiencing the Word on their terms. For adults, Helen White visited with us twice – once for an “outrageous romp through the Bible,” a two-week series that began on April 10th, and again for Bible birth narratives on November 20th. Both events were well attended. During our Thanksgiving for Giving brunch on December 4th, the Reverend Canon Shawn Wamsley spoke about the role churches such as ours play in today's world. Spiritual life is thriving at Epiphany!

The property is looking good, as a result of some hard work by members of the parish and a few critical capital improvements. Beth's office was refreshed with new stain on the doors and shelves, as well as new carpeting. The air conditioner in the undercroft was replaced over the summer with a new, less noisy unit that evenly cools the space. We also replaced the old oil furnace in the Warner Education Building with a new gas one, which will reduce our operating expenses for years to come. We continue to update and re-prioritize the parish's list of property needs and wants, balancing fiscal responsibility with our worship needs and desire to serve the community.

I am amazed by what we have been able to accomplish as a parish. We are truly “one in spirit, one in mission.” I look forward to seeing where the Lord will lead us in 2017.

Thank you and God bless,
Paul Atlee

DIOCESAN CONVENTION REPORT

The 233rd Convention of the Diocese of Pennsylvania
Friday Evening & Saturday, November 4 and 5, 2016
The Philadelphia Episcopal Cathedral

The Right Reverend Daniel G. P. Gutierrez, Diocesan Bishop, Presiding

The theme of this year's convention was:

“Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God--what is good and acceptable and perfect.”

— Romans 12:2 (ESV)

Your delegation this year consisted of the Rev. Beth Hixon, Bill Hummer, Doris Kearns and Ben Millet. The convention format was again divided into two sessions. One on Friday evening with Holy Eucharist and the Bishop's address, followed by a social period and hors-d'oeuvres. The business portion, or Second Session, began on Saturday morning and lasted until mid-afternoon. Not all of your delegation was able to

attend the Friday evening session, but all were present Saturday. A wonderful and delectably laid out continental breakfast greeted us upon our arrival, and a delicious boxed lunch was provided for the noon-day meal. As you can see, we did not go hungry.

Saturday began with registration and some time to view the vendors' exhibits. We then moved on to the business portion of the convention, which opened with Morning Prayer and the hymn *We Know That Christ is Raised*, and closed with the hymn *Lord You Give the Great Commission*.

The opening portion of the second session consisted of much pro forma activity, such as the adoption of rules, appointment of various participants for the convention, unfinished business, etc. The election process also began. A new element was added this year: at various times the Bishop would call for the singing of a hymn. This was done, of course, to allow for some to stretch their legs, converse with their neighbors, and in general to relieve some of the boredom that does have its moments. A most welcome addition indeed!

During this second session eleven new clergy to the Diocese were introduced: four seminarians from the Diocese, three newly ordained deacons (among them our own Rev. Lori Exley--congratulations from all of us, Lori), and four newly ordained priests (one of whom was Andrew Kellner, who visited Epiphany). Many clergy were recognized for their years of service ranging from sixty years down to ten years. Ten priests were duly recognized upon their retirement during the year.

One of the more important reports presented was the one concerning the treasury. Diocesan income from assessment and pledges increased by 2.6% in 2015 to \$2.234 million, reflecting a modest increase in budgeted assessment and pledges, plus greatly increased payments on those pledges (96% in 2015 compared to 93% paid in 2014). Income from endowment funds and trusts also increased by 8%. The diocesan balance sheet is financially healthy. Real estate held for sale has fallen, since the Diocese was able to sell some of the buildings at closed parishes. Unfortunately, to date no minimally attractive offer for the so-called Maryland (or Wapiti) property has been received, though offers have been made. St. John's, Norristown closed, and Diocesan Council has subsequently approved the opening of a new mission there. This mission will receive the property of St. John's. There is a significant Mexican population in that neighborhood, and the mission will seek to establish a community based on that presence.

The committee reported that, once again, a unified budget was accepted. One of the important considerations for this year is the need to accommodate the transition to the leadership of our new Bishop. As a consequence, spending for next year's budget will remain at the current level until the new Bishop has an opportunity to assess a year's budgetary operation. Bringing all diocesan income and expenses into a single document continues to be a goal, and progress has been made toward that end.

Bill Hummer

THE VALLEY FORGE DEANERY OF THE EPISCOPAL DIOCESE OF PENNSYLVANIA

The VF Deanery is comprised of 15 parishes within the Diocese:

[All Saints' Episcopal Church](#), Norristown
[Calvary Church](#), Conshohocken
[Christ Church](#), Pottstown
 Christ Church, Upper Merion
[Church of the Epiphany](#), Royersford
[Church of the Holy Spirit](#), Harleysville
[Church of St. Augustine of Hippo](#), Norristown
[Church of St. Jude & the Nativity](#), Lafayette Hill
 St. Dismas Mission Congregation, Graterford Prison
[St. James Church](#), Collegeville
[St. John's Church](#), Norristown
[St. Paul's Church](#), Oaks
[St. Peter's Church](#), Phoenixville
[Trinity Church](#), Gulph Mills
[Washington Memorial Chapel](#), Valley Forge

In 2016 the Plenary Meetings of the VF Deanery met quarterly, and all meetings were held at St. Peter's Church, Phoenixville with The Rev. Koshy Mathews, D. Min. Rector, presiding, with the exception of the August mtg -- the picnic held at the Church of St. Jude and the Nativity in Lafayette Hill. The picnic was a fun opportunity to enjoy fellowship, and for many, it was an opportunity to meet our new Bishop Daniel Gutierrez.

Some of the topics reviewed during the deanery sessions included:

-- Parish grant applications for such projects as:

1. Christ Church Bridgeport - \$1,000 towards cost of handicapped access
2. All Saints' Norristown - \$1,200 to build storage for groceries and purchase a freezer

- 3. Code Blue Shelter - sponsored by St. Peter's Church Phoenixville - \$1,500
- 4. Washington Memorial Chapel - \$1,500 to support a Solemn Evensong in commemoration of the 15th Anniversary of 9-11.
- Deanery visits by Bishop Gutierrez
- Graterford prison ministry
- DIOPA Deanery Calendar: website to view and update:
<http://www.diopa.org/deanery-calendar>
- The Deanery also sponsors the annual Feast of the Epiphany service, which was held at the Church of the Epiphany in 2016 (and again in 2017)!

Vicki Cox

ANNUAL GIVING CAMPAIGN

The annual giving campaign, conducted in the fall of 2015 for budget year 2016, "For All the Saints," yielded an amount pledged of \$95,978, with 40 pledging units. The most recent campaign, "One in Spirit/One in Mission," conducted in the fall of 2016 for the budget year 2017, showed 37 pledges for \$98,062. That is \$2,084 over last year's pledges. 24 increased or maintained their pledges. This is very encouraging.

For several Sundays in November 2016, the Reverend Beth reserved ten minutes at the close of the service between the blessing and the dismissal for our "Minute for Mission" talks from the liaisons of the different time and talent offerings. Beth wrote in the annual giving letter, "Our pledge of time, talent and financial treasure is an expectant and determined response to commit what we can to further incarnate and realize God's reign in the world, something that is most effectively undertaken as a committed faith community."

The Thanksgiving luncheon to thank parishioners for their pledges took place after the 10:00 service on December 4, 2016. Our guest preacher and luncheon speaker was The Rev. Canon Shawn Wamsley who discussed the Promises of God Alive in small Episcopal Parishes in the 21st Century. How encouraging to have him begin with the statement that "we are normal"! We are hopeful that Epiphany will continue to make great strides forward, as you have already seen with the repairs to the facility, lighting, and the new cooling and heating systems. We continue the bell choir and singing choir, the *Godly Play* youth classes, and the quarterly parish forums. We need your pledge commitments to be able to continue to budget for projects such as these and others.

When you receive your thank-you note from a member of the vestry, please remember that s/he is not aware of how much you pledged, only that you have made a commitment to nourish our Epiphany family by pledging your treasure, time and talent—all of which are deeply appreciated. When you see the 2017 budget presented in this annual report, know that your contribution is part of it. You have, indeed, shown the commitment to becoming more and more One in Spirit and One in Mission.

Julie Dattilo

ADULT CHRISTIAN FORMATION

We are never done living more deeply into our baptism and our baptismal covenant. Every time we read, hear, sing, contemplate, discuss, teach, or, in any other way, absorb and allow ourselves to be influenced by holy scriptures of the Hebrew and Christian testaments, we are being formed as Christians. Every time we receive Holy Communion, welcome the stranger, serve our neighbor and allow ourselves to become more aware and respectful of the dignity of others, more compassionate and merciful, more just, more willing to risk our own comfort in order to honor or care for “the other,” we are in the process of growing into the full stature of Christ.

There have been many opportunities this year for Epiphany adults to deepen their life, to be formed in Christ. Our worship life has been rich in word, song and sacrament. We continue to meet monthly following the 10 am service: sometimes to tend to the housekeeping of our community, and, at other times, to engage scripture or other issues. Helen White, a practiced lay theologian, has joined us twice this year--once to discuss the shape of the canon of biblical scripture and again, to illuminate differences between the gospel birth narratives of Matthew and Luke. Other opportunities for formation this year have included participation in the Wednesday Healing Eucharist, service opportunities at St. Augustine's and Project Outreach, choir and bell choir practice, teaching and serving as assistants in the Godly Play program, serving as delegates to the deanery meetings and to diocesan convention, Altar Guild member participation in a workshop given by the diocesan altar guild chair, and Vestry member participation at the retreat and during the work involved with mutual ministry reviews. In 2017, I hope many will join me in taking the Bishop's Bible Challenge which will engage us in reading TOGETHER scripture from the Hebrew and Christian testaments on a daily basis. Becoming one in spirit through this commitment could be fruitful for us in surprising ways. In addition, I would like to explore with the vestry and the parish life group a new program for Newcomer welcome and incorporation entitled, *Invite-Welcome-Connect* that was the subject of the Clergy Conference this Year.

The Rev. Beth W. Hixon, Rector

CHILDREN'S CHRISTIAN FORMATION

During the winter and spring of 2016 the church school class was taught by Dottie Bellissimo and Marti Wilson. It met from the beginning of the 10am service until the children returned to church at the Peace. Because it is diocesan safe-church policy that no child or group of children be attended by fewer than two adults at any church program or function, several parishioners shared the assistant role from week to week. We continued to use “Building Faith Brick by Brick” written by Emily Shlicter, formerly of Christ Church, Pottstown. It is grounded in ageless biblical stories, and children use Legos to literally build as they listen and learn. Some children prefer to express themselves in other ways (e.g., drawing, Play-doh) and that is also fine.

In September, 2016 we changed the curriculum to Godly Play. Marti Wilson teaches the majority of the classes, and Liz Leary skillfully substitutes once a month. After a demonstration class during the summer, Marti asked for adult volunteers to act as Greeters. Eight people responded. There will be another invitation sent to adults in early 2017. We currently have 7 children who regularly attend and 2 teens who attend and model desired behavior. Additionally, the children are forming relationships with Maddy and Ali Tosco that are a joy to watch.

The class sequence follows:

1. Light the candle (responsibility rotates).
2. Each child is given the opportunity to pray aloud or silently.
3. A story is told - during 2016 Old Testament stories and then Advent stories were told.
4. Feast
5. Songs
6. Extinguish candle
7. Dismiss

Marti Wilson

PROPERTY COMMITTEE

And I thought last year was busy! Property has again had a very busy year with even more people stepping up to help and needing thanks for all the things you do, big and small. Building on the items from last year, we continued to improve the grounds: we trimmed trees, planted flowers, and installed some new fencing. In the main building we have a much more powerful—and quiet--AC. In the Warner Education Building, we have gas heat! This will both save money and help insure that we don't have expensive breakdowns, as we would with a 30+ year old oil boiler.

I think this is the biggest capital outlay since the wall was rebuilt, and it is due in part to the strength of this community that we were able to do these things to help ensure our future.

I would like to take the time to personally thank all those known and unknown for just going beyond the call and helping this year. It is with some sadness and some relief that I pass this role of property liaison to Sherri this year. I will still be around to swing a hammer or push a mower, and I am not going anywhere. I am gladdened that the property committee is becoming a true committee and know that they will have much to do in the next year. Please support them as you have me.

Benjamin Millet

COMMUNICATIONS

The biggest news of the year is the creation of a new web site. After struggling to find a site developer who could offer an affordable development package that would give us an up to date and engaging web site, the Vestry settled on ChurchDev.com. ChurchDev specializes, as their name implies, in creating and hosting church websites. First, a template was chosen that drew the eye. To make sure we were going in the right direction, several parishioners of millennial age were asked to review the chosen template. Our sons and daughters overwhelmingly liked our choice. After that, decisions were made on what tabs we would use and what data would go under those tabs. At that point Paul Exley volunteered to transfer the existing web site data to the new site. Paul's technical skills helped smooth several glitches we encountered. For instance, by changing to a new web site, we would lose the ability to co-host the Nursery School's web site. Paul found a way around that. Without Paul's patience and industry we may never have gotten the new site completed. Big Thanks! Please take a look at the new improved site at EpiphanyStar.net

Because of some data collection problems coupled with just plain workload issues, Parish-By-The-Numbers has gone on hiatus. Please get in touch with a vestry member and let him/her know your feelings about this service. Should we bring it back, or is it not of value to you?

Bill Wilson

OUTREACH

This year, like every year, the people of Epiphany gave extensively of themselves in the service of others. In support of our partner, Project Outreach, we collected food the first Sunday of every month. The zenith of this was in November when we had a special in-gathering of canned soup on the first Sunday, coupled with a special collection on November 20th, the last Sunday before Thanksgiving. Over 12 cases, 24 cans per box, were collected for our neighbors in Royersford who needed a little help keeping body and soul together.

Probably the most exciting news in outreach this year was the introduction of our children to service. A total of 7 children under the age of 12 helped with our ministries this year. We had both children and grandchildren work with St Augustine's breakfast program. Oh, yes, some of them were sleepy at that early hour AND they worked hard to help people get a hot meal to those in need. To see young children stuff bags at Project Outreach is simply one of the most beautiful things you will ever see.

This year our efforts for National Night Out set a record. More people than ever before volunteered to set up, work the event and clean up. The bakers of the parish created an avalanche of cupcakes so large we couldn't count them all. On the first Tuesday of August, Epiphany shone like the star it is.

Bill Wilson

COMMUNITY GROUPS

Epiphany hosts community groups seeking meeting space when we can, space and time permitting. Our longest running ministry is the commitment we make to recovery groups: NA (Narcotics Anonymous) on Monday nights at 7:30 in the undercroft. AA (Alcoholic Anonymous) meets on Tuesday evenings at 8 pm. Both groups have been meeting at Epiphany for over ten years. These groups are open to anyone who meets the membership qualifications established by the groups. In accordance with their traditions, these groups are autonomous recovery organizations and do not have any affiliation with Epiphany or the Episcopal Church; their only authority is a loving God, and they self-govern through group conscience. All membership is anonymous, but the vestry has a contact person for each group, and the groups pay a nominal quarterly rent to Epiphany from the donations collected at their meetings.

Until this past fall we were also home to a Brownie scout troop which met Wednesdays in the undercroft from 6-7:30 p.m. In February, 2014 a new chapter of the Trevoise Behavior Management Program, a weight-loss group, began meeting in the Warner Education Building on Wednesday evenings from 6:00-7:30. Unlike commercial weight loss programs, TBMP meetings are led by group members who wish to help others. Contact Cindy Lind for details.

Please remember, because we do host these community groups in the undercroft and the WEB most week-nights, and we have other Epiphany-affiliated groups, such as Book Club which meets some Saturday mornings, that if you wish to use space at Epiphany or borrow chairs and tables, we ask that you contact Sherri Quinlan first, so as not to disrupt or take equipment away from the groups who've already reserved our space.

Sherri Quinlan

NURSERY SCHOOL

This has been a good and productive year for the nursery school which, as you may recall, no longer resides under the umbrella of the church and a board, but does remain under the direction of Donna Rafuse and Wendy Benensky.

The nursery school has two classes: a three-year-old class which meets on Tuesdays and Thursdays from 9-1:00, and a pre-kindergarten class which meets Mondays, Wednesdays and Fridays from 9-2:00. This year they were fully enrolled in the Pre-K and 3 year old classes at this writing. While for years they have provided before- and after-school care to those who need it, this 2016-17 school year no new families needed this option. Donna describes the school as an "old fashioned" nursery school. Social interaction and kindness are the primary curriculum emphases along with alphabet and number recognition.

The teachers are content to continue as our tenants. They have been very grateful for the support of the church, particularly the support of Ben Millet and Paul Exley who respond quickly when the property needs attention.

This year the nursery school improved the church property by repainting the bathroom stalls downstairs and spreading 13 yards of mulch in the playground with the help of some volunteers. The front of the building and lawns were tended to and the mower was repaired to improve the cutting job.

Twice a year, the nursery school also gives free-will offerings to the church.

This is the season to begin enrollment for next year, so keep a watch for families with young children to whom you might recommend the school, as they are recommending Epiphany to those who are looking for a church.

Sherri Quinlan, in consultation
with Donna Rafuse & Wendy Benensky

WORSHIP COMMITTEE

The Worship Committee is comprised of the chair people and liaisons of the groups which are listed under the heading of "Worship." (See listing in the Table of Contents.) The members of this committee help plan and enrich the worship service at the Church of the Epiphany, as well as other aspects which surround the worship. Reports from chair people are included in this report.

The Worship Committee meetings are open, and all are invited to attend. Meetings are currently scheduled on the third Sunday of the month, following the 10:00 service. Members of the congregation are invited to speak with a member of the committee to report a concern, a suggestion, or any other comment, or to attend the meeting. Your input is important to the committee and is greatly appreciated. Members of the Worship Committee include: The Rev. Beth Hixon, Kathy Cobbs, Julie Dattilo, Betsy Dell, Kitty DiBattista, Paul Exley, Bill Hummer, Dodi Hackl Kearns, Marie Kearns, and Sherri Quinlan.

Be reverent; be silent, for this is the house of God.

Before the service, speak to God.

During the service, let God speak to you.

After the service, speak to one and other.

--African Episcopal Church of St. Thomas

Betsy Dell

PRAYER CHAIN

The people of the Church of the Epiphany believe in the power of prayer. We therefore have a Prayer Chain, most of which is sent electronically, and some of which is sent by phone calls. Prayers may be requested for concerns or thanksgivings.

The Prayer Chain can be activated by calling Betsy Dell at 610-323-0549 or 610-639-2936, or by e-mailing her at charlesbetcha6@verizon.net

We ask that all who request prayers please contact us within a reasonable time to update us on the person for whom prayers were requested.

The Prayer Desk, or *prie-Dieu*, located behind the last pew, is also available for listing prayers to be shared during the service. Please feel free to add your requests as you enter the church.

If you wish to be part of the Electronic Prayer List (e-mail), send an e-mail to subscription@epiphanystar.net Put the words, "Subscribe prayer" (without the quotes), in the body of your e-mail. You will then be subscribed and will receive any prayer requests that are made. If you have any questions, please contact Betsy Dell.

Betsy Dell

MUSIC

This past year has been another of change and improvement.

Robin Smith continues at the keys and has expanded her repertoire to her own arrangements of favorite hymns as the Prelude and Postlude. We all enjoy those moments of reflection before and after the service, and Robin enhances that experience with her musical gifts.

The Adult Choir and Handbell Choir continue to grow in numbers and in the Spirit. We welcomed four new singers to participate in the Advent Cantata this year. With their help and the musical growth of our own singers it was a wonderful offering to God and seemed to get everyone geared up in anticipation for Christ's birth. The Adult Choir meets every Thursday, and 45 minutes Sunday morning. In addition, they faithfully attend extra rehearsals during the Christmas and Easter seasons as we prepare special music. We are blessed with faithful and devoted members in all of our music groups and it enriches us all – singer and listener alike!

The Handbell Choir also added three new ringers to their ranks at the beginning of the fall season. They are a welcome addition to our Community of Christ, and the young people add a special dimension to our learning and participation. Thank you, ringers, for your musical offerings during Christmas and Easter, as well as All Saints Day, Lori Exley's ordination, and the special service celebrating the Mutual Ministry of the people

of Epiphany and Beth as our Rector. You are always there for extra rehearsals and willing to add enrichment to our services. Also, a special thank you to Holly Bowen-Cross, our Assistant Bell Director, who recently donated the lights for our music stands, and helps set up for rehearsal every week. The Handbell Choir meets after the 10 am service on Sunday, about 15 minutes into the coffee hour.

With devoted members such as those in our music groups, we are flourishing and enriching the worship at Church of the Epiphany. The members themselves will tell you that they also get many benefits from participating and giving of their time and talent.

Thank you to all of the participants in our music program – from those who type the bulletins, narrators and musicians – thank you for allowing God to shine through you with music!

Doris Hackl Kearns

ALTAR GUILD

Throughout the church year, the Altar Guild is responsible for the care and preparation of the altars, linens, priests' and servers' vestments, brass, silver, candles and flowers. Currently we have 4 active members: Julie Dattilo, Joanne Arnold, Tanya Millet and Cathy Bailey. Every Sunday, we set up, reset and clean up for every service (8:00 and 10:00), special feast day services, and any weddings and funerals that occur. Valencia Marrella washes and irons the linens.

We try to work around our members' work schedules or other commitments. We realize everyone leads busy lives. There are duties that work well if one has physical limitations. We do try to be flexible. The altar can be set-up on Friday or Saturday and can be taken down any time after the services. In between the 8:00 and 10:00 services, the chalices are washed, the candle wax is topped off and elements are replaced. New members work with an experienced member to learn what to do and how to do it. Ideally, we would like to meet collectively three times a year. In the past, when there were more members, a team of two would be on duty together for a month, several times a year. At present, two of us tend to the altar every Sunday. There are opportunities to assist in keeping track and ordering the supplies, helping out during the holiday services, polishing the brass and/or the silver and mending the linens. We bought 36 purificators, 12 corporals, 3 chalice palls, and 6 lavabo towels. We could use a new green altar frontal. The altar candlesticks have seen better days. The cruet sets are chipped and discolored, and we are in the process of replacing them.

Being on the Altar Guild is an important commitment, one that gives the opportunity to be an integral part of the worship at the Church of the Epiphany, not to mention the wonderful fellowship we share in getting to know each other and working together.

Julie Dattilo

FLOWERS & GREENS

There is a calendar in the undercroft to sign up for the Sunday you would like for anyone wishing to put flowers on the altar. If you wish to have a similar Sunday every year, put an R after your name. You are responsible for ordering the flowers. We usually order from Beth Ann's in Royersford (610-948-8999). Two arrangements (2 vases) for a total of \$30.00 plus tax. Single summer centerpiece is \$35.00 plus tax. I will notify you the Monday before to remind you that it is your Sunday and also to tell you to send the commemoration you would like written in the bulletin to bulletin@epiphanystar.net by Wednesday. I am trying to notify you by email (if I have your email address), if not you will be called. There is now a new altar flower option: you can use the silk flower arrangements Helen Warner has made (she has made 3 sets of arrangements for services in the church, and 1 single arrangement for summer service in the undercroft), instead of ordering fresh flowers from Beth Ann's, and make a donation to the church (in the collection plate with a notation on your check "donation for altar flowers"). If you wish to use this new option, please let me know so the altar guild knows how to set up the altar (by phone 610-495-6544 or email sherriq1@verizon.net).

This year we began the custom of no flowers on the altar during Lent. Also, more than one family can request to provide altar flowers on the same Sunday. Just add your name to the calendar for that date.

"Greening of the church" for Christmas, Palm Sunday, and Easter flowers are purchased from donations made by the congregation.

Sherri Quinlan

GREETERS

All people of Epiphany are called upon to be "Greeters" and to welcome all who come to our church. Additionally, we have regularly scheduled people who perform the ministry of "Official Greeters." The following are currently our "Official Greeters": Cathy Bailey, Vicki Cox, Linda Dean, Betsy Dell, Kitty DiBattista, Cindy Lind, Betty Murphy, Larry Way, and Bill Wilson.

The duties of the Greeters are as follows:

- Stand in the Narthex, and greet people as they enter the church.
- Ask visitors/newcomers to sign the Guest Book and fill in a visitor's card.
- Collect visitor's card, and place it in the offering plate.
- Invite children to go to Church School, and explain when...
- Invite visitors to Coffee Hour, or any other event which is occurring that day.
- Help visitors feel welcome, and answer their questions.

Greeters are asked to find a replacement for a Sunday they are scheduled and are unable to attend. Call Betsy Dell, if you are unable to find a replacement. (Please arrive by 9:45 am.)

If you are interested in joining the group of "Official Greeters," please see me. As always, thank you so much to the Greeters for their continued help with this ministry.

Betsy Dell

USHERS

Ushers make people feel welcome as they arrive and receive their bulletins. Ushers are often the people that newcomers remember best, because they are active during the service and, together with the Greeters, they extend special care to newcomers from the moment they walk in the door. Ushers also pass the offering plates and invite parishioners to the communion rail. Please join me in thanking all our usher teams in 2016 for their dedicated ministry during our worship services:

Frank Borst & Carmen/Kitty DiBattista

Linda Dean & Marie Kearns

Betsy & Charles Dell

Bill Wilson & Kathy Cobbs

Linda Print & Chris Schmitt

Sherri Quinlan

Marsha & Ed Hill

Chris Schmitt & Kathy Cobbs

Ben Millet & Bill Wilson

Susan & Vincent Garone

Cindy Lind & Linda Print

I also want to thank those who volunteer to usher for funerals and memorial services and for special evening services (Bill & Will Wilson just ushered at both Christmas Eve services). We often have many visitors to our church at these times, and our ushers make them feel comfortable and welcome.

Kathy Cobbs

ACOLYTE GUILD

We need Acolytes!! We still do not put an acolyte on at the 8am service, and we continue to schedule only 1 Acolyte per service if available. This past year we had a total of 2 Acolytes in the Guild. Marie and Tanya have graciously filled in when necessary. There is plenty of room to add more, either children or adults. If interested, please talk to me after any service. Your Acolytes this past year were: Paul Exley and William Hummer, along with Tanya Millet and Marie Kearns. My sincere thanks to all those who serve and fill in when no one is scheduled.

Paul Exley

EUCCHARISTIC MINISTERS

The Eucharistic Ministers assist the Priest at the 8:00 and 10:00 a.m. services. They also participate at various special services, such as Christmas Eve Services, Epiphany, Ash Wednesday, Holy Thursday, Good Friday and Easter Eve. The Lay Readers are licensed yearly by the Bishop of the Diocese. Their duties include reading the New Testament lessons, leading some of the prayers and administering the Chalice at the Eucharist. The Eucharistic Minister may participate as needed, with the Lectors, in the reading of the Old Testament lessons and the psalms. I would like to take this time to thank all who engage in this ministry. During the past year, your Eucharistic Ministers were: Paul Exley, Marti Wilson, William Hummer, Marie Kearns, and Paul Atlee.

We could really use some more. If you have an interest in becoming a Eucharistic Minister, please see me or Beth after any service.

Paul Exley

LECTORS

I would like to thank all who volunteer to read the Old Testament and Psalm. It is not always easy getting up in front of people and reading. The Lectors read at both the 8am and 10am services. We have a total of 12 currently serving as Lectors. If you would be interested in becoming a Lector or have any questions regarding the Lectors, please feel free to see me or Beth after any service. Your Lectors for this past year were: Kathy and Jack Cobbs, Ed and Marsha Hill, Helen Warner, Larry Way, Paul Atlee, Joanne Arnold, Marie and Dodi Kearns, Kitty DiBattista and Karen Kreider.

Paul Exley

COUNTERS

Each week after church there is a team of two people who are responsible for recording and depositing contributions. The counters are a dedicated group and are not often thought of until we receive our quarterly statements. Each has devoted many Sundays over the years to this ministry. Our counters are Tom Bailey, Frank Borst, Charles Dell, Bill Wilson, Marti Wilson, Vincent Garone, and Susan Garone. We typically work in teams of two, but over the past year, sometimes one of us has been without a partner, since we have an odd number at present. In the next year we hope to reconfigure the count sheets so that they will be easier to understand.

We are in need of more counters. Please see a vestry member if you are interested. Higher math not necessary!

Susan Garone

COFFEE HOUR

Coffee Hour is a special time at the Church of the Epiphany. It is a time to greet and socialize with our Epiphany Family and to greet the newcomers among us! It is a time for sharing, caring and enjoying the company of each other, where we grow and maintain the *koinonia* of our community.

Everyone is invited to participate in Coffee Hour. If you have enjoyed attending Coffee Hours, and have not hosted one for a while, or have never hosted one, perhaps you might like to consider being a host. If you are concerned about being able to host a coffee hour please speak to Benjamin Millet or partner with another person for help. Paper supplies and coffee, tea, and juice are supplied. If you notice an item is missing or low, please mark it on the sheets in the kitchen or let Benjamin know.

I would like to thank all who did coffee hours this past year, helped with all the special events we had, and for not making me have to beg too hard to keep the sheets filled with names. It is with pleasure that I hope to have more time to focus on Coffee Hour and the whole life of the parish in the coming year, as we redefine what are the mission, goals, and needs of the parish. (--And what is not ☺). If you are interested in starting something new in the new year, reach out to Parish Life to see how we can support you and your needs.

Thank you for helping this year and looking forward to a great year of fellowship in 2017.

Benjamin Millet

BOOK CLUB

***"You know you've read a good book when you turn the last page
and feel a little as if you have lost a friend."***

– Paul Sweeney

This writer can attest to the truth of Mr. Sweeney's quote. A few years ago I read a book called *A Far Off Place* by Laurens Van Der Post. It told the tragic story of a young boy and his family in Africa, and how he had lost all his family, except for his dog, as the result of severe civil strife. His flight to escape, along with two of his native companions, is an experience never to be forgotten. To date I have read it twice and will, no doubt, read it again. When I turned the last page of the book, I fully understood what Mr. Sweeney's thought. Others of the club have attested to similar reading experiences in their lives as well. Have you? If not, would you like to? Come, be with us, as we continually look for new friends to meet. The opportunities abound!

This past year eight devoted readers attended our sessions and all participated enthusiastically in the various discussions. We met nine times (we do not meet in July and August, and in December we devote our time to deciding what books we will read during the coming year). We also had our Christmas Social and talked about other books we had read beyond the club selections. The group hosted a coffee hour in November-- Novel Month (believe it or not)—and we served food from *Voracious: A Hungry Reader Cooks Her Way Through Great Books*. This book of cuisine and various recipes made for a great off-site luncheon and discussion at an area restaurant.

A quick review of the books we read during the year would include everything from a view into the lives of others from the window of a daily train ride, a work concerning the Judas of Biblical note (perhaps he was not as nefarious as some think he was), a work indicating how one author cooked her way through great books by learning and making new recipes, an interesting tale about the medieval Knights Templar, an unusual story of the so-called lower and upper classes of Civil War New York, and, finally, a good old-fashioned Agatha Christie Christmas murder (no, it was not the butler). The following is the complete list which the group read during 2016:

The Girl on the Train by Paula Hawkins
Far from the Madding Crowd by Thomas Hardy (our classic selection for the year)
The Gospel of Judas by Rodophe Kasser, Marvin Meyer and Gregor Wurst
All the Light We Cannot See by Anthony Doerr
The Book of Speculation by Erica Soilure
Voracious: A Hungry Reader Cooks Her Way Through Great Books by Cara Nicolette
Knights of the Black and White by Jack Whyte
The Banished Children of Eve: A Novel of Civil War New York by Peter Quinn
Hercule Poirot 's Christmas by Agatha Christie

I close with one more quotation:

"The world of books is the most remarkable creation of man. Nothing else that he builds ever lasts. Monuments fall; nations perish; civilizations grow old and die out and, after an era of darkness, new races build others. But in the world of books are volumes that have seen this happen again and again, and yet live on, still young, still as fresh as the day they were written, still telling men's hearts of the hearts of men centuries dead.

And even the books that do not last long, penetrate their own times at least, sailing farther than Ulysses even dreamed of like ships on the Seas. It is the author's part to call into being their cargoes and passengers--living thoughts and rich bales of study and jeweled ideas. As for publishers, it is they who build the fleet, plan the Voyage, and sail on, facing wreck, till they find every possible harbor that will value their burden."

-- Clarence Shepherd Day (1874-1935)

Bill Hummer

FUNDRAISING

Fundraising broke barriers this year. I'll leave those efforts sponsored by Women of Epiphany to be noted in their report. Vestry-driven fundraising added a new item this year when we partnered with Captain Chucky's in Trappe. By shopping during a specific week, we raised \$234. What a great and delicious new idea! We also did our raffles and auctions. These raised over \$435. The fundraising triumph was our Christmas Cookie Cavalcade. We had more bakers of more types and amounts of cookies than ever before. As the doors opened, we had 8 tables covered with cookies. It was stupefying. On the day of the sale we sold 99 boxes of cookies. With the left over sales and the spontaneous donation, the Christmas Cookie Cavalcade raised more than \$1,350. None of this could have happened without the generosity of time, effort and industry of all those who baked and worked to set up and guide our guests during the sale. In addition to all of these efforts, the scrip program raised about \$2,000. That's money that comes from vendors and retailers from us buying things we would already buy. It's like free money.

Also this year, we supplied items for ditty bags through the Seamen's Church Institute and collected backpacks for the Phoenixville schools. We are small but mighty!

Bill Wilson

SCRIP PROGRAM

When you purchase a gift card, you pay the face value of the card to Epiphany. Epiphany, as a non-profit, is then able to purchase the gift cards from the Great Lakes Scrip Company at a discount. The discount ranges from 1% to 16% depending on the vendor. The discount is listed on the order form next to the vendor's name. We are able to keep the difference between the face value of the card and the discounted price. This program as a fundraiser does not require any additional monetary outlay beyond what you would be spending anyway for your usual household expenses. Anyone may access the Great Lakes website (www.shopwithscrip.com) to view the comprehensive list of vendors and see what cards are available.

The scrip program has now completed its fifth full year. We usually collect orders on the 1st and 3rd Sundays of each month, except during July and August, when we order once a month. Since Ellen White's relocation in May, Susan Garone has been acting as the only coordinator of the program (but would love to have a partner). This year we have attempted to have cards available for direct purchase after church each Sunday.

In 2016 we ordered \$57,315 worth of scrip (2015--\$57,315). Our net profit was \$2,124.99 (2015--\$2,310.87) which is about 4% of the amount of scrip purchased. 24 households participate regularly or semi-regularly.

This year two households started to experiment with purchasing scrip electronically, using the ScripNow program. This allows one to purchase scrip using your smart phone or home computer without needing to wait for the church order dates. The discount/rebate is automatically credited to Epiphany's account. We plan to present more information about this option to the congregation later this year. Once again, thank you to everyone who has bought cards, collected orders, distributed cards, and assisted with technical matters. And, again, if you would like to help with the aforementioned tasks, please contact Susan Garone.

Susan Garone

WOMEN OF EPIPHANY

Goal: "To aid the church spiritually and materially"

The Women of Epiphany has been a group which has included ALL women of the church. The group has had a busy 2016 and has sponsored several fund raisers which have helped to support the church and its activities (see Treasurer's report below). The group wishes to thank all of you who have supported these activities throughout the year.

During the past year, the Women of Epiphany sponsored/helped with the following events:

- On-going Coffee Hours
- On-going sale of WAWA coupons
- The Annual Chili Sale
- The Annual Pot Pie Sale
- Seamen's Church Institute
- "Souper Bowl" Coffee Hour
- Reception for our Celebration of New Ministry
- Serving Lori Exley's Luncheon, following her priestly ordination

The Women enjoyed their annual "Afternoon Out" Luncheon at the Bakery in St. Peter's Village in June.

The Women of Epiphany also wish to thank the many Men of Epiphany for all their help, without which the group might not have enjoyed such success (i.e. Chili Sale, Souper Bowl, Pot Pie Sale, Coffee Hour, etc.).

The Women will continue to give their support to the church under the auspices of the newly formed umbrella group, Parish Life, which will encompass all of Epiphany's nurturing works of fellowship and hospitality. With the help of the Accounting Warden Women of Epiphany will transfer the 2016 ending balance in its treasury over to the church and all future fundraising will go directly there. Look for the Parish Life report to replace the Women of Epiphany in next year's Annual Report.

Betsy Dell

WOMEN OF EPIPHANY TREASURER'S REPORT

Beginning Balance 1/1/2016	\$1,470.09
Income:	
Chili Sale	602.00
WAWA Sales	434.00
Fisher's Pot Pies	430.70
Coffee Hour Donations	83.00
Interest	2.82
Total Income	<u>1,552.52</u>
Expenses:	
Kitchen Supplies	<u>220.56</u>
Total Expenses	<u>220.56</u>
Ending Balance 12/3/2016	<u><u>\$2,802.05</u></u>

Kitty DiBattista

ACCOUNTING WARDEN'S REPORT

Epiphany's finances were challenged in 2016. The parish's financial goals for 2016 were to:

- Ensure we had enough funds for operations
- Consider ways to minimize costs
- Increase compensation and status of Priest-in-Charge to full-time Rector
- Continue to pay down outstanding debt
- Maintain our commitment to the diocese by paying our full assessment and pledge.

Our budgeted net income for 2016 was \$1,400, and our actual net income by the end of December was -\$13,227.93 with \$9,200 payables due. Therefore, the year ended with a deficit of \$22,427.93. The budget had a withdrawal from the endowment of \$27,807. During 2016 we did not make the budgeted withdrawal. We will now make a withdrawal equal to the deficit to close out 2016.

Personnel costs are the largest portion of budgeted expenses. In 2016, we called the Rev. Beth W. Hixon as the full-time Rector of the Church of the Epiphany. The contract established includes her salary and housing compensation. The church also is responsible for health insurance and pension contributions.

These figures are in the 2017 budget attached to this Annual Report. Her contract outlines her continuing education benefit as well as a standard sabbatical benefit. Given that her salary is below the diocesan-recommended midpoint, the contract stipulates additional vacation time as a benefit to offset the lower salary. Anyone who wishes to see the contract can review it with one of the wardens or Beth, who will be able to answer any questions. The organist and choir director salaries remain unchanged.

In 2016, we were able to address important facility issues, such as replacing the air conditioning in the Undercroft, and the replacement of the oil heater in the Education building with a gas heater. Both of these increased our energy efficiency and will result in lower utility costs.

In 2015/2016, the vestry decided to let the lease expire on our copier and purchase a new one. This has a net savings of approximately \$4,400 for the year. The one-time purchase price was \$1,402. We again this year paid our pledge and our assessment to the Diocese.

Our primary debt, a loan with Phoenixville Federal taken in 2010 primarily for capital repairs to the church building, stood at \$31,670.90 at year-end 2014. The balance at the end of November 2015 was \$20,400.66. The balance at the end of December 2016 is \$6,427.48 and we will successfully pay off the loan in 2017.

Our budget for 2017 is consistent with our 2016 budget. It does include another significant withdrawal from the endowment to meet the budgeted expenses. We will continue to work to increase revenue through fundraising, increased giving, new members, and monitoring of expenses. We have observed an overall increase in church attendance and solid pledging. Therefore, we are confident that we are moving in the right direction and hopeful that we will not have to take the full budgeted withdrawal from the endowment. Even in 2016, we are withdrawing \$5,000 less than we budgeted.

As always, thank you to everyone for your treasure, time, and talent – you keep us going! I would like to thank you for allowing me to serve you as a vestry member and Warden over these past eight years. God bless!

Marie Kearns

2016 PROFIT & LOSS END-OF-YEAR FIGURES

12:24 PM
12/30/16
Cash Basis

Church of the Epiphany Profit & Loss Budget vs. Actual January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 - Contributed support				
4010 - Indiv/business contribution				
4005 - Altar/Greening Flowers	800.90			
4011 - Pledge	94,966.79	95,978.00	-1,011.21	98.95%
4012 - Open Plate & Additional Giving	1,244.48	2,000.00	-755.52	62.22%
40123 - Fundraising				
40123E - Fundraising - Scrip	55,840.80			
40123F - Fundraising - Scrip Expense	-53,550.51			
40123Z - Fundraising - Other	2,311.59			
4018 - Internet Purchases Income	5.89	30.00	-24.11	19.63%
4023 - Thrivent	990.00			
40123 - Fundraising - Other	0.00	5,000.00	-5,000.00	0.0%
Total 40123 - Fundraising	5,597.77	5,030.00	567.77	111.29%
4015 - Holiday - Giving	565.00	500.00	65.00	113.0%
4017 - Oil	350.00	400.00	-50.00	87.5%
Total 4010 - Indiv/business contribution	103,524.94	103,908.00	-383.06	99.63%
40190 - Building Use Donations	200.00	500.00	-300.00	40.0%
40191 - Recovery Rent	930.00	500.00	430.00	186.0%
4420 - Affiliated organization revenue				
4422 - Women of Epiphany	0.00	2,000.00	-2,000.00	0.0%
4423 - ENS/SV	11,400.00	12,000.00	-600.00	95.0%
Total 4420 - Affiliated organization revenue	11,400.00	14,000.00	-2,600.00	81.43%
Total 4 - Contributed support	116,054.94	118,908.00	-2,853.06	97.6%
4020 - Contributed support -designated				
40205 - Rectors Discretionary Donation	2,770.00			
Total 4020 - Contributed support -designated	2,770.00			
5 - Earned revenues				
5310 - Interest-savings/short-term Inv				
53101 - Checking Account Interest	43.09	60.00	-16.91	71.82%
53103 - Endowment Fund Earnings	0.00	27,807.00	-27,807.00	0.0%
5310 - Interest-savings/short-term Inv - Oth	0.00	300.00	-300.00	0.0%
Total 5310 - Interest-savings/short-term Inv	43.09	28,167.00	-28,123.91	0.15%
5320 - Dividends & Interest-securities	541.31	350.00	191.31	154.66%
5490 - Miscellaneous revenue	1,558.30	300.00	1,258.30	519.43%
Total 5 - Earned revenues	2,142.70	28,817.00	-26,674.30	7.44%

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Church of the Epiphany
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Total Income	120,967.64	147,725.00	-26,757.36	81.89%
Expense				
7000 - Grant & contract expense				
7020 - Grants to other organizations				
70201 - Diocesan Pledge	5,022.00			
70202 - Diocesan Assessment	1,227.00	6,000.00	-4,773.00	20.45%
70203 - Deanary Pledge	390.00	500.00	-110.00	78.0%
Total 7020 - Grants to other organizations	6,639.00	6,500.00	139.00	102.14%
Total 7000 - Grant & contract expense	6,639.00	6,500.00	139.00	102.14%
7100 - Designated Donation Expense				
7130 - Rectors Discretionary Expense	1,275.00			
Total 7100 - Designated Donation Expense	1,275.00			
7200 - Salaries & related expenses				
7210 - Officers & directors salaries				
7211 - Rector Salary				
72115 - Rector Housing Salary	25,923.07	26,000.00	-76.93	99.7%
7211 - Rector Salary - Other	33,234.03	31,000.00	2,234.03	107.21%
Total 7211 - Rector Salary	59,157.10	57,000.00	2,157.10	103.78%
Total 7210 - Officers & directors salaries	59,157.10	57,000.00	2,157.10	103.78%
7220 - Salaries & wages - other				
7222 - Organist Salary	16,159.50	16,000.00	159.50	101.0%
7224 - Choir Director Salary	5,098.15	5,000.00	98.15	101.96%
Total 7220 - Salaries & wages - other	21,257.65	21,000.00	257.65	101.23%
7230 - Pension plan contributions				
7231 - Rector Pension	11,044.98	10,000.00	1,044.98	110.45%
Total 7230 - Pension plan contributions	11,044.98	10,000.00	1,044.98	110.45%
7240 - Employee benefits - not pension				
7241 - Workmans Comp Insurance	412.00	1,400.00	-988.00	29.43%
7242 - Health Insurance	9,966.44	11,000.00	-1,033.56	90.6%
7244 - Rector Disability	0.00	400.00	-400.00	0.0%
Total 7240 - Employee benefits - not pension	10,378.44	12,800.00	-2,421.56	81.08%
7250 - Rector Operating Expense				
72511 - Rector Millage Reimbursement	233.01			
7253 - Rector Telephone	600.00	600.00	0.00	100.0%

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Church of the Epiphany
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
7254 - Supply Clergy	650.00	800.00	-150.00	81.25%
7250 - Rector Operating Expense - Other	0.00	500.00	-500.00	0.0%
Total 7250 - Rector Operating Expense	1,483.01	1,900.00	-416.99	78.05%
7260 - Payroll taxes	4,168.17			
Total 7200 - Salaries & related expenses	107,489.35	102,700.00	4,789.35	104.66%
7500 - Other personnel expenses				
7520 - Accounting fees				
7523 - Bookkeeping	3,125.00	4,000.00	-875.00	78.13%
7520 - Accounting fees - Other	0.00	1,500.00	-1,500.00	0.0%
Total 7520 - Accounting fees	3,125.00	5,500.00	-2,375.00	56.82%
7540 - Professional fees - other	100.00	100.00	0.00	100.0%
7560 - Payroll Company	645.99	800.00	-154.01	80.75%
Total 7500 - Other personnel expenses	3,870.99	6,400.00	-2,529.01	60.48%
8100 - Operating Expenses				
8110 - Office Supplies	1,044.37	400.00	644.37	261.09%
8130 - Telephone & telecommunications	2,035.58	1,800.00	235.58	113.09%
8140 - Postage, shipping, delivery	49.00	200.00	-151.00	24.5%
8160 - Equip rental & maintenance	769.61	1,000.00	-230.39	76.96%
8180 - Books, subscriptions, reference	228.00	250.00	-22.00	91.2%
8100 - Operating Expenses - Other	0.00	200.00	-200.00	0.0%
Total 8100 - Operating Expenses	4,126.56	3,850.00	276.56	107.18%
8200 - Occupancy expenses				
8220 - Utilities				
82201 - Electric	2,575.94	2,600.00	-24.06	99.08%
82202 - Water	678.32	750.00	-71.68	90.44%
82203 - Trash & Sewer	326.00	400.00	-74.00	81.5%
82204 - Oil	1,536.75	5,000.00	-3,463.25	30.74%
82205 - Gas	1,538.41	2,500.00	-961.59	61.54%
Total 8220 - Utilities	6,655.42	11,250.00	-4,594.58	59.16%
8260 - Property				
82601 - Repairs & Maintenance	1,561.73	1,400.00	161.73	111.55%
82602 - Pest Control	85.00	450.00	-365.00	18.89%
82603 - Cleaning Supplies	53.74			
82604 - Air Conditioner	7,400.00			
82605 - Snow Removal	200.00	1,200.00	-1,000.00	16.67%
82606 - Oil Heater Maintenance	6,000.00			
82608 - Landscaping	246.34			
Total 8260 - Property	15,546.81	3,050.00	12,496.81	509.73%

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Church of the Epiphany
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Total 8200 - Occupancy expenses	22,202.23	14,300.00	7,902.23	155.26%
8300 - Travel & meetings expenses	41.17			
8500 - Misc expenses				
8510 - Interest expense - Bnk Chg	627.33	2,500.00	-1,872.67	25.09%
8515 - Return Check Fee	0.00	25.00	-25.00	0.0%
8520 - Insurance - non-employee	5,105.00	6,800.00	-1,695.00	75.07%
8560 - Internet Service Fees	401.10	550.00	-148.90	72.93%
8570 - Advertising expenses	837.70	100.00	737.70	837.7%
8500 - Misc expenses - Other	150.00	1,000.00	-850.00	15.0%
Total 8500 - Misc expenses	7,121.13	10,975.00	-3,853.87	64.89%
8700 - Worship Expenses				
8720 - Altar Expense				
87201 - Altar Bread	0.00	100.00	-100.00	0.0%
87202 - Altar Wine	186.90	200.00	-13.10	93.45%
Total 8720 - Altar Expense	186.90	300.00	-113.10	62.3%
8730 - Altar/Greening Flowers				
87303 - Palm Sunday	0.00	100.00	-100.00	0.0%
8730 - Altar/Greening Flowers - Other	1,194.45	200.00	994.45	597.23%
Total 8730 - Altar/Greening Flowers	1,194.45	300.00	894.45	398.15%
8750 - Worship Supplies	894.77	450.00	444.77	198.84%
8700 - Worship Expenses - Other	0.00	50.00	-50.00	0.0%
Total 8700 - Worship Expenses	2,276.12	1,100.00	1,176.12	206.92%
8800 - Christian Ed Expense				
8820 - Christian Ed - generic	50.00			
8850 - Conference, convention, meeting	300.00	500.00	-200.00	60.0%
8800 - Christian Ed Expense - Other	0.00	500.00	-500.00	0.0%
Total 8800 - Christian Ed Expense	350.00	1,000.00	-650.00	35.0%
8900 - Music Expense				
8910 - Music Supplies	402.92	300.00	102.92	134.31%
8920 - Supply Organist	450.00	400.00	50.00	112.5%
8900 - Music Expense - Other	0.00	200.00	-200.00	0.0%
Total 8900 - Music Expense	852.92	900.00	-47.08	94.77%
Total Expense	156,244.47	147,725.00	8,519.47	105.77%
Net Ordinary Income	-35,276.83	0.00	-35,276.83	100.0%

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Church of the Epiphany
Profit & Loss Budget vs. Actual
January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
11000 - Other Income				
11001 - Capital Campaign	<u>12,710.00</u>	<u>1,400.00</u>	<u>11,310.00</u>	<u>907.86%</u>
Total 11000 - Other Income	<u>12,710.00</u>	<u>1,400.00</u>	<u>11,310.00</u>	<u>907.86%</u>
6800 - Unrealized gain (loss)				
6810 - Unrealized gain(loss) - Investm	<u>9,338.90</u>			
Total 6800 - Unrealized gain (loss)	<u>9,338.90</u>			
Total Other Income	<u>22,048.90</u>	<u>1,400.00</u>	<u>20,648.90</u>	<u>1,574.92%</u>
Net Other Income	<u>22,048.90</u>	<u>1,400.00</u>	<u>20,648.90</u>	<u>1,574.92%</u>
	<u>-13,227.93</u>	<u>1,400.00</u>	<u>-14,627.93</u>	<u>-944.85%</u>

Church of the Epiphany
Annual Budget
 January through December 2017

		<u>2017 Annual Budget</u>
Ordinary Income/Expense		
Income		
4 · Contributed support		
4010 · Indiv/business contribution		
4011 · Pledge		98,062.00
4012 · Open Plate & Additional Giving		2,000.00
40123 · Fundraising		5,000.00
4015 · Holiday - Other		500.00
4017 · Oil/Gas		200.00
4018 · GoodSearch/Amazon income		30.00
Total 4010 · Indiv/business contribution		105,792.00
4420 · Affiliated organization revenue		
4422 · Women of Epiphany		
4423 · ENS/SV		12,000.00
Total 4420 · Affiliated organization revenue		12,000.00
Total 4 · Contributed support		117,792.00
40191 Building use donations		200.00
40191 · Recovery Rent		700.00
5 · Earned revenues		
5310 · Interest-savings/short-term inv		
53101 · Checking Account Interest		60.00
53103 · Endowment Fund Interest		23,723.00
5310-Interest-savings-short term inv-other		300.00
Total 5310 · Interest-savings/short-term inv		24,083.00
5320 · Dividends & interest-securities		350.00
5490 · Miscellaneous revenue		300.00
Total 5 · Earned revenues		24,733.00
Total Income		143,425.00

Expense

10000 · Diocesan Assessment

7000 · Grant & contract expense

7020 · Grants to other organizations

70202 · Diocesan Assessment 6,000.00

70203 Pledge 500.00

Total 7020 · Grants to other organizations

Total 7000 · Grant & contract expense 6,500.00

7200 · Salaries & related expenses

7210 · Officers & directors salaries

7211 · Rector Salary

72115 · Rector Housing Salary 26,000.00

7211 · Rector Salary - Other 31,000.00

Total 7211 · Rector Salary 57,000.00

Total 7210 · Officers & directors salaries 57,000.00

7220 · Salaries & wages - other

7221 · Secretary Salary 0.00

Choir Director Salary 5,000.00

7222 · Organist Salary 16,000.00

Total 7220 · Salaries & wages - other 21,000.00

7230 · Pension plan contributions		
7231 · Rector Pension		11,000.00
Total 7230 · Pension plan contributions		<u>11,000.00</u>
7240 · Employee benefits - not pension		
7241 · Workmans Comp Insurance		1,400.00
7242 · Health Insurance		7,000.00
7244 · Rector Disability		400.00
Total 7240 · Employee benefits - not pension		<u>8,800.00</u>
7250 · Rector Operating Expense		
7251 Rector Mileage Reimbursement		500.00
7253 Rector Phone		600.00
7254 · Supply Clergy		1,000.00
7250 · Rector Op Exp - cont ed allowance		500.00
Total 7250 · Rector Operating Expense		<u>2,600.00</u>
7260 · Payroll taxes		
Total 7200 · Salaries & related expenses		100,400.00
7500 · Other personnel expenses		
7520 · Accounting fees		
7523 · Bookkeeping		4,000.00
7520 · Accounting fees - Other		1,500.00
Total 7520 · Accounting fees		<u>5,500.00</u>
7540 · Professional fees - other		100.00
7560 · Payroll Company		800.00
Total 7500 · Other personnel expenses		<u>6,400.00</u>

8100 · Operating Expenses

8110 · Office Supplies	1,000.00
8130 · Telephone & telecommunications	1,800.00
8140 · Postage, shipping, delivery	200.00
8160 · Equip rental & maintenance	800.00
8180 · Books, subscriptions, reference	250.00
8100 · Operating Expenses - Other	200.00
Total 8100 · Operating Expenses	<u>4,250.00</u>

8200 · Occupancy expenses

8220 · Utilities	
82201 · Electric	2,600.00
82202 · Water	750.00
82203 · Trash & Sewer	400.00
82205 · Gas	3,000.00
Total 8220 · Utilities	<u>6,750.00</u>
8260 · Property	
82601 · Repairs & Maintenance	3,000.00
82602 · Pest Control	450.00
82605 · Snow Removal	1,200.00
82606 · Heater Maintenance	
82608 · Landscaping	500.00
Total 8260 · Property	<u>5,150.00</u>
Total 8200 · Occupancy expenses	<u>11,900.00</u>

8500 · Misc expenses

	2017 Annual Budget
8510 · Interest expense - Bnk Chg	2,000.00
8511 · Sound System	0.00
8512 · Bank Loan	0.00
8515 · Return Check Fee	25.00
8520 · Insurance - non-employee	
85202 · Liability	
8520 · Insurance - non-employee - Other	6,800.00
Total 8520 · Insurance - non-employee	6,800.00
8560 · Internet Service Fees	550.00
8570 · Advertising expenses	100.00
8500 · Misc expenses - Other	1,000.00
Total 8500 · Misc expenses	10,475.00
8700 · Worship Expenses	
8720 · Altar Expense	
87201 · Altar Bread	100.00
87202 · Altar Wine	200.00
Total 8720 · Altar Expense	300.00
8730 · Altar Flowers	
87303 · Palm Sunday	100.00
8730 · Altar Flowers - Other	200.00
Total 8730 · Altar Flowers	300.00
8750 · Worship Supplies	450.00
8700 · Worship Expenses - Other	50.00
Total 8700 · Worship Expenses	1,100.00
8800 · Christian Ed Expense	
8850 · Conference,convention,meeting	500.00
8800 · Christian Ed Expense - Other	500.00
Total 8800 · Christian Ed Expense	1,000.00
8900 · Music Expense	
8910 · Music Supplies	300.00

8920 • Supply Organist	600.00
8900 • Music Expense - Other	500.00
Total 8900 • Music Expense	<u>1,400.00</u>
Total Expense	<u>143,425.00</u>
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
11000 • Other Income	
11001 • Capital Campaign	1,400.00
Total 11000 • Other Income	
6800 • Unrealized gain (loss)	
6810 • Unrealized gain(loss) - investm	
Total 6800 • Unrealized gain (loss)	
Total Other Income	
Net Other Income	<u></u>
Net Income	<u><u>0.00</u></u>