

# St. Paul's Episcopal Church Key West, Florida

Annual Report Given at the  
Annual Meeting of the Parish on January 31st, 2021



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A Parish of the Episcopal Church USA  
In the Diocese of Southeast Florida

My house shall be a house of prayer for all people....

Our Vision and Mission...

St. Paul's Church is a magnet drawing all people to the spiritual, cultural and re-creational heart of the community.

We aspire to this vision by our mission to know that we are Christ's body in the world, revealing the love of God.

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# **St. Paul's Episcopal Church Annual Meeting, January 31, 2021**

## **Agenda**

**Call to order**

**Opening prayer**

*Welcome and Appointment of clerk*

**Certification of a Quorum by the clerk**

**Elections:**

Nominations from the floor, if any, for positions to be filled by elections  
Vestry members (elect 3 for the three-year terms to fill the position of the retiring members.)

Vestry nominees: Perry Hodies, Holle Campbell and Dean Warden  
Diocesan convention delegates (elect 1 plus 1 alternate)

Vestry recommendation for delegate: Lila Whiteside. For alternate: Wendy Niven  
Trustees of the Memorial Foundation

Foundation Board recommends Don Curry and Isabel Steinkamp

**Continue agenda until members, delegates and trustees are determined.**

**Acceptance of the January 2020 Annual Meeting minutes to be filed**

**Finance and Budget – Dave Eyer, Treasurer**

2020 Final Report

2021 Budget as Approved by the Vestry at the January 16, 2019 meeting.

**Acknowledgment of and Listing of Reports in Annual Meeting Publication to be Filed by title and posted electronically.**

Damascus Fund Report, Cherry and Watson Fund Report, Memorial Foundation Report, Altar Guild Report, Junior Warden Report and Senior Warden Report. The 2021 budget and 2020 final report will also be filed.

**Senior Warden's Comments**

**Open Microphone** – opportunity for parishioners' additional comments, questions, suggestions and thanks

**Closing Prayer**

## **Generally accepted terms and definitions used in the Episcopal Church and the Episcopal Diocese of Southeast Florida**

**Annual Convention of the Diocese:** The annual gathering of lay delegates elected from each parish and all active clergy. It is presided over by the Bishop and adopts a budget as well as setting priorities for the Diocese.

**Canons:** The duly adopted “statutes” comprising the “Church law” of a Diocese or of The Episcopal Church. Canons are adopted by the Diocese at Annual Council and by The Episcopal Church at General Convention. “Conon” is also an employee of the Diocese who is responsible for a department (i.e., “*Canon for Christian Formation and Ministry*.” A canon’s formal title is: “*The Rev. Canon.*” “*The Canon to the Ordinary*” is a Conon who reports directly to the Bishop and who functions as something of a cross between a Chief of Staff and Chief Operating Officer for the Diocese “Ordinary refers to the Bishop, from the same root word as “ordain.”)

**Deanery:** Deaneries are geographical areas, each of which is presided over by a Dean elected by delegates to convention in each deanery and/or nominated by the Bishop. Deaneries are charged with mission development in their area, building networks of support for clergy and laity, and providing shared worship and educational opportunities.

**Parish:** Theologically Parishes are an extension of the ministry of the Bishop and the Diocese. All the parishes, missions, and congregations and parochial schools in the Diocese of Southeast Florida comprise “The Diocese of Southeast Florida” and are connected and interrelated. All parish property is held in Trust for the Diocese of Southeast Florida (both real estate and financial resources) in the event of alienation from the Diocese of Southeast Florida.

**Designated funds:** are funds given by parishioners for specific for purposes within a parish (e.g., organ fund, etc.) As such, designated funds are not included in diocesan assessments.

**Tax status:** The Episcopal Church has been determined to be exempt from federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954.

**Member (Church/Parish):** A person who has received the Sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, and whose baptism in the Parish or elsewhere has been duly recorded in the Parish Register, and whose membership has not been terminated as provided in terms below, is a member of this Parish and the Church.

**Communicant:** A member of the Episcopal Church who receives Holy Communion in this Church at least three times a year is a Communicant of this Church.

**Communicant in Good Standing:** A Communicant who regularly attends corporate worship unless for good cause he or she is prevented from doing so and who faithfully works, prays and gives toward the Church’s own work is a Communicant in Good Standing. Regularity at attendance is defined as readily recognized by many within the congregation as more present at worship than absent. The Rector shall determine who is a communicant in good standing in a manner consistent with national and Diocesan Canons subject to appeal to the Bishop. A Communicant in Good Standing is them norm from election to

Vestry, appointment as Treasurer, election to diocesan convention, selection as a committee chair, election and serving on boards of trustees of funds associated with the local church.

**Termination of Voting Rights and/or Membership:** Ecclesiastical censure pronounced against any member of the Parish, according to discipline of The Episcopal Church in the United States of American shall, ipso facto, terminate such member's voting rights in this Parish. Membership in the Parish shall terminate if the member withdraws, transfers to another congregation, or ceases to possess the qualifications for membership as set forth in the National and Diocesan Canons. No member may assign or transfer a membership or any right arising therefrom to another person.

## **Pertinent sections from the Bylaws of St. Paul's Church**

### Section 2. Voting

Voting shall be by written ballot with no proxies permitted. The polls shall be kept open for at least one-half hour from the closing of the nomination. Each Elector of the Parish shall be entitled to one vote for each office and no votes cast at the Annual Meeting Shall be necessary to elect Vestry Members and Lay Delegates to the Diocesan Convention. In the case of a tie vote or failure to elect, further ballots shall be taken until an election is achieved. If no election is achieved after three ballots, the person receiving the least votes shall be taken until an election is achieved. The Electors may, by unanimous consent, suspend the provisions of this Section 2 and authorize the presiding Secretary to cast all votes for one or more specified candidates.

### Section3. Challenge

A challenge of procedure or qualification is allowed. If the election results are challenged, the Secretary of the Annual Meeting shall record it and its cause. A challenge which would have changed the results of an election may be referred to the Bishop. The decision of the Bishop shall be final.

## **St. Paul's Episcopal Church Draft of the January 19, 2020 Annual Meeting Submitted by Judy Sandground, Appointed Clerk**

1. The meeting was called to order by The Rev. Stephen Carlsen at 1:15 AM.
2. Rev. Carlsen offered the opening prayer.
3. A quorum of 30 was required; 38 were counted.
4. Motion to approve the agenda was seconded and approved by voice vote.
5. Nominees from the Nominating Committee (comprised of outgoing vestry members) had been approved by The Vestry and brought to the parish. Nominees for three-year terms on The Vestry: Greta Phillips-Ford, Bruce Hagemann and Pamela McCloud; for two-year

Diocesan Convention Delegate: Susanne Woods (Donald Curry is current delegate and has one year of his term left.)

There were no nominations from the floor.

Motion to cast a unanimous vote for the nominees was seconded and approved.

6. Roger Sweeting was then elected Director of the Memorial Foundation for a three-year term.
7. David Eyer, Treasurer, presented the Financial Report
  - David reported that the 2020 budget (Budget Summary provided on page 10 of the Annual Report) is an open book and questions are invited.
  - The full budget is available for anyone who wishes to review it.
  - An audit of the 2018 books was conducted by committee (Susanne Woods and Walter Schmida). An audit of the 2017 financials was conducted by a CPA. When the 2019 books are closed, they will also be audited by a CPA. St. Paul's will continue this auditing process going forward: CPA audit every other year with a committee audit for the intervening years.
  - David clarified that Gifts of Record are not part of the Operating Budget and therefore not included in calculation of the Diocesan Assessment.
  - He explained that Personnel Expense includes salary, Workmen's Comp, health insurance and benefits. Positions covered are a full-time Rector, Music Director, part-time help in the office, cleaning and garden services. He also mentioned concern for increased cleanup costs when the mahogany tree begins to drop its leaves.
  - He called attention to two Operating Expenses which are uncontrollable and account for \$150,000 in expenses: Diocesan Assessment and Insurance.
  - Kip Colligan reported that he is building a team of 20-30 members to organize and implement a pledge drive. He asked that those interested in volunteering should contact him, David or Steve. It was recommended that this group develop and implement their stewardship plan as soon as possible while part-time residents are still in Key West.
  - Wendy Niven reported that pledge envelopes for current pledgers will be ordered January 21 and available by February.
8. Chuck Hammand, Chair of the Damascus Fund, provided his report which can be found on page 13 of the Annual Report.
9. The Cherry-Watson Fund report (page 14 of the Annual Report) was provided by David Eyer.

10. Donald Curry and John Sangston provided The Memorial Foundation report (page 16 of the Annual Report). They introduced the three other members of the foundation: Isabel Stienkamp, Roger Sweeting and Randy Acevedo.
11. Steve referred attendees to the Annual Report to find reports on the TRUE Fund by Bruce Hagemann, Altar Guild by Wendy Niven, the Music Ministry by Tim Peterson and the Historical Rectory Committee Update by Brian Wagstaff.
12. Wendy Niven, outgoing Senior Warden, expressed her gratitude to all who have stepped in and volunteered particularly Tim Peterson. She then passed the keys to the new Senior Warden, Ray Warren.
13. Steve expressed his appreciation for Wendy's dedication, accomplishments and willingness to serve as needed at any moment. He also recognized Brian Wagstaff for his work on the Historic Rectory and his role on vestry as the quiet, wise voice. He asked all vestry members to stand and be recognized. He listed the three major priorities that will continue to be a focus of The Vestry: policies and procedures, financial sustainability and ministry development.
14. Next, he asked all Search Committee members to stand and announced that they will be installed next Sunday.
15. He recognized Isabel Stienkamp for her contributions and Tim Peterson for his support as a ministry colleague. He also named and thanked a number of other volunteers who have provided support to St. Paul's.
16. Steve provided his reflections on the strengths and tenacity of this parish and on the challenges ahead. Recalling the poet, Billy Collins' advice on getting into print, "Never let the right hand know what the left hand is doing", he outlined two major goals for the parish. The first (or right hand) is taking care of business by ensuring financial stability through regular and transparent reporting and by actively managing current resources. The second goal (or left hand) is developing ministries to grow spiritually to support our church community and to reach out to those in need in Key West.

The business of the meeting having been completed a motion was made to adjourn and carried without dissent.

Judy Sandgroud  
Recording Secretary

**St Paul's Episcopal Church**  
**Cherry and Watson Music Fund- Year End 2020**

Initial Balance: Dec 03, 1992		\$338,019.29
Dec 31, 2014 Balance		\$429,274.34
	2014 Disbursement	\$18,000
Dec 31, 2015 Balance		\$392,257.49
	2015 Disbursement	\$18,000
Dec 31, 2016 Balance		\$406,827.04
	2016 Disbursement	\$18,000
Dec 31, 2017 Balance		\$447,912.52
	2017 Disbursement	\$18,000
Dec 31, 2018 Balance		\$389,347.89
	2018 Disbursement	\$18,000
Dec 31, 2019 Balance		\$446,688.37
	2019 Disbursement	\$18,000
Dec 31, 2020 Balance		\$467,529.26
	2020 Disbursement	\$18,000

The Cherry and Watson Music Fund was established by the St Paul's Church Vestry in 1992 with funds provided by deceased parishioners James W Cherry and Robert O Watson to provide financial assistance for the St Paul's Music program for all time. There can be no invasion of the initial principal. If economic conditions cause the account balance to fall below the initial balance in 1992 there can be no further disbursements to the church until the account balance exceeds the initial balance. A portion of the fund disbursement provides partial support for selected chancel choir members and the Music Director and purchase of music, choir garments etc. Since 2007 all funds have been held in a donor advised account at the Community Foundation of the Florida Keys. Since that time, the church has received \$264,487.36 from the Cherry and Watson Music Fund. Please consider a gift for the St Paul's Church Music Program or the Cherry and Watson Music Fund.

## DAMASCUS FUND REPORT, 2021, Prepared by Tom Bond, Board Member

The Vestry of St. Paul's created the Damascus Fund on April 11, 2002 as an endowment fund through which returns on its investment from parishioner's contributions in cash, securities, bequests, and other property could support the operating budget of the Church. Five Directors approved by the Vestry manage the investments. The current Directors are: Charles Hammond, Chairman, Walter Schmida, Tom Bond, Rob Wilcox and Terry Garcia.

We work with a team at Charles Schwab, our broker, to select investments including both equities and fixed income. We have a telephone conference with our broker quarterly to review our portfolio and make adjustments. The team at Schwab advises us on shifts as well as take proposals from us.

At the end of 2020, the Damascus Fund had total assets of \$1,352,032. The payout to the Church each year is dictated by our by-laws. In general, the funds available for distribution during any one year will be limited to three percent (3.0%) of the market value of the corpus, which value is determined by computing a three-year rolling average. With measures taken at the end of the preceding twelve quarters. In those years when total earnings are well over 3% (as it has been the past two years), the Fund may authorize a distribution greater than 3% as long as principal is not invaded. The Directors decided in December 2020 to approve a payout in 2021 of \$50,000, payable in quarterly installments of \$12,500, which about 4% of the average market value for the previous three years.

## MEMORIAL FUND REPORT, 2021 by Don Curry, Board Chair and John Sangston

The Foundation had Another good year, even if a bit rocky. Our T. Rowe Price account was up 24.47%, the Raymond James account was up 28.76%; the Standard and Poors 500 index was up 16.3%. Our blended rate of return was 26.61%.

We have agreed to pay the insurance for St. Paul's Sanctuary, for the year, starting in October, 2020 to September, 2021, in the amount of \$12,500.00, per quarter. This will be a total of \$50,000.00. Also, we will help with the cost of the repairs to the room in back of the Military Chapel.

Total account values \$1,814,650, total gain for the year \$446,290, \$50,000 was paid out for insurance on the Church structure and leaves us with \$35,000 excess funds for critical needs.

While we are in a long term secular bull market with 4-8 years to go, the very near term is likely to be challenging.

Members of the Memorial Foundation Board are:

Isabel Stienkamp  
John Sangston  
Roger Sweeting  
Randy Acevedo  
Donald Curry

We have two Board Members up for reelection:

Don Curry  
Isabel Steinkamp

Submitted by Donald R. Curry, Chairman

## **ALTAR GUILD REPORT TO THE PARISH**

The Altar Guild at St. Paul's has the responsibility of preparing for all liturgical services during the year, including Holy Communion, Holy Baptism, Marriage, burial, confirmation, daily prayer service, healing rites, as well as occasional services, seasonal events, and festivals.

In 2020, the Altar Guild members were Wendy Niven, Phyllis Pita, Kim Grizzle-Malgrat, Jane Burkett, Lisa Laskow and Greta Schneider. The Altar Guild remains open to recruiting members – men and women – for when we are able to fully open for services, again.

During the pandemic, the Altar Guild duties have been severely reduced but not eliminated. When the church was closed, only one person was needed to set up for the live-streamed service, which involved only three participants. As we gradually re-opened, the Guild began resuming some of their normal duties, Thursday afternoon during the summer and returning to Saturday mornings in the fall.

Guild members fill candles, clean, polish, and set up for the Sunday service. They are responsible for ordering supplies like oil, wine, wafers, linens and polishes. Guild members

also care for the linens, including the Fair Linens covering the altars. Special seasons, such as Lent and Advent, call for more intensive preparation. The Altar Guild has called on other Parishioners to help polish brass, clean the Altars and surrounding areas, and set up the candles for candlelight services. As the pandemic eases, and restrictions on gatherings are lifted, the Altar Guild will again be calling on parishioners to help.

“Members of the Altar Guild are grateful servants; servants of God, servants of God’s people, servants of the liturgy and servants of the worship.” (*The Ministry of the Altar Guild.*)

Respectfully submitted,  
Wendy Niven

January 2021

### **St Paul’s Episcopal Church Financial Report- 2020 in Summary**

2020 was a successful year financially for St Paul’s Church.

From Year end 2019 Balance Sheet	From Year end 2020 Balance Sheet
Operating Fund: \$79,209	Operating Fund: \$107,547
Reserve Fund: \$115,000	Reserve Fund: \$115,000
Check Book Total: \$352,280	Check Book Total: \$384,359

How did we get there? From the year end 2020 Profit and Loss Statement

2020 Budget Income	\$520,000	Actual 2020 Income	\$433,246
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Sources of Income Deficit

Pledge Income	\$13,003
Plate	36,769
Donation Boxes	37,877
Votives	9,663
Events	15,000

Income from 3 Foundations	\$108,500
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Unplanned Income	SBA/PPP	\$37,300
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2020 Budget Expenditures \$533,722 Actual 2020 Expenditures \$420,913

Expense Savings

Salaries	\$37,312
Benefits	13,890
Property Expenses	40,063
Utilities	10,000

**Special note of appreciation must be paid to volunteer sexton Ken Bagge.  
There were Deferred Maintenance items that carry to 2021.**

2020 report prepared by David D Eyer Treasurer, January 31, 2021

**Adopted 2021 Budget**

OPERATING BUDGET	2021 Budget	2020 Budget	Change
Pledge	\$ 295,000.00	\$ 300,000.00	\$ (5,000.00)
Plate	\$ 36,000.00	\$ 45,000.00	\$ (9,000.00)
Main Box	\$ 35,000.00	\$ 45,000.00	\$ (10,000.00)
Votives	\$ 9,000.00	\$ 13,000.00	\$ (4,000.00)
Memorial Fund	\$ 50,000.00	\$ 38,000.00	\$ 12,000.00
Damascus Fund	\$ 50,000.00	\$ 50,000.00	\$ -
Facility Rental or Weddings	\$ 10,000.00	\$ 10,000.00	\$ -
Special Events & Fundraisers	\$ 20,000.00	\$ 15,000.00	\$ 5,000.00
Special Offerings	\$ 4,000.00	\$ 4,000.00	\$ -
Southernmost Contribution	\$ 1,000.00	\$ 4,000.00	\$ (3,000.00)
Keys Choral Arts Contribution	\$ -		\$ -
Impromptu Contribution	\$ -		\$ -
Christian Education Donations	\$ 2,000.00		\$ 2,000.00
Flower/ Altar Donations	\$ 200.00		\$ 200.00
			\$ -
<b>Income Total</b>	<b>\$ 512,200.00</b>	<b>\$ 524,000.00</b>	<b>\$ (11,800.00)</b>
			\$ -
<b>Diocesan Assessment</b>	<b>\$ 84,174.00</b>	<b>\$ 71,340.00</b>	<b>\$ 12,834.00</b>
			\$ -
Christian Education	\$ 2,000.00	\$ 2,000.00	\$ -
Outreach	\$ 3,500.00	\$ 7,000.00	\$ (3,500.00)
Altar and Flowers	\$ 2,000.00	\$ 2,000.00	\$ -

			\$ -
<b>Total Programs &amp; Worship</b>	\$ 7,500.00	\$ 11,000.00	\$ (3,500.00)
			\$ -
Supply Priest	\$ 8,000.00	\$ 4,000.00	\$ 4,000.00
Rector Salary	\$ 47,250.00	\$ 63,000.00	\$ (15,750.00)
Clergy Automobile	\$ 4,500.00	\$ 6,000.00	\$ (1,500.00)
Music Director	\$ 38,168.00	\$ 41,200.00	\$ (3,032.00)
Supply Organist	\$ 1,000.00	\$ -	\$ 1,000.00
Administrator	\$ 18,000.00	\$ 18,000.00	\$ -
			\$ -
<b>Total Personnel Compensation</b>	\$ 116,918.00	\$ 132,200.00	\$ (15,282.00)
			\$ -
Music Director Pension	\$ 3,335.00	\$ 5,356.00	\$ (2,021.00)
Clergy Pension	\$ 9,315.00	\$ 12,420.00	\$ (3,105.00)
Medical Insurance	\$ 50,000.00	\$ 43,252.00	\$ 6,748.00
Disability Insurance	\$ 300.00	\$ 300.00	\$ -
Life Insurance	\$ 400.00	\$ 400.00	\$ -
Workers Comp	\$ 3,000.00	\$ 1,000.00	\$ 2,000.00
Clergy SECA	\$ 4,166.00	\$ 5,553.90	\$ (1,387.90)
FICA & Payroll Taxes Music Director	\$ 3,234.00	\$ 5,000.00	\$ (1,766.00)
Payroll Taxes Administrator	\$ 2,758.00	\$ -	\$ 2,758.00
		\$ -	\$ -
<b>Total Employee Benefits &amp; Taxes</b>	\$ 76,508.00	\$ 73,281.90	\$ 3,226.10
			\$ -
Insurance	\$ 83,000.00	\$ 79,000.00	\$ 4,000.00
Cleaning	\$ 15,000.00	\$ 12,000.00	\$ 3,000.00
Landscaping	\$ 17,000.00	\$ 17,000.00	\$ -
Maintenance	\$ 20,000.00	\$ 61,000.00	\$ (41,000.00)
Utilities	\$ 30,000.00	\$ 43,000.00	\$ (13,000.00)
Business Expenses	\$ 35,000.00	\$ 30,000.00	\$ 5,000.00
Bank Fees	\$ 600.00		\$ 600.00
Basic Piano/Organ tuning	\$ 1,500.00		\$ 1,500.00
			\$ -
<b>Total Operating Expenses</b>	\$ 202,100.00	\$ 242,000.00	\$ (39,900.00)
			\$ -
Rector Search	\$ 15,000.00	\$ 17,500.00	\$ (2,500.00)
Rector Moving	\$ 10,000.00		\$ 10,000.00
			\$ -
<b>Rector One Time Expenses</b>	\$ 25,000.00	\$ 17,500.00	\$ 7,500.00
			\$ -
<b>Expense Total</b>	\$ 512,200.00	\$ 547,321.90	\$ (35,121.90)
<b>Income Total</b>	\$ 512,200.00	\$ 524,000.00	\$ (11,800.00)
<b>Difference</b>	\$ -	\$ (23,321.90)	
TRUE FUND BUDGET			

<b>TRUE Fund Revenue</b>	\$ 10,000.00			
<b>Total TRUE Fund Expenditures</b>	\$ 10,000.00			
MUSIC BUDGET				
From Cherry Watson	\$ 18,000.00			
From SMCS Concerts	\$ 3,600.00			
From Performances at St. Pauls	\$ 1,000.00			
Organ Fund & Music Donations	\$ 2,500.00			
<b>Total Music Revenue</b>	\$ 25,100.00			
Music for Liturgy	\$ 9,000.00			
Choral library and expenses	\$ 900.00			
Concert Expenses	\$ 300.00			
Organ/Piano Repair	\$ 4,000.00			
SMCS Contribution to St Paul's	\$ 1,000.00			
Artist payments	2,700.00			
Music Fund Program Items	\$ 7,200.00			
<b>Total Music Expenses</b>	\$ 25,100.00			
CRITICAL CAPITAL NEEDS BUDGET				
<b>Critical Needs Donations</b>	\$ 133,500.00			
Roof Leak Sacristy - Military Chapel	\$ 35,000.00			
Historic Rectory Foundation	\$ 35,000.00			
South Tower Repair	\$ 35,000.00			
Lighting Replacement with LEDs	\$ 3,500.00			
Garden/Landscaping/ Labyrinth/ PH	\$ 25,000.00			
<b>Total Project Expenses</b>	\$ 133,500.00			

Please go to the next page for budget notes

Notes:

The clergy compensation and automobile allowance figures are derived with an expectation that the new Rector will begin work on April 1. If that date is earlier the funding needs will be greater. If it is later the budgeted amount will be higher than needed.

The supply clergy budget item is for thirteen weeks prior to April 1 and up to four Sundays when the new Rector may be on vacation, attending conferences or otherwise unavailable.

The music director's salary is not being reduced. The proposal envisions a 3% increase in compensation. Last year's budgeted amount was higher to account for some one time retirement contribution issues.

The music budget is presented separately because music programs are self supporting by a dedicated grant from the Cherry and Watson Music Fund, designated organ and music fund gifts, and concert and music activity revenue.

General Fund revenues pay for the Music Director's salary and benefits and routine instrument tuning. All else (including the cantor's compensation) is paid with music fund generated revenue. In the event pandemic conditions allow more robust concert offerings (and greater revenue), more music activities will be offered. The proposed budget reflects a hope that a few events can happen near the end of the calendar year (the beginning of the next tourist season.)

An illustrative example of Music Fund revenue in the past has been from Impromptu Classical Concerts. The organization paid \$5000 for use of church in 2020. They pay us \$1000 per event. They schedule 6 events per year but for 2020 the last event in March was cancelled.

The items on the Critical Capital Needs budget will be funded only as revenue is collected via donations (and grants, if possible) to pay for the projects. Only the most critical needs are listed. Additional needs will be addressed when these projects are completed.

The TRUE Fund is "pay as you go" and expenditures to help the needy are made only to the extent there are funds from earmarked contributions.

## Junior Warden Report by Greta Philips-Ford

We have had a busy year for building assessments and repairs. While we have completed many repair and maintenance projects in the buildings and throughout the property, we still have many to tackle. We will continue to prioritize the projects and improvements that will aid in preserving the buildings and overall safety of the campus. The Saturday morning work party along with our volunteer Sexton have completed much of the work on the property this year. A Big THANK YOU to all who have volunteered their time! This group has cleaned out under the Parrish Hall, the sheds, the Sacristy attic, vacuumed the tower storage area, the hall behind the main altar, cleaned the high altar carpet, steamed cleaned

vestments and are currently washing the kneelers.

The iron work fence around the property has been restored and painted by volunteers saving us a great deal of money and helped bring together some of our younger parishioners to our church. Our youth were able to get volunteer hours for their work for school.

The Parish Hall roof and porch were painted giving the Parish Hall roof a few more years before it will need to be replaced completely. If we can keep up our maintenance schedules on the building any repairs should become less expensive.

The volunteers replaced the bottom skirt board/drip board around the base of Holy Innocents Hall and gave it a good power washing.

The Memorial Garden Columbarium Date Palm has been removed and a sensory garden planted in its place. The irrigation system needs a main system master control. The altar fountain has been partially restored. However, the holding tank still has leaks that need to be sealed before we can use continually. The trees and scrubs are being trimmed on a regular basis but the larger trees on the property will need to be addressed by an arborist for trimming. The trees in the church may need to be treated for weevils again.

While we were able to complete many maintenance projects and repairs the list is still ongoing. If you see something in need of a little TLC or is not functioning properly, please let us know! Chances are it is on the TO DO list. A few of our upcoming projects (if you would like to donate to a specific one or volunteer) are as follows:

Northeast corner of church—Sacristy area—replace spalling, gutter, casing around the window, paint.

Porch on History Rectory—replace the missing gingerbread on the porch—2<sup>nd</sup> floor. Paint and replace the rotten boards on the porch floors—upper and lower.

Replace light fixtures behind the stain glass windows in the main church with LED.

Replace non-working florescent light fixtures with LED throughout the property.

Replace the kneelers on the High Altar.

Place rocks around the base where the new skirt board/drip board was completed on Holy Innocents Hall to prevent rot on the building.

Re-paint the cloister area floor/deck.

Re-paint the Labyrinth/meditation circle.

Rectory on Riviera—touch up painting.

## Senior Warden's Report by Ray Warren

This has probably been one of the most monumental and consequential years in the modern history of our parish. The covid-19 pandemic, and resulting limitations on ministry and services, has had a substantial impact on our life as a community.

We began the year on a promising note with good attendance and adjusting to life with our interim minister. In early March, however, the bishop ordered all churches in the diocese to close to protect the health of all. This included not only the church, but the office and all ancillary activities.

Fortunately, Fr. Steve received permission to continue celebrating the sacrament with two attendants - music director Tim Peterson and the cantor, Dean Warden. Initially, much of the service was conducted outside on the porch. These services were broadcast on Facebook live.

Broadcasting via Internet, however, required a very fast learning curve on the part of the staff. We all owe an immense debt of gratitude to Dean and Tim for their work in mastering the ability to broadcast over the Internet.

In late June, Fr. Steve informed me that his time with us would end. He had already extended the contract with us from the original one year term but could not stay longer. In mid-July I unexpectedly became the ecclesiastical authority for the secular affairs of the parish.

My first challenge was to find supply clergy willing to come all the way to Key West in the middle of a raging pandemic. Everyone I called declined. Because of our medical facility situation, and the cost of living, this is not a place where retired Episcopal clergy tend to live. So the supply clergy would have to come from the mainland.

Luckily, utilizing contacts I had in the diocese of Virginia, I was able to reach Fr. Tim Carr in Miami Beach. He came for two Sundays and also recorded a sermon for us to use for a third Sunday at morning prayer.

Eventually, we were extremely fortunate to retain the services of Father Lenworth Haughton from Broward County, who has labored faithfully as our supply priest for many months, in addition to his duties as the priest in charge at St. Peter's Church.

Under the leadership of Brian Wagstaff, a committee of volunteers worked with the diocese to allow us to reopen for limited live worship. Since July we have been able to have a small congregation each Sunday morning while maintaining our Facebook presence. Both ways of celebrating the sacrament remain well utilized.

The process of selecting a new rector has been delayed beyond any of our ability to previously predict. This is related to the current pandemic and to some issues we had early in the process. I am hopeful that the process is again moving forward and have been so advised by our Bishop.

I realized that leadership by a lay Senior Warden is no replacement for the spiritual and administrative leadership of a seasoned rector. I join with each one of you in praying for the day when we will again be led by a rector.

While past seven months have been difficult for all of us, I also think they have shown the true character of St Paul's. We have much of which to be proud. We lost the income from the donation box and the votive candles that tourists used to utilize. We lost concert and wedding revenue. We also lost most of our plate (loose cash) income from visitors. These are serious blows for a small congregation with a major and sacred responsibility for maintaining a Key West landmark

The reason that we weathered this storm is the commitment of our members. While we lost the income streams listed above, individual contributions were at 92% of our budget. The budget was going to be a stretch even in normal times, so members stepped up to the plate and did what was necessary to keep St Paul's strong for our future.

We have also benefited from an outpouring of volunteer support. Under the leadership of Junior Warden Greta Phillips-Ford, volunteers have done an amazing job shoring up, repairing, and improving the church campus.

Even more amazing, Ken Bagge, a parishioner, volunteered to become a volunteer sexton. Ken works practically full-time and then some. We are incredibly blessed to have such a dedicated and talented person who has given his heart to preserving and improving our physical facilities.

There is always a danger in naming people for recognition that other people, equally, or more deserving, will be left out. But I would be remiss if I did not recognize some extraordinary contributions to our church life.

Wendy Niven has led the altar guild and taken on a number of other volunteer responsibilities. The retiring vestry members - Joseph Lyles and Lonnie Gordon, served tirelessly and provided important contributions to parish affairs.

Hardly a week goes by that treasurer Dave Eyer isn't doing a volunteer activity at church over and above his job as treasurer. As indicated above, Tim Peterson and Dean Warden have spent hours and hours improving our ability to communicate digitally.

Bruce Hagemann and Lilla Whiteside have led a search committee that is about to embark on the most important and sacred duty of picking our new minister. Holle Campbell agreed to become the Vestry clerk, assuring us timely and accurate minutes.

Perry Hodies donated a new monitor for the office while Tiffany Hendry and Kip Colligan donated funds for an improvement to our HVAC system to eliminate more contaminants. Several parishioners donated generously to the long deferred capital projects that will soon be underway.

To all who volunteered, and especially to all who answered the call and sent pledges and contributions (including special contributions for capital projects) on behalf of future generations, I say ***thank you.***

My personal goal in the time that I may continue to provide lay leadership is to find ways to revive our spiritual focus digitally and safely. We simply have no choice but to try to utilize the tools available to us to fellowship and learn until this horrible epidemic is over. I appeal to those with ideas for digital engagement to share those ideas with me and members of the Vestry.

I will also be using the remainder of my time in this leadership role handing off institutional knowledge and making sure that the smooth operation of the parish's financial and administrative affairs is not dependent on any one person. I am convinced that St. Paul's functions best as a team effort with many hands working together.

Based on the way each member and supporter of this parish has stepped up this year, I believe that Saint Paul's will be here long after my life, and the life of many of you, have passed away. To each of you who supported the church this year, that is your legacy, and I salute you.