

# *St. Stephen's Episcopal Church*



**2016**

**October 23, 2016**

## **FROM THE SENIOR WARDEN**

This has been an interesting year. On Pentecost Sunday we said farewell to our Rector-Craig Kallio who had served St Stephen's for 16 years! Since Craig's retirement, your Vestry has dealt with how to go about his replacement. During this time of discussion and decision, the parish has provided the Vestry with wonderful response and input. The "feeling" that has been generated by you the parishioners - was and is so very much appreciated by the Vestry. This new "feeling" has given our church a vitality, an excitement, that is very apparent as we go forward in the Interim and Rector search processes. Perhaps the best indicator of this vitality is the fact that at our 2016 Annual Parish Meeting a slate of nine candidates for Vestry will be presented to the parish!! You have to go back in history a number of years to find this kind of interest.

I am especially proud of the work the Vestry has done this year: Self Assessment, Mission, complete revision of By Laws and Policies, the reestablishment of several very important committees, COMMUNICATION!

Another indication of excitement is that attendance appears to be increasing in worship, adult forum(s) and the various programs and activities going on at St Stephen's. There is not doubt in my mind that we are a church of God and our faith in God is allowing us to continue to reach out in many good directions.

*Trust In God  
John Murphy*

† † †  
**Associate Rector**

In last year's report, I focused mostly on the roles of pastoral care and spiritual formation. That seems like much of what this year started out to look like as well. However, as the year moved on we had some surprises that were unexpected, and this year has been much different. Pastoral care and spiritual formation continue to be done, but there are many new items in addition.

Walk Over Wednesdays began as the Oak Ridge High School students returned to class after Christmas break. This is an outreach effort to the juniors and seniors who have open-campus lunch during the week. They could go to McDonald's or any other fast food place as long as they are back to class on time. St. Stephen's, through the leadership of Deborah Clary, Kathy Chippendale, and Nancy Anderson, has developed lunch menus that provide a healthy and affordable lunch just across the street from the high school campus. A \$3 donation for the meal is suggested (less than the cost of lunch at the school), but no student will be turned away if they do not have the means to pay. We have four to five volunteers on each Wednesday to prepare and serve the meal and then clean up after. What a fabulous ministry to as many as 39 teens each week! Thank you, WOW volunteers and supporters of this effort.

One part of the pastoral care role, I believe, is the weekly prayer focus families. The names are published in the Evangel, the E-News, and the bulletin each week. Pictures are requested, gathered, and posted near the offices so that we can have faces with the names in print. Then at each service during the week we name those families. This seems to be an appreciated ministry, so thank you for faithfully praying for these families as their names appear each week.

Spiritual Formation takes many forms. One of those, I believe, is in the devotional booklets at both Advent and Lent that have been created by volunteers of the parish. These booklets are written after much personal study and reflection of at least twenty-five persons each of these two seasons. Cursillo is another extremely valuable spiritual formation tool. Those who commit to the Cursillo weekend set aside seventy-two hours at Grace Point to study the living of the Christian life in a way that truly honors our Savior. Those who serve on the Cursillo team put in another full day during that weekend, plus many hours of preparation ahead of time. Education for Ministry is a four-year program of spiritual formation. We even have some who are trained as leader/mentor for the new ones who want to take this course.

Well, that is a lot to report already. Then we come to the most exciting part of my ministry year, Camp Clearfork. This parish jumped on board the bandwagon when the Outreach Committee started looking at conducting a reading camp for the summer in Clearfork Valley between the little towns of White Oak and Clairfield, TN. The dreams were big. The results were bigger. We had forty-two volunteers to be a part of this huge mission effort, on the site. That does not include the many more who were home buying snacks, bringing books, contributing craft supplies, sending up meals, and praying daily for the camp. This has been a true revival of spirit for many of our folks. Thirty-three children were served either that week or on the following Thursdays until summer's end.

Of course, no Associate Rector report could be accepted that didn't address the retirement of the Rector. What a gift to have the stability of a church leader for sixteen years. The time since Fr. Kallio's announcement of his retirement has been a whole new experience for St. Stephen's. I have watched as enormous numbers of people have begun stepping into roles that have not been filled in some time.

The Vestry has taken great strides this year already. They have done a self-assessment of how they are doing the job they were elected to do. They have reviewed and revised our policies and by-laws. This was a very taxing effort headed primarily by Dan DiGregorio. The Vestry has also been making significant progress in the interviewing and checking references of the two interim Rector candidates that have been recommended by the Diocese. Roger Johnson and Susan Meredith have stepped in to fill the positions of two on the Vestry who needed to step back from their original commitment to serve. John Murphy has done a superb job as Senior Warden, especially during this time of transition.

As I did last year, I feel this report should really be a report of thanks and praise. Thank you parish, from your Associate Rector. Thank you for being the leaders and the followers in all that is being done at St. Stephen's. May Jesus Christ be praised!

*Respectfully submitted,  
David Lovett, Associate Rector*

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**LITURGICS**

The Liturgics Committee has recently been re-established. This committee “Assists the Rector in planning and coordinating worship activities.” Even more important in my mind is the second responsibility. The committee “Develops, studies, and evaluates suggestions for **enriching** the worship life of the Parish.”

The committee is formed of the clergy, the director of music, the Altar Guild chair, the acolyte master(s), representatives of the lectors, representatives of the chalice bearers, and the usher chair. One thing that we also agreed to is that we need more people willing to serve in each of the roles listed. We welcome more musicians/singers. We invite more interested in the Altar Guild. We always can use more acolytes, especially for the weekday services. Lectors get stretched very thin during some seasons of the year. What an honor to serve as chalice bearer. And, you could be one. Ushers are on a rotation but can always use more.

**Liturgist:** Leah Bailey, Jim Ball, Barbara Bovee, Brian Bovee, Mike Boyd, Roni Boyd, Anne Campbell, Doreen Graf, Kevin Jones, Adolph King, Eph Klots, Mary Ellen Klots, Jack Lee, Alan Liby, Courtney Manrod, John Murphy, Bill Petersen, Allan Reiss, Mary Rhoades, Barbara Steele, Peggy Volk

**Chalice Bearers:** Nancy Anderson, Anne Campbell, Deborah Clary, Cameron Ellis, Doreen Graf, Lillian Hise, Jamey Kennedy, Carol King, Jack Lee, Cyril Meredith, Jr., Ruth Prince, Mary Rhoades, Brent Sigmon, Al Skyberg, Lou Volk, Vicky White

**Ushers:** Doug Aaron, Scott Aaron, Chuck Beach, Craig Brent, Jack and Mary Nell Campbell, Tom Clary, John Cox - Chair, Judith and Wes Delaney, Mary Jeanne French, Elwood Gift, Jerry Hanna, Bob Hightower, David Johnson, Ed Johnson, Cindi Jones, Jamey Kennedy, Chris Kirk, Alan Liby, Joe Lisenbee, John Murphy, James Reed, Christy and Robert Thurman, Dan Tuxbury

**Schedule Coordinator:** Roni Boyd, Barbara Steele

*Respectfully submitted,  
Fr. David Lovett*



**Altar Guild**

The members of St. Stephen's Altar Guild welcomed Mary Sue Tavino to our ministry of service at the Lord's table this year. Altar Guild is a "stealth ministry" -- our members work behind the scenes to ensure that everything is in order for all church services. We prepare for and clean up after every service, and we have special duties for baptisms, weddings, funerals, and other occasions. Some tasks need to be performed weekly, some monthly, and some on an occasional basis. Opportunities to serve can be tailored to fit the time available, and we would be delighted to introduce any member of the Parish to this quiet but vital ministry.

*Respectfully submitted,  
Bonnie Nestor, Chair*



## **Eucharistic Visitor**

The Eucharistic Visitor ministry at St. Stephen's consists of persons licensed by the Bishop to carry the Eucharistic elements to parishioners, who for reasons of illness or other reasons, are unable to attend our Sunday liturgy. The Eucharistic Visitor ministry provides a sacramental dimension to St. Stephen's lay pastoral care through the carrying of the bread and wine directly from the altar each Sunday to our fellow members of the Body of Christ.

This has been an important ministry for the past 25 years, and as St. Stephen's is an "aging" parish, it has become ever more important. We have been fortunate to have added 3 new EVs this year: Carol King, Courtney Manrod, and Marcia Todkill.

The Eucharistic Visitors use an abbreviated service of Holy Communion to enable those to whom they minister to experience both participation in our worship and connection with the St. Stephen's parish family. Between September 1, 2015, and August 31, 2016, EVs visited homes, facilities, and hospitals, saw over 891 people during their visits, and administered private communions to 868 parishioners, family, or guests.



### **St. Stephen's currently has 19 active Eucharistic Visitors**

Jim Anderson, Brian Bovee, Mike Boyd, Anne Campbell\*\*, Judith Delaney, Cameron Ellis, Carol Gardner, Gary Grubb, Katherine Grubb, Dean Hartley, Brenda Irwin, Carol King, Deb Johnson, Roger Johnson, Eph Klots, Mary Ellen Klots, Ed Krieg, Courtney Manrod, Carol Skyberg\*\*, Pat Swinney, Marcia Todkill, Susan Wells,

\*\* Temporarily off rotation

*Respectfully submitted,  
John Wilson, Chair*



## **Acolytes**

The acolyte team consists of 16 servers; 5 crucifers and 12 torchbearers. Two acolytes graduated in May of 2016; Camille Mauk-Olson and Delaney Thurston.

In August, annual training was held for all youth acolytes. We took this opportunity to conduct training for three new acolytes; Alex Green, Cyril Meredith, and Britton Petersen. Blair Thurston and Eli Mauk-Olson will transition into the role of crucifer. With the addition of five new members, the team consists of a total of 16 youth acolytes; four crucifers and twelve torchbearers.

The youth acolytes serve at one service per Sunday, during the normal seasons. During the Easter season, the acolytes serve several different services during Holy Week as well as at all three Easter Sunday services. During the Christmas season, acolytes serve at several different services during Christmas Eve. Occasionally, youth acolytes are needed during the week for special services.

Acolytes add something very special to each service. It is meaningful to each of the acolytes. Thank you for encouraging our youth acolytes. It is always important to feel appreciated and to be recognized for your efforts!!!

### **Crucifers**

Eli Mauk-Olson  
Blair Thurston  
Fiona Yearwood  
Keegan Yearwood

### **Torchbearers**

Jacob Berven, Lilly Cooper, Vivian Cooper, Alex Green, Gavin Madgett, Bethany Marshall, Will Mauk-Olson, Cyril Meredith, IV  
Harper Neal, Maris Neal, Macey Neal, Britton Petersen,

*Respectfully submitted,  
Diane Sams, Co-Acolyte Master  
Bill & Mary Petersen, Co-Acolyte Masters*

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**MUSIC MINISTRY**

We have been blessed with another year of the gift of music at Saint Stephen's.

The parish choir meets on Wednesdays from September to May, and sings hymns and offertory anthems for our 11:00 a.m. traditional service. In addition they offered other liturgical services through the year, such as Choral Evensong and Lessons and Carols. Easter and Christmas are always the busiest period. Our Easter Day service was especially memorable, and we are always grateful to our guest musicians who join us periodically.

The music for our 9:00 a.m. blended service is offered through the ministry of our folk group called New-song. This group of voluntary and dedicated musicians meet for rehearsal on Wednesday afternoons. We have welcomed new members to our group; Ed LaRose, Mike and Bonnie Bautz, Victoria Medaglia. Our worship books have been refreshed, and are now in use, with continued expansion of liturgy and music as this coming year progresses. Special thanks to Nancy Carow for her assistance.

The chorister choir meets periodically on Wednesdays during the academic year from 5:00 p.m.-5:45 p.m. Children learned the foundations of music literacy and worship, through singing and playing percussion instruments. In addition, the children enjoyed musical themed games. They offer music periodically throughout the year as they are able.

I am delighted to serve God and the community of Saint Stephen's through the gift of music, and look forward to the year ahead.

**Children's Choir:** Vivian Cooper, Cyril Meredith, IV

**New Song:** Brian Bovee, Nancy Carow, Courtney Manrod, Brent Simon, Bonnie Bautz, Mike Bautz, Edward LaRose, Victoria Medaglia

**Parish Choir:** Jim Anderson, Bonnie Bautz, Mike Bautz, Jaime Burnham, Judy DiGregorio, Johnny Goshen, Gary Grubb, Deborah Johnson, Roger Johnson, Kevin Jones, Jamie LaRose, Victoria Medaglia, Blynn Prince, Ruth Prince, Cheryl Scappaticci, Christine Walberg, Cathy Whitten, Daryl Yearwood, Karen Yearwood, Fiona Yearwood, Keegan Yearwood.

**Paid Singers:** Cheryl Scappaticci, Johnny Goshen

*In His service,  
Simon Hogg, Organist/Choirmaster*

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**CHRISTIAN FORMATION**

Donna Riffe is in her third year as Director of Christian Education, and we continue to be fortunate to have her in that role. As of summer 2016 the Christian Education Committee was re-established and has been meeting to help plan the highest quality spiritual formation that we can possibly offer to our children and youth.

The teachers and leaders of our program for 2015 – 2016 have given a true gift to our families as they have provided quality education for all ages, birth through high school. Brent Sigmon continued to arrange volunteers to care for the children in the nursery. Linda Twohig was the lead teacher for Catechesis of the Good Shepherd I (3-5 years). Jo Kelley was the lead teacher for Catechesis of the Good Shepherd II (1<sup>st</sup> -3<sup>rd</sup> grades). Mary Rhoades was the lead teacher for the Older Children (4<sup>th</sup> and 5<sup>th</sup> graders). Craig Brent was the lead teacher for the Younger Youth (6<sup>th</sup> –8<sup>th</sup> grades). Pam Kallio was the lead teacher, with David Johnson as her assistant for the Older Youth (9<sup>th</sup> – 12<sup>th</sup> grades). We also have volunteers available weekly to help with emergencies, substitutions, etc. We need to give them much thanks and praise.

As has been the tradition for some time at St. Stephen's, there are books and Bibles presented to certain aged children and youth to begin the new fall term. The 3-year-olds receive a book of Psalms with nice illustrations for the parents to read to them. The first-graders receive a Bible story book that again has illustrations and can begin some reading by the child. Third-graders get their first real Bible with maps and other helps. Then the ninth-graders receive a very nice leather-bound Bible that can be used through high school and even into adulthood. Thank you for continuing to fund these meaningful gifts.

*Respectfully submitted,*



## **Education For Ministry**

Education for Ministry is off to a good start this year. We have nine members of the class to include two new members, one from St. Stephen's and one from St. Andrew's, Harriman. We meet every Tuesday at 7:00 p.m. in the Diocesan House at the Episcopal School of Knoxville. Kathy Lasater from St. John's in Knoxville and Carole Akers are Co-Mentors.

Through study, prayer and reflection, EFM helps participants move toward a new understanding of the fullness of God's kingdom as they better learn the connections between their faith and their lives. EFM helps lay persons discover and exercise their varied gifts for ministry in the places where they live and work.

There is still room in our class for new members! If you're interested come join us!

*Respectfully submitted,  
Carole Akers*



## **Adult Forum**

This report will attempt to capture what was covered in the Adult Forum during 2015 – 2016. There is much more that occurs as adult Christian education, such as the Monday evening Theological Reflection in Practice group. There is a Mothers Bible Study on Monday mornings. A Tuesday Bible study meets in the Pollard Room. Education for Ministry is certainly another effort that falls into this category. The Men's Study Group that meets on Wednesday mornings has education as a component. Beginning fall 2016 there is a new Bible study that is held at the same time as the Forum. There may be other groups that I have not even mentioned that are leading our adults in these efforts. So, this will only cover the Adult Forum.

Our fall programming in 2015 was primarily formed around the book, Enough: Discovering Joy Through Simplicity and Generosity. However, Sharon Miller Pryse, the founder of The Trust Company of Knoxville, and long-time treasurer at St. John's Cathedral, started us off with her "personal story of faith and finances." David Moon, a regular contributor to the financial section of the Knoxville News-Sentinel and founder of his own firm, Moon Capital Management, came a couple weeks later to deliver "another Christian financial perspective." Terry Mattingly, a national columnist who writes weekly about the Church came to our Annual Meeting. For Advent we attempted to answer the question, "What are we waiting for?"

Bishop George asked that all delegates to our annual Diocesan Convention read the book, The Episcopal Way, by Eric Law and Stephanie Spellers. We used this as our Epiphany study. Little did we know that Dr. Spellers would be at Convention. So, we then followed the Epiphany study with a better informed study during Eastertide that included some of the information gained from Dr. Spellers.

Our Lenten study was very rich and timely. We used the book, Chosen?: Reading the Bible amid the Israeli-Palestinian conflict, by Walter Brueggemann. We supplemented this with an article on Netanyahu and Peres. There was much good discussion on this material.

The church year of 2015 – 2016 was truly a success. Each person who attends and participates adds to the success of our Adult Christian Education experience. Thank you for your interest and participation!

*Respectfully submitted,  
Fr. David Lovett*



## **Episcopal Youth Fellowship (EYF)**

EYF met mostly on Sunday evenings from 5:00 pm until 7:00 pm and occasionally after church throughout the school year in 2015-2016. There was a change of leadership with Jenny and Cyril Meredith joining Craig Brent in serving as adult sponsors. Several members of the congregation very generously volunteered to provide meals for some of our meetings, and that was greatly appreciated. Each week we began the meeting with a Compline (evening prayer) service in the chapel. Some of the social activities consisted of:

- Swimming at the Hardt's house and Melton Lake Dam
- Bowling
- Going to a corn maze
- Movies at the church
- Attending Masquers plays.

Our fundraising projects consisted of baking and selling pumpkin rolls, and the Shrove Tuesday Pancake Supper. In terms of service projects, we shopped for an Angel Tree Child, and worked on cleaning up the playground.

*Respectfully submitted,  
Jenny and Cyril Meredith, Craig Brent, Leaders*



## **Men's Group**

I have been able to tell the Men's Group on a number of occasions what a strength and support they have been to this Associate Rector in the past years. It seems that whatever is brought to them they will always rise to the challenge. This year it has been setting up tables and chairs for the WOW lunches on Wednesdays. When the nursery worker who cares for the children during the Mothers Bible Study was unable to be here, the men stepped in. Similarly, when the traditional workers for the Christmas pageant were not available, the men stepped in.

This is the third year the Men's Group has provided healthy (mostly) breakfasts for the parish during the summer months. Some are better as cooks. Some are natural servers. Others clean. It is a well-oiled machine.

Each Wednesday morning these dozen or so men gather to spend just a few minutes in prayer, study, and sharing. We begin our time with a prayer for those particular families who are on our parish prayer list. Their pictures are placed around the circle so that we see the faces as we pray for the individuals. After the short study time, we then close with prayer for those men who sit in the group (whether they happen to be there on that particular day or not) each week. This seems to truly set the tone for a week of encouragement and support.

The topic of our study for this year was a verse-by-verse study of the Acts of the Apostles. We have seen how the Church began and what we might learn from those early Church leaders. We are currently following St. Paul on his journeys to establish new churches across the Middle East. It is amazing how many times Paul is beaten, imprisoned, and run out of town and continues to come back for more.

The number of men has remained around the dozen mark. The doors are open to any who may want to come and see if this is a place where you might learn and grow. Come from 8:00 to 8:30 a.m. on Wednesday and see.

*Respectfully submitted,  
Fr. David Lovett*

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**FINANCE**

As a Church, we are financially sound in 2016, and our annual audit affirms that our financial statements fairly present our financial data. In 2015, we had to eliminate some planned expenditures to balance the budget. At the beginning of 2016, we realized that we had to make an extra effort to increase funding. The parish responded with increased pledges, putting us nearly back to the 2014 level. However, we were still forced to reduce our parish pledge to the Diocese.

When Fr. Kallio announced his retirement, we experienced a major change in our expenditure requirements. With only one priest, we had lower salary expenditures, but increased responsibilities for Fr. Lovett. Accordingly, the Vestry increased his salary to full-time status from three quarter-time. The Vestry was also able to restore our pledge to the Diocese. At the same time, the parish received a significant gift from a previous parishioner. This gift enabled us to repay the loan taken several years ago from the Clergy Residence fund and to replenish the Capital Revolving Fund, which is used to provide a source of emergency funds with which to pay extraordinary facilities and equipment expenses.

As of the end of September 2016, we are tracking slightly ahead of our planned receipts for the year and total expenditures are almost exactly on budget. If receipts and expenditures continue as anticipated through the end of the year, we will end with a slight surplus.

Looking ahead to 2017 and beyond, we see a need for careful planning. We will need to hire an Interim Rector and eventually our permanent Rector. In 2017, we certainly will have increased expenses for the mundane support services, such as insurance and security monitoring, over which we have no control. We will have requests from our various programs for increases in their budgets. We would also like to consider modest salary adjustments.

The Finance Committee and the Vestry will provide the planning; however, the prayers of the Parish will provide the most important support possible.

*Respectfully submitted*  
*Dean S. Hartley III, Committee Chair*



**Counters**

This group is a part of the Finance Committee. We strive to accurately and timely gather and apply and deposit the weekly giving to the church and its ministries to the proper accounts. We have two people assigned each week. We sort the checks and cash. One person inputs the amounts in our ACS contributions software. The other compiles the cash items for input. We need a couple more counters this coming year; computer skills are not necessary. The time involved each week is around 45 minutes after the last service. The counters can also arrange with each other to come later in the afternoon.

We want to thank our IT staff, Jim Ball and Shafik Iskander, for keeping us running each week!

*Respectfully submitted,*  
*Roger Johnson, Chair*



**Stewardship**

The 2016 Stewardship Program began with planning in August and preliminary meetings with both the Vestry and key constituent groups within the congregation. Our theme for 2016 is “Come Out of the Boat” and is based on the story of Peter walking on the water with Jesus, found in Matthew, chapter 14, verses 22-33. We can all do great things when we answer Jesus’ call.

Stewardship pledge cards were distributed to the congregation the week of October 10, and due back by November 6. During the month of October, a series of stewardship centered meditations was distributed to members of the congregation via email (and will be available in print).

A Thanksgiving potluck, celebrating the conclusion of the stewardship program will be held in mid-November.

Concluding December 2015, the pledge process received commitments totaling \$438,565 last year.

*Faithfully submitted,*  
*Paige Marshall and Deborah Clary,*  
*Co-Chairs Stewardship Committee*





## **MEMORIAL GARDEN**

St. Stephen's Memorial Garden became operational in 1988 and currently contains the ashes of 195 parishioners and friends. It is financially self-supporting, funded by user fees. Gifts and memorials provide additional funds for the beautification and upkeep of the Garden. For instance, gifts and memorials helped to fund the addition of seating areas for reflection and meditation. As currently developed, the Garden has more than 200 available interment spaces, plus an area for scattering of ashes. Its finances and its physical capacity are adequate for the foreseeable future. The greatest need, as is true for all the gardens at St. Stephen's, is for people with a love of gardening to share that love hands-on.

*Respectfully submitted,  
Brent Sigmon, Chair*



## **BUILDING AND GROUNDS**

### **Buildings**

As of this writing, the church building has not required any unexpected major repairs or maintenance.

It has become apparent that some exterior painting is long overdue. Preliminary estimates for this work appears to be in the six thousand dollar range. This represents about 50% of the repairs and maintenance budget. The hope is to try to get a portion of that work done this calendar year, although weather may not cooperate. This will be the priority for next spring to either continue the painting process or initiate it.

The other issue that has taken some attention is the cost for heating and fuel. The notion of providing an automatic cut back or similar controls for the heat and air system has been discussed. There is nothing in the present system to provide this. If there are extra funds available towards the end of the calendar year, some equipment will likely be purchased to begin providing some components to permit the incorporation of set-back controls.

### **Grounds**

The mission for the church grounds workers continues to be a job of cleaning up current flower beds and to begin instituting a long-range landscape plan for simplifying maintenance of the many beautiful annuals, bushes and trees throughout the church property.

We are now able to keep the grounds trimmed, fertilized, mulched and the weeds to a minimum due to the regular monthly workdays.

Any and all interested parishioners are welcome and encouraged to join us on the first Saturday of each month from 8:00 a.m. – 12:00 p.m.

*Respectfully submitted,  
Chris Tavino and Deborah Clary, Co- Chairs*

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**OUTREACH**

St Stephen's is an Outreach Parish! Caring for each other and for people across the street, in Appalachian regions, and internationally energizes us. We continue to reach out to those persons victimized by poverty, injustices, and even weather.

Perhaps our most energetic project this year was the *Clearfork Reading Camp* in Campbell and Claiborne Counties. A "day-camp" type experience that focused on reading improvement and personal value was provided for a full week in June followed up by one day each successive week until formal school resumed. We were blessed in interaction with 35 children of ages 6 to 15 who attended either White Oak Elementary in Campbell County or Clairfield Elementary in Claiborne County. Cost of the camp was approximately \$6500 of which \$3600 was donated by parishioners and the Diocesan Appalachian Ministries team. More importantly, 41 parishioners and maybe 6-8 community members provided many hours of preparations and execution including many one-on-one and group interactions with the children.

The WOW teams, starting January 2015 with just \$2000 of seed money have been preparing and serving lunch each Wednesday to as many as 39 high school students. Students appear comfortable here and grateful as the pathway to St Stephen's door is becoming increasingly familiar.

Food Baskets were prepared at Thanksgiving and Christmas for 22 families with Christmas gifts given to about 50 children. Eighteen families were served at Easter and over the summer. Easter baskets were included, of course. St Stephen's provided about \$6800 in order to share in this way and some very generous efforts by the food basket regulars.

Care of our neighbors in Haiti continues to be dear to us. Our partner in the Petit Harpon medical clinic, Dr. Sillyn, and nurse Margerite are seeing an average of 40 patients each week. The approximation of our costs to support health in this remote area is estimated at \$10 per visit. We are working on methods to database the medical records and summarize the health experience. A number of treatments involve high blood pressures, diabetes, anemia, and acid reflux. Plans are to improve capabilities with a refrigerator and better examination-diagnostic equipment.

The nursing student, Ginose, is doing well and has started her 2<sup>nd</sup> year. Funds are available for the 2016 to 2017 school year thanks to generous parishioner support.

Our Diocese requested help on behalf of the Diocese of Louisiana to restore people to their homes damaged by the extreme flooding. St Stephen's parishioners quickly responded with \$3,766 sent directly to St Luke's Episcopal Church in Baton Rouge.

We also endeavor to serve some of our closer neighbors through a number of partnering ministries each of which focuses on differing needs and injustices. These include:

ADFAC	Ecumenical Storehouse
Agape House	Family Resource Center
Contact	Healthy Start
Children's Nutrition Program, Haiti	Holiday Bureau
Church Women United (Blankets)	Scarboro Community
Daughters of the King	Torch

Additional support was made available by the 2015 Christmas Bazaar proceeds and given to: ADFAC, CASA, Community Mediation Services, Contact, Children's Nutrition Program, and Habitat for Humanity of Anderson County.

The Church Women United collections for new blankets, as part of the Church World Services program, was matched with funds from the Outreach budget. Used blankets were donated to the Ecumenical Storehouse.

St Stephen's "Open Door" ministry is funded by the clergy's discretionary account. Out of a total of \$7911 that has been contributed (October to October), \$2917 has been provided to individuals for immediate assistance for: utilities; \$2150; food, \$500; and emergency housing; \$267. Approximately \$5000 has been donated to other charities and special purposes including seminaries, non-local charities, and EFM and Cursillo scholarship support.

*Respectfully submitted,  
Cameron Ellis, Chair*



## **Ecumenical Storehouse**

The Ecumenical Storehouse was established in 1984 and is operated by volunteers on a rotating basis by 13 churches. The Storehouse accepts, stores, and distributes almost every type of household goods - essentially everything a person would need to set up a small living quarters, except food and clothes.

Most of the clients served by the Ecumenical Storehouse live in Anderson County, but clients also come from Roane, Campbell, Morgan, and Scott Counties. Many of the clients are from among the vast number of Appalachian poor in the area; others have lost everything in a fire or storm. Still others find themselves in abusive situations and need emergency assistance to establish a new home. All are in need, and they have nowhere else to turn except for the service the Storehouse provides.

During the month of March, all of the volunteers seemed to have had a joyful, beneficial, and special time helping our clients identify and select items they needed from the Ecumenical Storehouse. We had 92 families visit a total of 138 times during the month. It generally takes more than one visit a month for them to locate all the items they have requested. The 92 families consisted of 259 adults and 118 children. Anderson county clients accounted for 65%, Roane County 14%, Campbell County 8%, Morgan County 5%.

We had a total of 36 volunteers from the area in March of which 16 were from St. Stephen's. Many of our volunteers serve throughout the year along with their monthly responsibilities. We were able to bring in many items during the week to reduce the Saturday collections. There seemed to be an increased number of area donations that were delivered directly to the Storehouse this month, which benefits us greatly.

The Ecumenical Storehouse has become a monumental outreach project for our area church sponsors and volunteers to keep usable furniture and household items out of local landfills and giving those individuals in need from our community the necessary items they so desperately need for basic living during their difficult times. The time volunteers spend at the storehouse can be hard, trying, and difficult at times but in the end is so rewarding to help those individuals and families in need. Again, Thank You to our volunteers, churches, and donors for making the Ecumenical Storehouse a success in Oak Ridge as it serves our local and area communities. St. Stephen's is scheduled to serve the Ecumenical Storehouse again during the month of November.

*Respectfully submitted,  
James B. Kring,  
St. Stephen's Director*



## **Walk Over Wednesday (WOW)**

After much discussion about "Who is my neighbor?", it was decided that the Oak Ridge High School students fit that criteria. Reaching out to provide a weekly lunch to the kids was a way of getting to know them.

On a trial basis from January 6 thru May 11, 2016, a weekly team of church volunteers prepared a delicious meal for an average gathering of 25 students.

Reassessing the lunch program at the end of the school year, the workers unanimously agreed it was a fulfilling ministry for the students as well as the workers and decided to continue the ministry for the 2016-2017 school year.

We are off to a great start this school year with an increasing number of students attending.  
Welcome Neighbor!!

*Respectfully submitted,  
Deborah Clary, Chair*

† † †  
**PARISH LIFE**

Our main goal this year was to maintain the level of activities. We are a team of six members. This small group has done the planning this year with the help of parishioners who provided additional support as needs have arisen for each event. We continue to work in partnership with the Kitchen Ministry. Kathy Chippendale has graciously volunteered to lead the Kitchen Ministry.

Since the last Parish meeting, the Parish Life Team sponsored the following activities:

- ✓ Refreshments for the Parish Meeting
- ✓ Catered dinner after the Advent Lessons and Carols and the Lenten Evensong
- ✓ Provided the presents for one of the families that received a basket at Christmas
- ✓ Six Lenten Vegetarian Suppers
- ✓ Easter Celebration/Easter Egg Hunt
- ✓ Rector's Retirement Party and Pentecost Celebration
- ✓ Father's Day breakfast
- ✓ September Kick-off Pot Luck

We thank the Parish family for their generous donations of time, talent and treasure in support of our activities. Thanks be to God for guiding and directing us as we provide these opportunities for fellowship together. We continue to ask for prayers for new team members and for ideas of activities that will support and enrich the life of the Parish.

TEAM MEMBERS – Barbara Bovee, Kathy Chippendale, Jeanne Kring, and Jenny Meredith

VESTRY LIAISON – Susan Meredith

*Respectfully submitted,  
Betsy Ellis, Team Leader*



## **Kitchen**

The annual kitchen budget remains closely in check. Budgeted amount is \$2500 per year, which allows for all operational supplies such as paper products, consumable staples, cleaning supplies and any equipment needs. July, August and September have typically been our highest expenditure months. In July, we purchased 4 heated chafing pans to be used during any events. August and September, we paid the expenses from the retirement party and purchased the paper and cleaning products for the upcoming year. In September we paid a cleaner to come in and strip and clean the floors and cabinet. Hospitality expenses average about \$30 per month.

Over the course of the next year, the kitchen should investigate the purchase of a new stove. The current stove is wearing out quickly. The oven temperatures are unreliable and the burners are difficult to keep clean. The plumbing in the sinks can also be difficult. Most of the coffee hosts remain willing to help with Sunday morning coffee. There are a couple of spaces with no host.

The Wednesday Lunch Group really enjoys their fellowship and the students are supporting the ministry. We are always grateful when everyone cooperates and cleans up the community space. Daughters of the King has held several large funeral receptions and has beautifully maintained the kitchen. If a feeding ministry or large meals are a priority in the parish, some kitchen renovation may be considered in the near future.

*Respectfully submitted,  
Kathy Chippendale*

## Bread Upon The Waters

2016 Report to the Parish

### ***“Welcome to Christ’s Table – Food for the Journey”***

Vision Statement

#### Evangelism Ministry Team

Nancy Anderson, Brian Bovee, Mary Nell Campbell, Mary Cooper, Judith Delaney, Ed Johnson, Julie Longoria, Paige Marshall, Bethany Marshall, Barbara Neill, Mary Rhoades, Robin Thurston, Fiona Yearwood

#### ***Mission***

*The Bread Upon the Waters ministry program is now in its 12<sup>th</sup> year. There are currently thirteen parishioners participating in the program as Greeters and Friendly Faces including two Junior Greeters, Bethany Marshall and Fiona Yearwood. The goal of this ministry is to show the Face of God to newcomers and visitors as we welcome them on Sunday mornings, give them a CD and then pay a brief visit to their home usually that afternoon. At that time a loaf of Bread and a packet of information are given. Then begins a very intense four to six-week period where we stay in touch with the newcomer and look first for needs and then passions and talents as we try to help them find a special place within the parish. We continue with our “Meeting New Members” (MnM) program: When someone visits for the first time we check their address to see if they live near an existing member. The existing member is then contacted to let them know that a neighbor recently visited the church. The existing member is encouraged to give the newcomer a call of welcome.*

One of the unique features of this ministry is that we “measure” what we do and report this to the Vestry. For 2014 we had a success rate of 67%. During 2015 and the beginning of 2016 we had fewer visitors overall than we have had in recent years, but we have welcomed back several members who had been gone for quite a while. One of our new members in 2015 is already serving in this ministry.

At the beginning of 2016, Michael Trank, who brought this program to St. Stephen’s and coordinated it for the first eleven years stepped down. It took a team to replace all he had been doing, and he is missed. He left us well organized to continue to grow in grace as we reach out to those seeking the Peace and Love of Jesus Christ in their lives. The “Bread” ministry and those who have dedicated their time and energy to its success is committed to the teaching of our Lord to which He commissioned us to,

***“GO THEREFORE AND MAKE DISCIPLES OF ALL THE NATIONS.” Matthew 28:19***

*Respectfully Submitted,  
Judith Delaney, Ed Johnson, Barbara Neill  
Team Leaders*



**GIFTS & MEMORIALS**

The Gifts and Memorials Committee has had an interesting year. We were unable to schedule the proposed Planned Giving seminar this year but hope that we can bring this to the Parish in the near future.

We were sorry to lose the able leadership of Robbie Cordani who moved to Knoxville, and are currently seeking a new chairman.

Specific items and categories of expenses which were funded this year include:

- An additional kit and materials for the Lay Eucharistic Visitor program
- Education for Ministry (EFM) Scholarships
- Outreach projects

For answers to any questions about suitable gifts and memorials, about our Endowment funds, about remembering St. Stephen’s in your will, or about making other types of Planned Gifts to the church, you may contact any member of the Gifts and Memorials Committee.

Committee members are: Doug Aaron, Vestry representative; Betsy Ellis, Secretary; Carole Akers, Acknowledgements Secretary; Merry Keyser, Records; Tom Clary, Dan DiGregorio and Margaret Terrell.

**October 2015 – September 2016 (Information Current as of 09/30/16)**

**Memorials:**

Below is presented a list of memorials given in the past year:

<b><u>In Memory of:</u></b>	<b><u>For:</u></b>
Betty Duckworth	Memorial Garden
Lorraine Pilloud	Altar Gifts
Peggy Krieg	Undesignated
Lewis “Doc” Emerson	Outreach; Undesignated
Elaine Huber	Undesignated
Mary Ann Halstead	Music
Suzanne MacDonald	Memorial Garden; Altar Gifts
Linda Evans	Music
Eugenia “Jeanie” Wilcox	Music; Undesignated
Marian Stafford	Undesignated
Jane Johnson	Music
Joan Pearson	Undesignated
Louise Smith	Music
Dolores Cole	Undesignated

**The total value of these memorial gifts is \$ 6,855**

**Gifts:**

Below is a list of gifts given to St. Stephen’s in the past year:

<b><u>Given by:</u></b>	<b><u>For:</u></b>
Shafik & Horia Iskander	Designated projects
Simon Irish	Undesignated

Many Additional Gifts directly to the Outreach Program for Haiti projects, Summer Reading Camp and other initiatives.

**The total value of these gifts is \$ 2,502**

**Bequest:**

This year we received an undesignated bequest from the Stripling Estate of \$ 210,075.

*Respectfully submitted,  
Merry Keyser, Vice Chair of Planned Giving*



## **COMMUNICATION AND TECHNOLOGY**

### **Computers & Internet Technology Support**

Network disruptions this year were relatively minimal and generally involved recovery from power outages. Our internal network spans all three floors of the church and has now grown to comprise 1 router, 5 switches, and 3 wireless access points which connect 1 file server, 9 computers, and 3 printers. During the first part of this past year, all of the computers not yet updated to Windows 10 were updated. Other software updates have been made as needed. At the request of the Vestry, a Skype conferencing capability was recently set up; the church laptop was modified to use the large TV as a display and a conference camera was purchased. The initial setup was done for conferencing from the Pollard room, but the system can be rather quickly set up in almost any location in the church where it might be needed. A special thanks to Shafik Iskander, Rob Steele, and Dan DiGregorio for all their help during the past year.

*Respectfully submitted,  
Jim Ball, for Shafik Iskander and Rob Steele*



### **Website**

Our website continues to evolve as we try to provide more information of interest to the Parish. To support the Vestry's desire for increased openness, the website now posts minutes of each Vestry meeting as soon as they are approved. Also added to the website are all of our Bylaws and Procedures, proposed Bylaw changes, and Vestry goals. The section on "Events this Week" continues to be updated every Thursday evening to provide a schedule for the coming week as well as notices about upcoming special events. At the same time links on the home page are updated to provide access to the E-News for the upcoming week and to a copy of the Sunday service bulletin. These links are also made available to the Parish by Email distribution from the Parish office. Other updates are made during the week for any sudden changes that occur. Audio copies of the sermon are usually available by Sunday mid-afternoon. Toward the end of each month, the Evangel for the coming month is posted with a link on the home page. The presence of our website on the World Wide Web also provides an invitation to those outside our Parish to learn more about us and about our programs as well as how to contact us, where to find us, and when our services are held.

*Respectfully submitted,  
Jim Ball, Webmaster*



### **The Evangel**

The EVANGEL is currently published monthly, mailed to approximately 37 families, emailed to 256 people and posted on the church's website. This is the first year we have chosen to distribute electronically instead of mailing out hard copies to each family. This type of distribution has enabled us to go from printing 250 copies to 50 copies every month-a savings of approximately \$125.00 a month. Hard copies are placed around the church building for those who would like to take one home. We realize many people are not comfortable with email. If you would like to receive a hard copy, please let the church office know and we will be happy to include you in the USPS mailing.

It is important to thank Horia Iskander who organizes the mailings and makes sure it gets to the post office. Her devoted helpers sort, label, stuff, fold, and apply seals to each Evangel to prepare for mailing. Sometimes the morning and afternoon Hospitality Volunteers help with getting the publication in the mail. Thank you to all who have helped Horia get the Evangel out.

Anyone wishing to get Parish news in the Evangel should email [secretary@ststephensor.org](mailto:secretary@ststephensor.org). All articles are due the 15<sup>th</sup> of every month for the upcoming month.

*Respectfully submitted,  
Vicki Hancock, Parish Secretary*



**E-News**

Every Friday, a one-page bulletin of news and reminders about upcoming events of particular interest to our Parish is sent out. The E-News is intended for the upcoming week events and maybe the next week's events. A link to this communication and also the upcoming Sunday bulletin is emailed to 256 of our present and past parishioners, and visitors. If you have email and are not presently on this list, you can send an email to [secretary@ststephensor.org](mailto:secretary@ststephensor.org) and join the list. It's an easy way to keep up-to-date on Parish news.

*Respectfully submitted,  
Vicki Hancock, Parish Secretary*



**Facebook Page**

Deborah Johnson and Teddy Dantzler, under the direction of Fr. Lovett, continue to be Administrators of the St. Stephen's Facebook page. This year we developed a policy statement which is stated below:

The FACEBOOK policy of the St. Stephen's Social Media group is to not post pictures or personal news of parish members without the consent of the individuals involved; an exception will be made if the information has already appeared in newspapers or public media. We hope to promote Parish activities and educate and inspire readers about the worldwide Anglican community. Most of all we hope to share Christ's message of love and compassion through social media, occasionally with a wee bit of humor.

We are open to input from Parishioners and our page is always evolving.

*Respectfully submitted,  
Teddy Dantzler and Deborah Johnson,  
Facebook Coordinators*



**SERVICE MINISTRIES**



**Daughters Of The King**

The Daughters of the King is a lay order of women of the church who pledge themselves to a life-long program of prayer, service and evangelism. We pray daily for the parish and are an integral part of St. Stephen's spiritual life. St. Agnes Chapter additionally provides receptions following funeral services for bereaved families upon their request.

Members maintain a confidential prayer list and during times of crisis a prayer chain is activated. Requests to be placed on the prayer list may be made by calling or emailing the church or filling out a pew card. For a month's time the request will be included in the intercessory prayers of the Daughters.

This year the Chapter has 28 active members. Additionally the Chapter provides small wooden crosses and special prayers for the newly baptized. Monthly business meetings and corporate worship are held September through June, usually on the first Sunday of the month. Members also gathered for several fellowships during the year that included corporate worship, special short programs, movies with a religious theme, and lunch.

*Respectfully submitted,  
Carole Akers/Deborah Clary, Co-Presidents*





## **Book Shop**

The shop operates on an honor system, and payments can be left in our mailroom box any time. Sales have declined the past few years with the advent of Kindles and discount Amazon prices, but we still carry prayer books, works by well-known authors, jewelry and greeting cards at discounted prices. We will have a deep sale in early 2017 and will evaluate the continuance of this service. Proceeds go to Outreach or church projects.

*Respectfully submitted,  
Judy Kidd, Manager, Roni Boyd, Assistant*



## **Hospitality Ministry**

During the weekday office hours, the hospitality desk is staffed by volunteers who answer the phone; meet and greet guests and parishioners; help the clergy and staff with various clerical tasks; make the coffee and keep the cookie basket full – maybe these are in reverse order of importance!

Currently there are fifteen people serving three or four hour shifts Monday through Friday. Those presently serving are: Margaret Baldauf, Roni Boyd, Mary Nell Campbell, Betty Davis, Peggy DeVan, Lola Estes, Brenda Irwin, Horia Iskander, Goldie Kennedy, Judie Liby, Barbara Mannes Schmidt, Mary Lou Murphy, Mary Rhoades, Donna Riffe, and Barbara Steele.

*Respectfully submitted,  
Roni Boyd, Chair*



## **Holiday Around The World Bazaar**

After 18 years of this holiday sale and over \$120,000 given to charity, we ended in December 2015 due to lack of parish interest and dwindling community support. It is hoped others will find ways to support our Outreach ministries in the future. Sales of leftover items will be held this fall at deeply discounted prices, with proceeds going to the Haiti ministry for which these sales were started. We have also supported 10 other local and international groups over the years.

*Respectfully submitted,  
Judy Kidd, Organizer*



## **St. Therese's Guild**

Last year Margaret Baldauf resigned from heading up St. Therese's Flower Guild after many years of dedicated service. Thank you Margaret for your service. The lead position was taken over by Katherine Grubb. The Flower Guild is a warm-hearted ministry where our members take the large altar flower bouquets and make small bouquets for our people in assisted living, nursing homes, hospitals or to the homes of our shut-ins. This ministry is so rewarding for those delivering flowers. You get to see the bright smiles on the faces of the recipients. It is an opportunity to show God's love and the people delivering are as blessed as those receiving the flowers.

Sometimes, a bouquet is delivered to some folks who are completely healthy and living at home. It's a surprise to get flowers! There are many people who volunteer their time to St. Stephen's, so to me, I think they're also deserving of a "thank you" or a "we're thinking of you" or a "we love you" bouquet of flowers! It's a ministry that was meant for me, as I like to work in solitude and reflect as I design my bouquets!

We also make a large bouquet for the hospitality room, a tiny bouquet for Vicki's desk, The Pollard Library and a bouquet for the small shelf that sits across from the Chapel.

Our members are Doreen Graf, Peggy DeVan, Katherine Grubb, Faye Martin and new member, Victoria Medaglia.

*Respectfully submitted,  
Katherine Grubb, Chair*



## **Library**

Parishioners have continued to donate books to our library this past year. I have worked at sorting and evaluating the backlog of donated materials to determine which ones are appropriate for our collection. I have processed and added fifteen new books to the library collection. These were all donated materials.

I have used the library bulletin board this past year to highlight some of the different kinds of books in our library collection.

*Respectfully submitted,  
Mary Fell, Librarian*



## **BYLAWS AND POLICIES**

During this past year, 35 Vestry policies were reviewed and updated for the first time since 2003. Policies were reviewed by the appropriate committees and approved by the Vestry. With those reviews, each policy now represents a new baseline of what the committees are actually doing. Hopefully, each policy will be reviewed and updated annually. All Vestry policies can be found on the St. Stephen's website under the "Our Parish" tab.

The Bylaws were also reviewed for the first time since 2011. Four changes were proposed and approved by the Diocesan Chancellor. The Parish will vote on these changes at the annual meeting. The Bylaws Review Committee consisted of Dan DiGregorio, Jim Ball, Joe McGrory, Rob Steele, Merry Keyser, Ed Krieg, and John Murphy. The Bylaws can be viewed on the St. Stephen's website under the "Our Parish" tab. The proposed changes can be viewed on the St. Stephen's website in the "News and Events" box.

In March, Vestry conducted a self-assessment in several areas. From this self-assessment, Vestry Goals were established, and work is being done to accomplish those goals. The goals can be viewed on the St. Stephen's website under the "Our Parish" tab.

*Respectfully submitted,  
Donato DiGregorio*

## **Recommended Changes to St. Stephen's Parish By-Laws**

At the regular meeting of the St. Stephen's Vestry on May 10, 2016, the following recommended changes to the Parish By-Laws were approved for forwarding to the Office of the Bishop for review and concurrence by the Diocese of East Tennessee.

### **Recommendation 1:**

**Article I, Section 4.** (present language)

All nominations for the Vestry shall be made in writing to a Nominating Committee appointed by the Rector, or to the Church Office. Nominations for the Vestry .....

**Article I, Section 4.** (proposed language)

*All nominations for the Vestry shall be made in writing or electronically to a Nominating Committee appointed by the Rector, or to the Church Office. Nominations for the Vestry .....*

### **Recommendation 2:**

**Article I, Section 6.** (present language)

At the annual Parish Meeting, a ballot bearing the names of all nominees shall be given to each qualified voter present. A voter shall mark.....

**Article I, Section 6.** (proposed language)

*At the annual Parish Meeting, if the number of nominees does not exceed the number of open Vestry positions, then a motion to accept this slate by acclamation is acceptable. If there are more nominees than open Vestry positions, then a ballot bearing the names of all nominees shall be given to each qualified voter present. A voter shall mark.....*

### **Recommendation 3:**

**Article I, Section 8**

It is proposed to add a new item, Section 8e, to establish a minimum number of affirmative votes to approve a motion, independent of the number of Vestry members constituting a quorum for the meeting.

**Article I, Section 8e.** (new proposed language)

*"Regardless of the number of Vestry members in attendance a number of affirmative votes equal to or greater than a majority of the current Vestry membership shall be required to pass a motion."*

### **Recommendation 4:**

**Article II, Section 2.** (present language)

The Rector shall be elected and called by the Vestry and shall serve indefinitely. The Rector shall be the spiritual head of the Parish; shall preside (but with the right to vote only in the event of a tie) at meetings of the Parish and of the Vestry; shall appoint persons to fill vacancies occurring in committees of the Vestry and shall have the powers and duties provided for in the Constitution and Canons of the national Episcopal Church and of the Episcopal Church in the Diocese of East Tennessee.

**Article II, Section 2.** (proposed language)

*The Rector shall be elected and called by the Vestry and shall serve indefinitely. The Rector shall be the spiritual head of the Parish; shall preside (but with the right to vote only in the event of a tie) at meetings of the Parish and of the Vestry; and shall have the powers and duties provided for in the Constitution and Canons of the national Episcopal Church and of the Episcopal Church in the Diocese of East Tennessee.*

<b>TITLE: By-laws</b>	<b>NUMBER:</b>
<b>APPROVED: 12-04-2011</b>	<b>PAGE 1 of 7</b>

**BY-LAWS OF ST. STEPHEN'S EPISCOPAL CHURCH  
OF OAK RIDGE, TENNESSEE**

**A Corporation Incorporated under the Laws of Tennessee**

**ARTICLE I – VESTRY**

**Section 1**

The Parish and the Corporation, the Vestry and the Board of Directors, and the officers of the Vestry and the Board of Directors are one and the same. The Corporation, Board of Directors, Chairman of the Board of Directors, President, Vice President, Treasurer, and Secretary shall hereinafter be referred to as the Parish, Vestry, Rector, Senior Warden, Junior Warden, Treasurer, and Secretary, respectively.

**Section 2.**

The temporal affairs of the Parish shall be administered by the Vestry, consisting of twelve (12) members. The Vestry shall elect and call the Rector, and shall provide for the regular and well ordered worship of Almighty God and cooperate with the Rector in all efforts to develop the spiritual life of the Parish. The Vestry shall keep the Church in proper condition at all times for its uses, and shall give proper care generally to the buildings and grounds of the Parish.

**Section 3.**

There shall be elected at each regular annual Parish Meeting four (4) members of the Vestry to hold office for terms of three (3) years each, together with additional members to fill vacancies on the Vestry so that the total membership of the Vestry shall be twelve (12) and so that terms of office for one third of the Vestry shall expire annually. Terms of office shall begin on January 1 following the election, and each Vestry member shall serve until a successor shall be elected and qualified. After expiration of three years' consecutive service, a vestry member shall not be eligible for reelection until at least one year shall have expired, nor shall a vestry member who has been elected to serve a full term on the Vestry and who has subsequently resigned from that position be eligible for reelection until at least one year shall have expired from the date of resignation.

**Section 4.**

All nominations for the Vestry shall be made in writing to a Nominating Committee appointed by the Rector, or to the Church Office. Nominations for the Vestry shall be closed two (2) weeks prior to the annual Parish Meeting. The Nominating Committee ensures that biographical data on the nominees is gathered and distributed to Parish members at least one (1) week before the election.

**Section 5.**

Each Vestry member shall be an adult confirmed communicant in good standing who shall be a registered communicant of the Parish at the time of election.

**Section 6.**

At the annual Parish Meeting, a ballot bearing the names of all nominees shall be given to each qualified voter present. A voter shall mark not more than one name for each position to be filled. To be elected on this first ballot, a nominee must receive votes numbering more than half the ballots cast. Among those receiving such a majority vote, the nominees receiving the highest numbers of votes shall be declared elected on the first ballot to fill the open positions. If any positions remain unfilled for want of a

majority, a second ballot shall be prepared and copies distributed bearing the names of the nominees (other than those already elected) who received the most votes on the first ballot. If there are enough nominees, the number of names on the second ballot shall be twice the number of positions remaining to be filled, augmented to the extent necessary to include any nominees tied for the last place available on said ballot. If there are too few nominees to fill a second ballot as thus prescribed, all nominees not elected on the first ballot shall be included on the second ballot. Nominees receiving the highest numbers of votes on the second ballot shall be declared elected to fill the remaining open positions. In the event that positions on the Vestry are to be filled for periods less than three years, persons elected with the highest numbers of votes shall serve the longest terms, and those elected with fewer votes shall serve the shorter terms, in order of the number of votes received, except that persons elected on the first ballot shall take precedence over those elected on the second ballot. In the event that ties prevent a determination of the persons elected or of their terms of office, additional ballots shall be cast to break the ties.

#### **Section 7.**

The Vestry shall fill any vacancy or vacancies occurring in its membership between annual Parish Meetings by electing an individual or individuals possessing the requisite qualifications for Vestry membership to hold office until the next annual Parish Meeting at which said vacancy or vacancies shall be filled by election for the remaining portions of the original terms.

#### **Section 8.**

Meetings of the Vestry may be called by the Rector, or by the Senior Warden, or in the absence of both by the Junior Warden. A meeting shall also be called upon request of three members of the Vestry.

- a. Regular meetings shall be held monthly at such times and places as fixed by the Vestry.
- b. Special meetings may be held on twenty-four hours' notice to the Vestry members.
- c. Notices of special meetings shall state the objects of such meetings and no other business shall be transacted at said meetings.
- d. A majority of the members of the Vestry currently in office shall constitute a quorum for the transaction of business at any regular or special meeting. Voting by proxy shall not be allowed.

#### **Section 9.**

All resolutions and official actions of the Vestry shall be reduced to writing by the Secretary.

#### **Section 10.**

The Vestry at a meeting sometime following the annual Parish Meeting and previous to the meeting of each annual Diocesan Convention, shall elect three (3) lay delegates and three (3) lay alternates to said Convention and such additional delegates and alternates as the Convention may permit.

#### **Section 11.**

In addition to the powers and authority expressly conferred upon it by these By-Laws, the Vestry may exercise all such powers of the Parish and do all such lawful acts and things as are consistent with statutory law, the charter of incorporation, the constitution, canons, doctrine, discipline and worship of the Episcopal Church in the Diocese of East Tennessee which this Parish acknowledges and to which it accedes.

## **ARTICLE II - OFFICERS**

### **Section 1.**

The officers of the Vestry shall be the Rector, the Senior Warden, the Junior Warden, the Treasurer, and the Secretary.

### **Section 2.**

The Rector shall be elected and called by the Vestry and shall serve indefinitely. The Rector shall be the spiritual head of the Parish; shall preside (but with the right to vote only in the event of a tie) at meetings of the Parish and of the Vestry; shall appoint persons to fill vacancies occurring in committees of the Vestry and shall have the powers and duties provided for in the Constitution and Canons of the national Episcopal Church and of the Episcopal Church in the Diocese of East Tennessee.

### **Section 3.**

All officers of the Vestry other than the Rector shall be elected on a date after the annual Parish Meeting and at a time and place designated by the Rector with seven (7) days advance notification. Officers shall be elected for a term of one year commencing January 1. The officers shall be elected by those Vestry members whose term of office includes the year commencing January 1. The Senior Warden and Junior Warden shall be, and the Secretary and Treasurer may be, chosen from among those who will be serving as Vestry members. All officers shall be communicants in good standing. Vacancies in any of the foregoing offices shall be filled by the Vestry.

### **Section 4.**

The officers listed in Section 3 above shall perform the duties normally pertaining to their respective offices including, without limitation, the following:

- a. The Senior Warden shall preside in the absence of the Rector at all meetings of the Parish and the Vestry, shall sign or countersign all contracts, agreements, notes, mortgages, and other instruments of the Parish as authorized by the Vestry, and shall perform such other duties as are incident to the office or properly required by the Vestry.
- b. The Junior Warden shall have such powers and perform such duties as may be from time to time delegated or assigned by the Vestry, and shall exercise all of the powers and perform all of the duties of the Senior Warden in the latter's absence.
- c. The Treasurer, who may or may not be a member of the Vestry, shall be responsible for seeing to the proper recording of the receipt, deposit, and reporting of all funds and securities received by the Parish and for the proper disbursement of funds and securities as ordered by the Vestry (or agents it authorizes) and for the reporting of the same. All receipts and disbursements must be in accordance with good business practices and with Title III, Canon 3 of the Diocese of East Tennessee. The Treasurer shall be bonded in amount appropriate to the funds handled, and all accounts of the Parish shall be audited annually by an independent Certified or Licensed Public Accountant.
- d. The Secretary, whose principal duty is to serve as Clerk of the Vestry and who may or may not be a member of the Vestry, shall be responsible for assuring the maintenance of appropriate records of all Vestry meetings and Parish Meetings, shall be the official custodian of such records during the year(s) of service, and shall turn those over to the Rector's Secretary and thence to the Parish Archivist for longer term preservation. The Secretary shall perform other functions as directed by the Vestry.
- e. The Rector, Senior Warden, Junior Warden, Treasurer, and Secretary, together with other officers of the Parish and organizations thereof as may be appropriate, shall present written reports covering the conduct of their respective offices during the year.

## **ARTICLE III - PARISH MEETINGS**

### **Section 1.**

There shall be an annual Parish Meeting held on a convenient date following October 1, as fixed by the Vestry.

### **Section 2.**

At the annual Parish Meeting the congregation shall elect the Vestry in the manner hereinbefore provided. The Rector and Treasurer (or principal Financial Officer) shall make reports to the congregation. The congregation shall take such other action as may properly come before the meeting.

### **Section 3.**

Special Parish Meetings may be called by the Rector, by the Senior Warden, or by the Junior Warden, at any time, and shall be called by them upon the written request of twenty-four (24) or more registered communicants of the Parish qualified to vote at annual and special meetings.

### **Section 4.**

Notice of the time and place of the annual and of any special Parish Meeting shall be given at a public service of the Parish congregation at least two (2) weeks prior to the date of the meeting.

### **Section 5.**

At any annual or special Parish Meeting fifty (50) members of the congregation qualified to vote shall constitute a quorum for the transaction of business. Voting by proxy at such meetings shall not be permitted.

### **Section 6.**

All confirmed communicants of St. Stephen's Episcopal Church, in good standing, who are sixteen (16) years of age or older, shall be entitled to vote at annual or special Parish Meetings.

## **ARTICLE IV - GENERAL**

### **Section 1.**

All checks or demands for money and notes of the Parish and all bonds, mortgages, debts and other contracts of the Parish shall be signed by such officer or officers as the Vestry may from time to time designate.

### **Section 2.**

Robert's Rules of Order shall govern in all parliamentary matters not covered by these By-Laws.

### **Section 3.**

These By-Laws may be altered or amended in the following manner:

- a. By affirmative vote of a majority of the qualified voters voting at an annual Parish Meeting, provided that notification has been given in writing not less than four (4) weeks prior to the meeting.
  
- b. By affirmative vote of two-thirds of the qualified voters voting at a special Parish Meeting, provided that notification has been given in writing not less than four (4) weeks prior to the meeting.

- c. By action of the General Convention of the Episcopal Church or by action of the Convention of the Diocese of East Tennessee in amending or adopting an Article or Canon or provision thereof which requires a revision of these By-Laws. In such a case the St. Stephen's By-Laws shall be automatically altered, and the Vestry shall be authorized to change the language of the By-Laws, and so inform the Parish.

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**BY-LAWS (cont.):**

**Reference Notes:**

- a. ART. I, Sec. 5: Definition of Adult- there is no Canonical definition, but this Corporation is bound by the civil law in Tennessee which defines an adult as a person who is 18 years or older. The addition of "confirmed" and "in good standing" is required by Dioc. Cn., Art. X, Sec. 1.
- b. ART. I, Sec. 6: This was amended and adopted by the Parish Meeting of Oct. 5, 1986.
- c. ART. I, Sec. 7: The change to "elected" is required by Dioc. Cn. 15, Sec. 5.
- d. ART. I, Sec. 10: Change to 4, Dioc. Cn. 1 Sec. 7a(2)- as long as we're over 500 communicants.
- e. ART. II, Sec. 2: Wording changes requested by the Chancellor, Aug. 11, 1987. (See Vestry minutes.)
- f. ART. II, Sec. 3: Change on Secretary required by Dioc. Cn., Art. X(2).

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By-laws were first adopted 10 September 1962. Amended at Parish Meetings in 1967, 1969, 1970, 1971, 1976, 1981, 1986 and 2003.

Updated for conformance with Diocese of East Tennessee, etc. by Vestry 1989, 1991, 1995, 1997, and October 2003.



**2015 Annual Meeting Minutes**  
**October 25, 2015 – 11:30 AM**

Fr. Kallio called the meeting to order at 11:30 a.m. in the Parish Hall. Fr. Lovett offered prayers for the parish and for the parishioners. Fr. Kallio recognized George Holt who has been attending Annual Meetings since 1948.

The Rector shared information concerning the policy changes for the Memorial Garden. As it is a policy change only, no vote is required. He thanked Brent Sigmon and Nancy Carow for their work on the Memorial Garden and the policy updates. He told how the St. Mary's Sisters visit the Memorial Garden nearly every day for meditation.

Fr. Kallio thanked those members who are rotating off the Vestry this year. They are Jamey Kennedy, Cyril Meredith, Jr., Al Skyberg, and Kim Warther.

The Rector then introduced the candidates for the four open positions on Vestry: Brian Bovee, Dan DiGregorio, Dean Hartley III, and Leslie Johnson. Al Skyberg moved to accept the candidates by acclamation. Barbara Neill gave the second. The motion passed by voice vote.

Cameron Ellis gave the financial overview. He stated that as a non-profit organization, St. Stephen's has specific rules and procedures that must be followed, records that must be kept and audits that must be conducted. The financial structure includes the checking account for the general fund, share-draft/savings accounts for temporary restricted funds and investment accounts for the permanently restricted funds. Currently our expenses are less than income. That is always good news for the treasurer. He presented a graphic to illustrate the percentage of fund distribution to the various accounts.

Kim Warther asked how our financial state compares to other parishes in the Diocese. Mr. Ellis replied that St. Stephen's is in excellent financial shape when compared to many other parishes in the Diocese.

Fr. Kallio opened his remarks following up on Mr. Ellis report, "Some parishes may be wealthier than we are but we are rich in the spirit." This is the 70<sup>th</sup> anniversary of St. Stephen's receiving our charter from the what was then the Diocese of Tennessee. It is Fr. Kallio's 16<sup>th</sup> annual meeting at St. Stephen's. While the landscape outside and in has changed, the vibrancy of St. Stephen's has not.

The Rector recognized the full and part-time staff. He stated the parishioners are well served by: Fr. David Lovett, Deacon John Wilson, organist and choirmaster Simon Hogg, secretary Vicki Hancock, treasurer Cameron Ellis, and sexton Bill Dickey. He recognized the staff change in February when organist and choirmaster Joy Fournier retired. She was the first person Fr. Kallio hired after his coming to St. Stephen's.

Fr. Kallio introduced Simon Hogg and asked him to address the parish. Mr. Hogg thanked Ms. Fournier for leaving the music program so very well organized. His transition was made easier because of that. He is finally beginning to understand how the church operates and what it needs. He welcomes new additions to the choirs. Currently there are only two in the Choristers. He thanked everyone for making him feel welcome.

Fr. Kallio announced that Boyd Evans will finish his three-year study at Sewanee and graduate in May. He will be ordained a Transitional Deacon during the diocesan annual meeting in February. He encouraged everyone to attend to support Boyd and Kathy.

The Rector stated construction of St. Stephen's began in 1950. The building was blessed by the Bishop at Pentecost, 1951. The parish has been blessed in that we can support the structure and still support our mission-of-help outside. He thanked Chris Tavino and Deborah Clary for their part in keeping the building and grounds in good condition.

Fr. Kallio stated a major purpose of the church is to reach out to the community and the world. As part of our active outreach we have supported St. John's Medical Clinic in Haiti. Tom Clary has made several trips to help the clinic open. The parish has helped with financial support of the doctor's education. We are currently providing financial help to his sister who is training to become a nurse.

He closed his remarks by stating, "Church is not measured by success but by the faithfulness of its members." He thanked the wonderful people in this wonderful parish.

Fr. Kallio introduced the speaker Terry Mattingly who has an article on religion in the Saturday edition of the News-Sentinel.

Mr. Mattingly opened his remarks by answering the question, "What am I doing in Oak Ridge?" He has transitioned from full-time teaching and part-time writing to full-time writing. He has a daily blog, *GetReligion.org*. He and his wife live in Oak Ridge ten months of the year and New York City two months. They are members of St. Anne's Orthodox Church and have family in the area.

He was invited to talk about stewardship. He grew up as a Southern Baptist preacher's kid. How do Baptists do stewardship? As an adult Mr. Mattingly became chairman of the finance committee in his Baptist church. Church members fill out pledge cards that are seen by the chairman of the finance committee. He learned there is no connection that is consistent between who has the most money and who gives the most. The people who are most committed to worship are the greatest givers. Theirs is the consistent giving that ends up supporting mission of the church. They make up approximately twenty percent of a congregation. How will we see this twenty percent? They will be the people who show up at special events—retreats, Holy Week. Giving seems to be directly related to participation.

Mr. Mattingly answered questions from the audience. He closed by stating, "Growing churches know their traditions and live it openly." And asking, "Who is in your 20%? How many are under the age of 40, 30? Vital and growing churches are managing to attract young families."

Fr. Kallio thanked Mr. Mattingly for being with us.

Adolph King moved to adjourn the meeting. Fr. Lovett closed the meeting with prayer at 12:35 pm.

Respectfully submitted,  
Judith Delaney, Clerk

*Respectfully submitted,  
Judith Delaney, Clerk*