



St. Martha's Episcopal Church
Annual Meeting
November 8, 2020

ST. MARTHA'S ANNUAL MEETING

NOVEMBER 8, 2020 AT 11:00 A.M. (via zoom)

AGENDA

Call to order

Opening prayer

2019 Annual Meeting Minutes-ask if additions, corrections, questions. Motion to approve, second, vote.

Bylaws: Proposed amendments- Jim Reichert

Election: Report of Nominating Committee: Tina Edgar - results of election

Rector's Report

Senior Warden's Report

Finance report & Draft budgets: Dave Moore/Todd Stevenson

Stewardship Report: Harry Burlew & Sharon Karody

Search Committee Report: Tempe Steen/Dave Moore

Closing Prayer

St. Martha's Annual Meeting Nov. 10, 2019 at 11:00 AM

Call to order at 11AM

The Rector opened the meeting with a prayer.

Secretary appointment:

The Rector moved to appoint Bill Freund as Secretary for the meeting. It was seconded by Tina Edgar and unanimously approved.

2018 Annual Meeting Minutes: Joe Reardon moved to approve the minutes as published in the 2019 annual report. Many seconded the motion and it passed.

Vestry and Delegate elections:

The Nominating Committee offered the following slate for the Vestry as follows:

Ron Kerchner and Bob Cardoni for 2-year terms

Don Boebel, Bill Freund and Mimi Dupont for 3-year terms

There being no other nominations, the slate was approved unanimously.

The Committee nominated Bud Palmer and Beth Maurer to serve as first and second delegates respectively and Phyllis Mikolaitis as first alternate. A motion by Wincy Jackson to nominate Lucy Michaels as second alternate was approved. The nominations were approved unanimously.

Bylaws:

The Senior Warden, Ron Kerchner, proposed some changes to the parish by-laws. There were three recommended. The first change more clearly defines the qualifications to be a member, warden, and delegate. This will bring the parish's by-laws into sync with the Episcopal Church canons. The second change permits a Vestry member to run for a second consecutive 3-year term. The current by-laws allow a single 3-year term. This change can improve continuity and flexibility needed to manage parish business. Finally, the Diocese will move future annual meetings to November starting in 2020. We, and other parishes, will need to amend our by-laws to reflect this. After discussions, the amended by-laws were passed unanimously (see attached)

Annual Reports:

The annual reports were distributed electronically on November 5 and some copies were available at the meeting.

Finance report and 2020 draft budget:

Dave Moore briefly described this year's budget process. He went on to describe the parish's funds under management by the Diocesan Trustees. All 5 accounts (including the Lighthipe property sale) are in Master Fund A (MFA) and have returned 5% during 2019. A few questions arose about the income and expenses pie charts that were disseminated at the meeting. For example, what costs were included in the Staff expense category (answer: salaries, pensions, taxes, etc.)? Another was how much money is currently set aside for future capital improvements (answer: approximately \$90,000).

Stewardship:

Sharon Korody reported on the status of the 2020 stewardship Drive. As of Nov. 10th, we had received 74 pledges totaling \$142,028. There are 22 pledges outstanding.

State of the Parish address:

The Rector spoke about some of the things done this past year. Examples include the "Beatles"/ liturgy (a fun thing) that may be tried again, a variety of activities including pasta night, Safety presentation, upcoming new-comers event, and the upcoming Christmas luncheon (Dec. 11th).

The meeting closed with a prayer by the Rector at 11:45AM.

Respectfully submitted,



William Freund
Secretary for the meeting

INTERIM RECTOR'S REPORT

When I arrived at St Martha's on August 1, 2020, the church had been without a rector for nearly five months. The doors of the church were closed due to Covid-19, although a task force was working on a re-opening plan. Behind the scenes there was more going on: a Search Committee was formed, a prayer group met regularly, there was a book club, and Shepherd leaders reached out to members by phone or email. The buildings and grounds were regularly checked and maintained. A worship committee arranged the provision of online services. One member was given responsibility for pastoral care. A Planning Committee and a Technology Committee were meeting regularly. The Finance Committee kept the church's finances in order and every day the wardens and secretary would meet to discuss the affairs of the church.

St Martha's was not a church going into hibernation - quite the opposite: it is a church with a high level of engagement and commitment from among its members. This doesn't happen without organizational skills and people who can motivate and engage others - in this, the church owes a huge debt of gratitude to its leadership team, in particular to Ron Kerchner, Senior Warden, Tina Edgar, Junior Warden and Mimi DuPont, Secretary.

I have been warmly welcomed into this exciting church. There is a deep hunger for the spiritual life here, which is a healthy sign and the foundation of future church growth. I always say that the Christian life is the best kind of life, and the challenge for all of us in this time of Covid is to figure out the best way to live it. The practices of Christian life - prayer, hospitality, and outreach - are already established here.

As interim rector, my job is to help prepare the church for its next permanent rector. This involves the church in some looking back as well as looking forward and learning from the past. In addition, the church will need to imagine what it will be like to be led by a new Rector.

On a personal note, I am deeply grateful for the support of Ron, Tina, and Mimi since I arrived. For special mention I would also like to single out our Director of Music, Dave Kemper, for his work as musician and choir leader, our Treasurer Todd Stevenson, who does the vital work of maintaining our financial accounts, and to Jaclyn Hickman, our Admin Assistant, who has done an excellent job in keeping the paperwork and emails under control and who is often the first point of contact for the church.

God bless St Martha's!

Father David Beresford
Interim Rector
November 2020

SENIOR WARDEN'S REPORT

There is a sense of excitement and renewal in the Parish. With our Parish Hall and available funding, we have a great opportunity to make a difference in our Parishioners' lives as well as in our community at large. One of the key findings of the Holy Cow survey is that we have lots of pent up energy, but we need focus. Thus, our challenge for the future is to focus this energy.

It has indeed been an eventful year. Rev. Mary's retirement, emergence of covid, presence of resource priest Rev Canon Mark Harris, arrival of our interim, Father David Beresford – just to name a few of the key events that occurred in 2020.

First of all – I am so grateful to have Father David here. He has set the tone for our spiritual health – a tone which was sorely needed. He has been what I would call a Godsend. He has reached out to our Parish via “meet and greets” and also given our adult education a shot in the arm with his course on art and faith.

Secondly, a heartfelt thanks to the outgoing vestry members, especially fellow “amigos” (as Father David calls us) --Tina Edgar, Jr. Warden and Mimi Dupont, Secretary. We were a good team and were able to provide leadership for the Parish in the absence of a rector.

Thanks to the Transition Committee who helped us have a good send off for Rev. Mary as she decided to retire and move back to the west coast. We had a very nice farewell luncheon. Unfortunately, the arrival of covid precluded her having her last Sunday service. We wish her well. And the committee orchestrated a warm welcome for Father David.

Annual Objectives – we continued to emphasize the objectives and made some progress.

- Objective 1: Promote Growth. We established an Invite-Welcome-Connect (IWC) Task Force. Carol Stevenson agreed to take the lead. They developed a list of near term tasks that can be done to get some momentum built (in spite of covid).
- Objective 2: Convene 'Mission' Committee with clear charge. Note: “mission committee” was initially called “endowment committee”. This committee was disbanded in June as it was determined that the Vestry and the Finance Committee can take care of any related issues.
- Objective 3: Develop major initiative ('next big idea'). A Planning Committee was formed and has been meeting weekly (see their report).
- Objective 4: Identify new leaders. With the formation of new committees and task forces, many parishioners have been able to get involved. And a key feature of the IWC plan is to connect with existing parishioners. New leaders should emerge as we connect

with more of our parishioners. More connections will be fostered via Vestry calls, newcomer events and Shepherd Group interactions.

- Objective 5: Prepare for transition. Transition and Search Committees have been chartered and are functioning well to help us through the transition.

New initiatives – these initiatives have an over-arching theme of keeping our parish community of faith together.

- Pastoral Care – with the impetus of Tina, Mimi and Nancy Rojewski, this area of parish life got rejuvenated. This is something that we have needed for years. And praise God that Elsa Fuentes and Carol Ryan (and now with Father David) have risen to the challenge and made pastoral care a living breathing reality at St Martha's.
- Reopening task force – this task force was established to address the covid pandemic. Under the leadership of Anne West and Pat Leskowitz, they successfully met the guidelines set forth by the Diocese and we reopened the church for services just after Labor Day.
- Worship – the worship committee, spearheaded by Nancy Rojewski, rose to the challenge of not having a rector. They quickly developed the technical capability to conduct services on line. This has continued with the arrival of Father David and has proven to be an unforeseen benefit of covid. This is an added capability that we will enhance in the future with better equipment and videographers. It is a way to stay connected with those who cannot come in person or who are away.
- Search committee – under the capable leadership of Tempe Steen and John Short, the committee is on track in their goal of finding a new rector who will lead us into what I think will be a very bright future.
- Improved website – under the guidance of Mimi Dupont and Jaclyn Hickman, our Parish administrative assistant, a new website was developed which is much improved over the old one! Three cheers as this is so important --it is the first place rectors will look when considering applying for St Martha's position.
- Shepherd groups – per the suggestion from the Diocese, and with the leadership of Wincy Jackson and Carolyn Smith, we have formed a wonderful network to keep in touch with parishioners.
- Enhanced Email blasts – we expanded our communication efforts to have informational and inspirational blasts every week. We also introduced the idea of a topic of the

month. The intent of this is to encourage discussion and thinking about key issues throughout the month.

Existing committees – these committees continue to function at a high level.

Building & Grounds – their work continued in making our physical plant more attractive as well as addressing much needed maintenance projects.

Outreach – the committee doubled their budget and focused on addressing the food issues caused by the pandemic. The “little church at the beach that could” did in fact make a difference in the food shortages experienced throughout the county.

Adult Education / Community Events - the committee was hampered by not being able to meet in person or holding events in the Parish hall. Not to be stymied, they started a virtual book club and discussed several books during the year.

Finance – with steady leadership, the committee continued to provide sound financial management for the Parish.

Music and hospitality – these functions were also hampered, but they are looking forward to when we can reach some sort of new normal. Our music director, Dave, was able to provide music excellently for the on line services and now for the in person services.

As per last year, it has been an honor and privilege to serve as your Sr. Warden. I plan on continuing to serve this Parish. Thank you.

Peace,

Ron Kerchner, Sr. Warden

JUNIOR WARDEN REPORT

Through the first several months of our annual year, we finished with the mediation agreement and The Rev. Mary Allen decided to retire, March 15, 2020 after a send-off party.

“...when two or three are gathered together in his Name, you will be in the midst of them.”
BCP 102.

Our first Executive Committee meeting (Sr Warden Ron, Jr Warden Tina, Secretary Mimi) was held on March 16, 2020. With a long agenda, we targeted Pastoral Care and met with Carol Ryan. It was up and running by the first afternoon of the day that we met. There were also the myriad details having to do with the closing of the church at the Bishop’s direction because of the pandemic.

Jaclyn and I have worked together to clean up the directory including my calling each person who gets a hard copy of the newsletter and those we had not heard from in years.

The Memorial Register Book, a record of memorial income and expenses, has been redone by Dianne Burlew. After locating the book, we discovered the records had not been kept up. We owe a great deal of thanks to Dianne for all the time and effort she put into getting the records organized and purchasing special supplies. Many hours went into this task. Almost 20 thank-you notes for generous donations going back to the beginning of 2019 were written. We are now up-to-date. The Memorial Register was previously updated by Sue Proska. The current Memorial Register has four sections. They are:

- Individual Honorees with multiple contributions (alphabetical)
- Single Gift Honorees (by date of donation)
- Gifts and Purchases from Memorial Fund & Parishioners (by date)
- Memorial Bricks Register (alphabetical by donor)

The Memorial Register is a hard copy notebook, and the computer files are in the parish office.

In April, Wincy Jackson kindly took over managing the engraved, fundraising bricks plus redoing and updating the grid. If someone comes to the office to ask where their brick is located, we can tell them. We are very grateful for all your time and effort. The Rev. Mark Cyr had a small outdoor service and blessed the bricks. John McElvey installed them soon after.

The Invite Welcome Connect seed money from the Bishop was spent on placemat ads for St Martha’s Church at the Bethany Beach Diner. Several committees were formed over the year. The task force to help with reopening of the church was led by Anne West. Kristin Jones and several others made 75 masks. Parishioners stepped up and contributed much sought-after thin elastic! Ask and you shall receive.

In preparation for selecting the Search Committee members, the Exec. Committee conducted interviews with past Sr Wardens in the previous time since the transition in 2010/11. The Nominating Committee comprised of the Vestry's Jr. Warden (Tina, Chair), Don Clarke (8 o'clock) and Carl Long(10 o'clock), recruited the following candidates for Vestry: Mary Davis, John Short, Keith Smith, Mary Thompson, Eric West and Carl Long. For the first time in years, there is a real election - six candidates and four slots which Fr David says is a sign of a healthy parish. Please hold these people in your prayers and please read their bio's carefully. For Diocese Convention Delegates - Pat and Carl Long; For Alternates - Lanny and Dave Moore. We are so grateful to all of them who made the commitment.

The Wardens participated in interviews with diocese representatives on the Property Committee, charged with collecting information on all the diocese property including their histories, concerning the details of St Martha's property on Maplewood St in Bethany Beach beginning in 1940. They will be contacting us in the future about the results of their investigations.

This cannot be said often enough, but it has been a privilege to work with our skilled and loyal people on the B&G Committee - see the five-page detailed report. We accomplished again a great deal this year and are grateful to all who have contributed to the effort to take care of our building and grounds. Special thanks to Fran Karns for her help with reports and yearly budgets. A very special thanks to Jim Karns for all the many hours he has logged and the fact that he has so generously shared in his expertise. His caring and dedication are reflected in the way St Martha's now shines inside and out.

It has been bittersweet leaving the Vestry after three years. I have been so fortunate working with the Vestry past and present, especially with Ron and Mimi, and lately with Fr David these past several months.

From "Arrows of Light" by Bishop Steven Charleston...

"It is not easy to be strong in life, even if we understand what that really means. To be resilient in facing difficulties, to be undaunted by disappointments, to remain hopeful even against great odds. The definitions of spiritual strength vary, but the one thing that is common among us all is the fact that it is not something that we can do alone. We need one another. We need support and nurture and understanding and fresh perspectives. We need community. If there is one spiritual thing we can all do, it is to offer our strength to help others. We can each build community. We can make it a little easier to be strong by being stronger together."

With God's Help!

Tina Edgar
Jr. Warden

FINANCE COMMITTEE REPORT

Committee Members:

David Moore, Chairman, Diane Burlew, Bob Cardoni, Phil Fleming, Carol Ann Heath, Carl Long, Deposit Coordinator, Ron Kerchner, Sr. Warden, Beth Maurer, Deposit Coordinator, Todd Stevenson, Treasurer

Purpose:

The Finance Committee prepares the Annual Operating Budget for recommendation to the Vestry for its approval. The Committee seeks input from the various committees/groups in order to meet the physical needs and the program requirements of St. Martha's Mission Statement.

The Committee meets monthly during the year to review the Treasurer's Reports and make recommendations to the Vestry regarding the parishes Income & Expenses. In July, the Committee does an in-depth review of the Operating Budget for the first half of the year making suggestions to the Vestry for any changes it deems appropriate.

The Committee prepares and reviews the Policies & Procedures for conducting St. Martha's financial affairs. These documents are sent to the Vestry for approval or revision. The Committee follows the procedures as found in the "Manual of Business Methods" as developed by the National Episcopal Church.

The Committee has the task of scheduling the annual review of the parishes' financial records. The financial review for calendar year 2019 was conducted by an Internal Financial Review Team (IFRT) (Diane Burlew, Beth Mauer, and David Moore) per vestry approval. When this internal financial review was completed in August, the Finance Committee reviewed the report with the IFRT and made recommendations to the Vestry as needed. As required by diocesan canon, the written financial review report with supporting documentation was submitted to the diocesan office.

Accomplishments:

- All financial and church bank signature aspects related to the Rector transition were properly reviewed and implemented.
- The Clergy Discretionary Funds Policy was updated.
- Todd Stevenson, Treasurer developed a Treasurer's manual documenting all related Financial processes.
- The Treasurer and Diane Burlew drafted a Financial Committee policy that was approved by Vestry.

- Due to the Covid-19 required Church closing, the 2020 Operating Budget was revised in July and approved by Vestry.
- All bank signature cards were updated to include the interim rector.

BUILDING AND GROUNDS COMMITTEE

Tina Edgar (Liaison to Vestry and Junior Warden)

TEAM MEMBERS

Jim Karns (Chair)

John McElvey (Co-chair)

Frank Bell

Don Boebel

Paul Thompson

Fran Karns

Carl Mantegna

Jack Smith

Clem Edgar

ACTIONS TAKEN TO ADDRESS THE PANDEMIC

Once the Bishop shut down the church building, several actions were taken to secure the church and its valuables. Altar chalices and handbells were stored safely. A Security team was established, and team members check the church daily for humidity levels, unlocked doors, water leaks, etc. The Security detail has found open doors on numerous occasions, including outside doors as well as fire doors that must be kept closed. A locksmith prepared an estimate to redo all locks and redo keys that cannot be copied. The Vestry rejected that proposal due to the cost but continues to investigate more cost-effective ways to improve the personal safety of staff and parishioners who may be alone in the church.

Once the church building was reopened to weekly church services, a cleaning protocol was established. A disinfectant sprayer was purchased and is now used in the Sanctuary before and after the 9 am Sunday service. 6' intervals for social distancing were marked on sidewalk and steps.

To keep the cleaning crew busy and employed, we had the part-time custodians take on special projects such as cleaning gutters, cleaning windows inside and out and weeding flower beds. They cleaned the edges on the floors that were missed by Stanley Steamer.

HVAC

Humidity Monitors were installed in the sanctuary next to the existing thermostats (front and back of the Nave) to measure the relative humidity in the crawl space. Target humidity is 50% (acceptable range 40% to 60%). For a period of time, the humidity levels in the crawl space were above the recommended 55%.

After noticing a musty smell in sanctuary, ceiling fans as well as A/C fans were turned on to run continuously to help circulate air throughout the church.

Arctic HVAC troubleshooted and corrected a problem with the AC unit in the Sanctuary. Arctic also did the bi-annual checks and filter changes.

ELECTRICAL & KITCHEN APPLIANCES

A contractor installed east parking lot lights, which are set for appropriate hours.

FIRE SYSTEMS AND EXTINGUISHERS

The vendor performed the annual inspection and recharged all extinguishers.

PLUMBING

The bathroom sink faucets in the men's room in the new addition have all new index buttons on the handles. The buttons on the faucets in the women's bathroom have been replaced by serviceable ones.

Sherman Plumbing replaced two leaking hose bibs on the old church with frost-free self-draining ones. They determined that there is no water main shutoff in the old church.

Rather than call in a plumber to install a water main shutoff in the old church, it was decided to turn off the main shutoff valve, if needed. Jim made a tool to lift the manhole cover and bought a long-handled wrench to shut the valve off. These tools are now mounted in the mechanical room with labels. B&G members are being instructed in proper use of the tools.

BUILDING EXTERIOR

Crawl Space

The GMB Long Range Plan (April 2018) calls for replacement of the crawl space insulation in 2020 (\$11,500). Funds are put aside annually for projects in the plan. RA W Dawson Co. technician inspected the crawl space under the church and found mold and failing insulation. In addition, he found that 2 of 3 dehumidifiers and 1 of 3 sump pumps were not functioning.

The moldy insulation was removed, the entire space was sprayed with a hypochlorite solution to kill and bleach the areas where mold could recur. Vapor barrier and perimeter insulation was installed.

Brasures checked the crawl space for causes of the high humidity readings in July and August and found that the two dehumidifiers were old and undersized. Brasures replaced those dehumidifiers with two larger units, Aprilaire 1850. The service contract includes checking the units, cleaning the filters, and replacing the batteries every six months.

The Crawl space sump pump was replaced, and the breaker no longer trips.

Other

The painter scraped, primed, and painted all the trim on the old church building and painted the red doors.

Several new memorial bricks were installed. The memorial bricks were pressure washed.

The sidewalks, steps, ramps, and teak benches were pressure washed. Two boxes for informational flyers were installed outside the church.

LANDSCAPING – SOD and IRRIGATION PROJECT

Rowe Property Maintenance completed sod and irrigation work around the church. A 120V, 15- amp outlet was installed in the shed so that Rowe could install the irrigation control box. The cost to adjust sprinklers and winterize the system is included for the first year.

Rowe returned to address issues with sprinkler system. They moved two sprinkler heads and added three others so all would be properly watered. Rowe repaired the brown spot on the newly installed sod.

LANDSCAPING

Vines Creek performed spring cleanup which included trimming all shrubs and plants, weeding, adding soil amendments, mulching, and edging with dinosaur eggs (rocks) and removing debris. Several donated and purchased plants were added to beds. Several cannas were transplanted, and the azalea was pruned to remove dead branches.

McCabe and Sons mowed the grass, trimmed, edged, and blew sidewalks weekly, as needed.

We are especially delighted with the Montauk daisies' showy display this fall. Beverly Shubert generously donated two dozen plants from her garden.

The team trimmed the large crape myrtles on Pennsylvania Avenue and the south courtyard.

Branches were contacting the roof in both places. Don Boebel hauled all the branches to Millville Organics. Debris from the tropical storm was picked up and disposed of at Millville Organics.

The sidewalks, bricks and parking lot were sprayed with a brine solution several times to kill weeds. Preen was applied to control weeds in the beds.

A new One-Way sign was installed for the east parking lot.

BUILDING INTERIOR

The two new armchairs for the Sanctuary were placed into service, for a total of 4. A Bishop's armchair, which is slightly taller and wider, same style, was also placed into service as a memorial to Carol Boebel paid for by contributions in her memory. New chairs for the Rector's office were purchased and assembled.

A reflecting screen, 55" x 88," about 4.5' x 7.5,' for showing video in the parish hall was purchased using Adult Education funds and installed on the east side of the room between the two windows to improve the quality of video presentations.

The team moved the curtain forward behind the altar as per Father David's instructions. They installed dual mounting brackets so that the curtain can be moved back, as needed. The pew behind the altar was moved to the hallway near Dave's office.

An additional bulletin board was installed in the Sacristy per the request of the Altar Guild.

Two new window blinds were purchased and installed in the nursery.

Our steeple painter, Kevin Coviello, cleaned the dust off the rafters and the fans in the sanctuary. The painter repaired holes and painted the rector's office.

Salisbury Door corrected a problem with handicapped door.

The janitor closet was organized, and tools were hung. Additional shelving was added to the mechanical room. The grills were moved to the shed and were sprayed with WD40 to prevent mold. The attic space was organized and swept.

Pat and Carl Long continue to care for interior plants.

NORTH SIDE PARKING LOT

The grounds crew from the town of Bethany Beach moved the encroaching refuse cribs approximately 6 to 8' back from the alley running past the north (back) side of the church. The town also added gravel and graded the alley to remove potholes.

Rowe Maintenance dug a large trench and installed 12" perforated drain-pipe to allow for water storage during heavy rain periods. Rowe tied in the northside downspouts to the driveway drainpipe. Rowe graded the parking lot, added more stone to the parking area,

removed old railroad ties, and installed concrete parking bumpers. The project added 3 parking spaces.

SPECIAL NOTE

Clem, John, Mimi, and Jim met on a Saturday in April to cleanup up the front yard at Carol Ryan and Elsa Fuentes' house. We filled 15 bags (55 gallon) with leaves and sticks. Jim and John met with Mike Galu from St. Ann's and loaded the bags onto his trailer and took all to Millville Organics for recycle.

Respectfully submitted
Jim Karns
October 13, 2020

WORSHIP COMMITTEE

The Worship Committee at St Martha's has been a long-standing committee under the direction of the rector.

In addition to the Rector, the committee is comprised of the following:

Nancy Rojewski (Lay Reader, Eucharistic Minister, Eucharistic Visitor) David Kemper (Music Director) Bev Schubert and Diane Gay (Altar Guild) Alice Anne Freund (Flower Guild) Beth Maurer (Scheduler). Dianne Burlew and Mimi Dupont (Vestry Liaison) were added to the committee after rector's retirement. Carolyn Smith replaced Bev Shubert on Altar Guild in October.

Through the first few months of the 2019-2020 year, Rev. Mary Allen led meetings based on the changing of the liturgical calendar. The meetings were used to coordinate activity for Sunday worship.

Prior to Rev. Mary Allen's final days, Covid-19 Pandemic changed a lot of things. We were instructed by Bishop Brown to stop all in-person worship. The Farewell Service for Rev. Mary, to be held March 15, 2020 was canceled. Supply priests that were scheduled to lead the worship for Holy Week and Sundays till August and an Interim's arrival were notified that they would not be needed. The Bishop requested all members to find worship services on-line and many resources were provided by the diocese.

In the absence of a Rector and no in-person worship, the Senior Warden, Ron Kerchner instructed the Worship Committee to address ways to reach out to St. Martha's faith community. Through the Wednesday and Saturday email Blast, prepared by Mimi Dupont, many suggestions were listed for on-line worship, inspirations, and study. Numerous Zoom meetings were held and the committee, led by Nancy Rojewski, planned for on-line Morning Prayer Services beginning May 17 and every Sunday thereafter to appear on YouTube. Various

readers along with worship leaders Dianne Burlew, Mimi Dupont and Nancy Rojewski, Dave Kemper, music, Alice Ann Freund, flowers, Bev Shubert and Diane Gay, altar guild and Clem Edgar and Jack Smith videographers did the preparation and filming of Morning Prayer worship services. The committee attempted to us as many people during these services as were willing to participate. The Rev. Canon Mark Harris was assigned as a resource priest to the committee and led several Eucharistic services and preached for several on-line tapings. On-line services had attendances averaging around 60.

On August 2, 2020, Interim Father David Beresford arrived and began our on-line Holy Eucharist service taping. Dave Kemper represented the worship committee on the task force committee for reopening in-person worship and helped establish guidelines. Nancy Rojewski and Dianne Burlew set up a process for ushering people into the church. Volunteers were recruited and two teams of ushers were formed. In-person under Phase 2 Covid guidelines allows 50 people in our building, with 41 physically distanced seats available. On September 13, 2020 the first in-person worship service was held with 32 participants. The services have averaged around 34 persons.

As we continue during the Pandemic, Father David is working diligently with members to improve our video capability with the hope of doing live recording on Sunday mornings.

Going forward the worship committee will continue to support and facilitate the interim and future rector in all areas of worship at St. Martha's.

PASTORAL CARE-ELSA FUENTES

On March 17, 2020, after Reverend Mary Allen had retired, I was asked by the Vestry and Carol A. Ryan to serve as a liaison for Pastoral Care. To our surprise, Churches were closed the next day as COVID-19 threatened personal health and safety; the urgency to assure a timely response to the needs of our Parish Community was heightened.

My first few calls were not very successful; I was unknown to many and my 732- cell phone exchange, New Jersey, could be mistaken for spam. I am happy to say that now I receive a warm reception to my calls.

Early efforts as Pastoral Care liaison were interrupted when Carol became ill and was diagnosed, on March 27th, with COVID-19. After spending 15 days in Beebe, involving 3 days on a ventilator, Carol and I found ourselves in need of Pastoral Care. We will always remember the love, care, and prayerful support we both received. Nancy Rojewski stepped in during this time. Carol and I are very grateful to Nancy for all she has done. There is also the *Shepherd's Group* that keeps regular contact with Parishioners. In addition, we cannot express enough gratitude to Father David; undoubtedly, he does much that escapes notice as he ministers to the spiritual needs of Parishioners.

Today, I am happy to say that Pastoral Care is strong. I am honored and proud to do a little more for Saint Martha's in response to our spiritual and physical needs.

Saint Martha Proud!
Pastoral Care is alive and flourishing!
Elsa M. Fuentes

The following represent statistics gathered from mid-May through mid-October 2020. A report from Pastoral Care is presented monthly to the Vestry. We are sensitive to the fact that many generous acts of kindness, of which the Pastoral Care Team is unaware, are extended continually to our Saint Martha's Family.

Totals: Mid May through Mid October 2020

Phone Calls 115
Grocery Shopping 32
Meals Preparation 34
Wellness Check 1
Prescription Pick Up 4
Text Message 1
Email Message 10
Card Ministry ~140

PLANNING COMMITTEE

The Planning Committee was formed in July with the charter of updating our mission and vision statements and drafting some potential annual objectives that could move us forward toward the vision. The committee started with Ron Kerchner, Tempe Steen, Bill Freund, John Robbert, Keith Smith, Mimi Dupont, Carol Ann Heath, and Martha Fields. Father David joined the team upon his arrival in August. The committee met weekly as we had a sense of urgency – we needed to provide input to the Search Committee as well as be ready for the annual Parish meeting.

The committee first did a Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis getting input from about a dozen parishioners.

This was followed by getting the results of the Holy Cow survey that was conducted by the Search Committee. The key finding relevant to the Planning Committee was that the Parish has lots of energy but needs focus on where to direct this energy. This further underscored the need for the Planning Committee's efforts.

We tackled the mission and vision using three pieces:

- Mission – this describes where we are today as a Parish. It is what we do now.
- Vision Narrative – this is a longer, more descriptive statement of where we hope to be in the future. From this description comes the vision.
- Vision – this short statement, derived from the narrative, is meant to excite, and inspire all who read it (prospective new rectors, Vestry and Parish).

The following statements are draft versions for consideration.

Mission

St. Martha's is a Christ-centered church alive in the spirit of God's love. We joyfully serve our community through ministries of caring, sharing and learning.

Vision Narrative - A Possible Future

St. Martha's Episcopal Church is first and foremost a church, a place of vibrant spiritual growth, where God is worshipped in song, word, and sacrament and where deep and lasting friendships are formed. Worship offerings vary from the Meditation Mass on Saturday afternoon, to the early Sunday service that features a trumpet solo, to the later Sunday service with a full choir and musical guest. There are thought-provoking sermons applicable to daily life. Music is an integral part of worship at St. Martha's and is not confined to Sunday. A variety of concerts and other musical events that appeal to all ages are conducted throughout the year and are enthusiastically embraced by the entire community.

At St. Martha's it is not unusual to find as many parishioners at church on a weekday as on a Sunday – and Sundays are crowded. St. Martha's has earned its reputation as the “go-to” church to address community issues by being a guiding light – a beacon – for our community and by enthusiastically supporting the Southeast Sussex Ministerium. St. Martha's employs the skills of our mostly retired congregation, who are eager to use their time and talent to fulfill the church's mission, by encouraging and empowering members who have great ideas to get things going. The momentum is sustained by building on small groups who share passion for a ministry, and who invite new arrivals to join them.

Lifelong learning is a defining issue for St. Martha's. It is hard to say whether our educational programs have grown as the parish grew – or whether the parish grew as our educational programs developed. St. Martha's warmly welcomes all people to attend our lectures and short courses.

St. Martha's is a community where people love and care for each other. This is our preferred community where we embrace opportunities to share our journeys of faith, where we choose to devote our energies, where we seek friends and socialize, where we offer to give of ourselves. St. Martha's is a village where each of us is there for every other, unconditionally, and where no one need ever be alone, or lonely.

St. Martha's uses that same attitude to bring witness to the story of Christ throughout Sussex County not just by dispensing fish but also by teaching people to fish. We have challenged charitable orthodoxy by not “giving” toys at Christmas but rather by helping parents choose and “buy” gifts for their children – a gift to both parent and child. St. Martha's provides support to groups directly involved in the daily lives of those who struggle to overcome the legal and financial difficulties faced by so many families. We have done all this by warmly welcoming all

who come through our doors. We have embraced and celebrated diversity of thought, age, race, ability, and lifestyle. We have found our collective voice by cherishing the individual. And we are all the better for it.

Vision

St. Martha's will be:

a vibrant church that praises God with joyful worship;

seeks understanding through faith, study, and relationships;

and serves our community with talent, treasure, and heart.

The next step is to communicate these statements to the Parish to get their reaction. We are considering all means of communication including the annual Parish meeting (via zoom), email blasts, other zoom meetings, small group meetings, shepherd group meetings, and short surveys via survey monkey. The intent is to get Parish input and have all excited about the opportunities that we have for our future. This will ultimately lead to concrete, doable, practical objectives and projects that will move us forward toward the vision.

ADULT EDUCATION/COMMUNITY EVENTS-RICK LEGER

The Adult Education/Community event committee is engaged in providing informative events for the parish as well as the greater community. We are a new committee, holding our first events in the fall of 2019 – a personal safety presentation by the Bethany Beach police as well as an informative meeting with the Greater Lewes Community Village. A weekly Sunday discussion group between services in January 2020 reviewed C. S. Lewis' *Mere Christianity* generating interest in future similar events.

Varied and informative activities were planned for 2020. Regrettably, most all have been cancelled. One event, a three-part series on the Monotheistic tradition held a first meeting with a positive response. Cancelled efforts included a two session/four workshop End of Life series, and a Celtic/Bluegrass festival. All three activities are being reviewed for possible alternative delivery options.

In response to the above cancelled events, the committee coordinated a virtual book club. Meeting once a week on Zoom, the club has lively and stimulating discussions on varied publications. Those curious about the book club are encouraged to contact Rick Legeer, rlegeer@comcast.net for information.

In addition to planning and scheduling functions for the parish and the community, the committee is actively developing a publicity effort to maximize interest and attendance. The goal is to promote parish awareness of Adult Education functions as well as inform the greater

community about events not limited to parishioners. Publicity procedures will be made available to other parish committees for their promotion efforts.

The committee is an engaged and energetic group and welcomes participation, both event/idea specific and from those with general interest.

FLOWER GUILD REPORT

Chairpersons – Alice Anne Freund and Pat Long

Purpose – to glorify God through the use of flowers and other decorations every Sunday, with special displays on Palm Sunday, Easter and Christmas. The Flower Guild also maintains the interior plants.

Accomplishments – The Flower Guild creates and maintains the list of weekly donors who give funds for flowers to honor a person or an event. It is also responsible for distributing those arrangements.

As this was an odd year in many ways and the church was closed for two months, there were no Easter flowers. When the church reopened for taped services on May 14, the Flower Guild provided plants or flower arrangements each week until September when altar flowers were again purchased.

Christmas plans are being finalized.

TELLER COMMITTEE

Deposit Coordinators: Carl Long and Beth Maurer

GENERAL PROCEDURE

Purpose: Schedule two Tellers to count the plate cash from both Sunday services.

Record all cash and checks into computer and prepare weekly bank deposits.

Forward deposit reports to Treasurers.

Provide semi-annual and annual statements to contributors.

Tellers: After the 10AM service the Tellers count only the cash received from both services and complete a simple report for the Deposit Coordinators.

We have updated our computer and software to make this job easier and more streamlined.

PROCEDURE DURING STATE OF EMERGENCY

Since March 15, the Deposit Coordinators have weekly recorded all funds received in the Office as well as the contents of the plate from the current limited size Sunday service. Tellers have not been scheduled during this time period. The semi-annual statements were prepared and sent out in early July. Once there is a return to a full-service schedule, Tellers will be scheduled and there will be a return to the General Procedure.

Anyone interested in helping, please contact Carl Long or Beth Maurer

ALTAR GUILD ANNUAL REPORT

Purpose:

To prepare the altar for Sunday and special services.

To prepare travel kits containing the sacraments for Eucharist ministers who visit parishioners who are unable to come to church.

To provide for the proper care of linens, vessels, lectern hangings, candles and any other materials used in the worship services.

To serve on the Worship Committee.

To provide assistance to the rector and our interim as needed.

Activities/Accomplishments:

Altar Guild activity came to an abrupt halt in March when all services were cancelled due to the coronavirus. In July, we resumed preparing the altar for worship services that are currently being videotaped and then eventually for the in-person services that began in September. We currently have 17 members who rotate in teams of two to prepare for each service. It is our privilege to serve God in this ministry.

In October and after many years on the Altar Guild and nine of those as co-chair, Bev decided to retire, and we are delighted to report that Carolyn Smith has agreed to become the new co-chair.

All church flowers remain the responsibility of the Flower Guild.

New Altar Guild Members are always welcome.

Respectfully submitted,
Diane Gay

HOSPITALITY-JOSIE LEGEER

FEBRUARY --- Mardi Gras – A Mardi Gras celebration took place with good food and camaraderie with our parish members.

MARCH --- A luncheon at Cripple Creek Country Club was hosted by the Hospitality Committee as a farewell for Rev Mary Allen.

All other activities were cancelled due to the Corona Virus.

DIRECTOR OF MUSIC – DAVE KEMPER

“It was the best of times; it was the worst of times.” That is how I would describe 2020. Normally in my year-end report I would thank the Adult Choir and the Handbell Choir for their dedication and service during the year. I would be reporting on the success of several summer concerts that were held at St. Martha’s. This would include performances from CoroAllegro, Capital Ringers, and Celtic to Classical. And finally, I would encourage the people of St. Martha’s to become involved in the music program of the church.

Well, as you know, none of this took place. March 15th arrived, and St Martha’s closed its doors. For the first time in a very long time, I did not play for an Easter morning service! Everything seemed very surreal. Dear friends were being affected by the COVID virus and were hospitalized for treatment. Although we occasionally met on ZOOM, I missed seeing the faces of my friends in both choirs. It was a difficult adjustment for me to make and to accept this as the “new” normal. Those of you that know me, know that I like to lead a busy structured schedule. And now, that structure was taken away not only from me, but from all of you.

So.... what were the best of times? The choirs did have a wonderful season of Advent and Christmas 2019. The Christmas Eve service is always incredibly special, and it was exciting to see the church full of worshippers. The bell choir was well appreciated at the Church Christmas Luncheon in December. In April, I became a grandfather for the first time!! I also was able to participate in the church technology committee and the church restart committee via ZOOM. In June, a small group of us started recording a worship service on Thursday nights to be shown on Sunday mornings. It was a bit rough at first, but we got better! Special thanks to Clem Edgar for his perseverance as our videographer. In August, we welcomed our Interim Rector, Father David. I look forward to working with him during this time of transition. Finally, on Sunday, September 13th, the doors of St. Martha’s reopened! There were people in the church again and, and there was a new sense of hope that everything would continue to improve.
Hallelujah!!!

Hopefully, next year at this time, I will be able to write a summary report about all the wonderful musical happenings that took place in 2021. Until then, please stay healthy and safe so that someday soon we can once again remove our masks and sing our praises to God.

Faithfully Yours,

Dave Kemper

ADMINISTRATIVE ASSISTANT - JACLYN HICKMAN

It's hard to believe it has been 3 years since I began my employment at St. Martha's. This past year has certainly been an unforgettable one, filled with change and challenge. Most of my workdays the past 7 months have been spent working out of my home. I have begun to work in the office again on Monday and Tuesday, but I am grateful to be able to work from home on the other days to help my daughters with their remote schoolwork. I miss all the previous activity in the building and the opportunity to interact with many of our parishioners on a weekly basis. I am encouraged by the return of in-person activity such as Bible Study and look forward to more of the same.

Use of the parish hall started off at a normal pace in 2020 but came to a halt in March. It has only been in the past month or so that there has been some use of the hall. As previously mentioned, Bible study has resumed and there has been the occasional in-person committee meeting. As of this time there is no time frame for when outside use of the building will begin.

One of the greatest challenges of this time has been communication and connection while in a transition period and yet apart. The Vestry has done a wonderful job of keeping our parish informed and inspired. Mimi DuPont has been instrumental in this regard. She jumped in and began composing and disseminating both the Wednesday and Saturday emails. I have since taken over the responsibility of the Wednesday email and Father David composes the Saturday one. We continued publishing the Messenger as well. However, there seemed to be a lot of overlap between the emails and the newsletter so it was decided that we would focus primarily on the weekly emails. The last Messenger that went out to the whole congregation was in August. We do still have a very small number of parishioners who do not have email. We continue to mail out a monthly newsletter to those people.

Ending on a positive note, we have another new website! Many thanks go out to Lee Ann Walling of Cedar Creek Planning and Communications. She created a wonderful new website with a plethora of information displayed in a user friendly, visually attractive manner. Best of all, we now have the capability to accept online donations! Lee Ann has been very easy to work with and has shared a good deal of knowledge so that I am able to maintain and enhance the website with her occasional help. If you have not already done so, be sure to check it out! Every week I post a link to the recorded Sunday service, Father David's previous week's sermon and the "announcements", which is the Wednesday email. There is always something new to see.

I look forward to the coming year and the good things it shall deliver. I am excited to learn, grow, and discover ways to better serve St. Martha's. Thank you all once again for the opportunity to do just that!

OUTREACH COMMITTEE – FRAN MCELVEY

MISSION: The Outreach Committee of St. Martha’s Church shall display the love of Christ by sharing our resources with others to help improve the quality of life for those in need in our community. **COMMITTEE MEMBERS:** Tom Catlin, Wincy Jackson, Fran Karns, Becky Kelly, Josie Legeer, Fran and John McElvey, Carolyn Smith, Mary Thompson, and Patty Yervey

COMMITTEE PROJECTS: ABC Bike Ministry: St. Martha’s supports Mariners’ bike ministry to help local residents and international students meet their transportation needs. Safety classes, as well as bikes, are provided to anyone who needs a bike without charge. \$500 was donated to the ABC Bike Ministry.

ANGEL TREE: Outreach members purchased lap blankets, coloring books, and toys for 45 children from 3 local elementary schools. Additional gifts were given to 5 children in response to requests from the Pyle Center.

BACKPACK AND SCHOOL SUPPLY DRIVE: Since schools were closed in September due to Covid-19, they requested supplies for students, but not backpacks. Outreach ordered and delivered \$638 worth of containers and supplies to John Clayton and Philip Showell Elementary schools.

CANNED FOOD DRIVE: Monthly food item donations prior to Covid-19, totaled \$742 worth of items which were taken to the Pyle Center. An additional monetary donation of \$301 was given by parishioners and Outreach members purchased food items at BJ’s to deliver to the Pyle Center.

CAMP ARROWHEAD: Outreach did not contribute to Camp Arrowhead this year due its closure because of the Covid-19. Funds were shifted to the food pantries.

CLOTHING OUR KIDS: \$1500 was donated to this local organization which provides clothing to children in need. The organization gives the clothes to school counselors to be distributed as needed.

CODE-PURPLE SHELTER: St. Martha’s Outreach donated \$1000 to support the Stone House homeless shelter in Bethany. Several parishioners prepared meals and served them at the shelter, December 1 through March 15. Parishioners also took part in the registration intake, cleaning, and laundry at the shelter.

CROP HUNGER WALK: St. Martha’s Episcopal church is one of 13 churches in our area to participate yearly in the Crop Hunger Walk. St. Martha’s church donated \$650 to the walk. \$500 came from the Outreach budget. Area food pantries receive 25% of the donations from the Crop Walk and the rest of the donations support just and sustainable responses to hunger, poverty, displacement, and disaster globally through Church World Service (CWS).

DELAWARE HOSPICE: A donation of \$500 was made to Hospice of Delaware which provides comfort and care to the terminally ill and their families.

DIAPER DRIVE: 13 boxes of diapers and wipes collected before the Covid-19 closure of the church in March were delivered to The Pyle Center. Additional monetary donations enabled Outreach to purchase 10 more large boxes of diapers and wipes and donate them to the IRSD Mobile Pantry.

EDUCATION AND CHILDREN'S NUTRITION:

1. Outreach donated \$1,000 to Bethany Beach Books to provide reading and learning materials to at-risk students from local schools who were referred by their principals and guidance counselors.

2. Outreach partnered with the SummerCollab program and contributed \$2,500 in scholarships for tutors to work online with students and \$289 in art supplies for the in-person Readers' Theater program.

3. \$750 was donated to Community Lutheran Church to support the White Bag Lunch program which helps to provide lunches to children facing food insecurities while school is out.

4. **FOOD FOR THOUGHT:** This donation goes into a fund controlled by the school cafeteria staff and is coordinated by the school counselor. All students are able to access the money if needed. It is also a way to provide healthy food to children who receive reduced or free lunch. Philip Showell Elementary received \$300 in September. John Clayton Elementary will review their needs in December.

EMERGENCY FUNDS: The Outreach Committee used emergency funds to donate \$500 to the Asylum Seekers Project through the Episcopal Church in Georgetown. A second donation of \$500 was given to this project after reports of Covid-19 and floods from hurricane Hana destroyed many of the supplies at the border. Emergency funds were also used to supplement the increases in other missions due to Covid-19.

FOOD PANTRIES: Outreach donated to three food pantries; The Pyle Center Pantry, Community Food Pantry (CFP), and Indian River School District (IRSD) Pantry. \$200 was distributed to CFP every month. \$200 worth of Food Lion cards in \$10 amounts were donated to both IRSD and Pyle Center until April. Due to the Covid-19 emergency and an increase in food insecurity, St. Martha's Outreach increased the donations to both IRSD and The Pyle Center. In April, Pyle Center received \$500 a month in Food Lion gift cards and IRSD received \$900 a month in gift cards in \$25 amounts. IRSD used a mobile food pantry to deliver food and Food Lion cards. Total food pantry donations are \$17,000.

HABITAT FOR HUMANITY: Habitat for Humanity in Sussex County helps families in our community become homeowners. Outreach donated \$500 to the Sussex County local chapter.

HOME OF THE BRAVE: A letter requesting assistance with heating costs and food for their female veterans and children program was received from The Home of the Brave Foundation,

Inc. We gave a total of \$1500 to this organization due to the drop in donations from other sources.

OPERATION SEAS THE DAY: This program was canceled in 2020 due to the Covid-19 pandemic so we did not make a donation.

THANKSGIVING DINNERS: Parishioners provided Thanksgiving baskets of food items and \$20 Food Lion gift cards to 41 needy families from John M. Clayton Elementary, Phillip C. Showell Elementary, and Hickory Tree After School Program.

THE WAY HOME: This facility in Millsboro provides inmates released from the Sussex County Detention Center a temporary residence, guidance, and support as they transition back into the local community. Two St. Martha volunteers visited the group homes on a regular basis prior to the pandemic to offer fellowship and emotional support to the men who reside there. The Way Home has been especially impacted by Covid-19. State funds are down, and it is difficult to find housing for the clients. Outreach increased donations to The Way Home contributing \$13,000 in monetary donations and \$1000 in Walmart gift cards.

QUILTS OF VALOR (QOV): Many parishioners and others in the community have donated fabric and come together to create QOV quilts to present to veterans who have been touched by war. There were cutters, ironers, sewers, and quilters working together to complete these beautiful works. QOV are presented directly to a veteran and these priceless quilts are never sold or raffled. Materials and labor are estimated at \$600 per quilt. After Covid, quilters no longer met at church, but many continued to work on quilts at their home. There are 5 finished quilts that will be presented to veterans when it is safe to give them.

ADDITIONAL INFORMATION:

COMMUNICATION: Outreach informs the congregation in several ways. Weekly updates and other information are printed in the service folders and announcements are made at services. After Covid-19, Outreach information was included in the Wednesday Newsletter and on facebook. Information is also posted on the Outreach bulletin board in the Fellowship Hall. Plastic tubs and baskets are available for non-perishable food items which are taken to the Pyle Center on a weekly basis.

MENTORS: Several parishioners, including some Outreach volunteers, mentor in local schools and at the Hickory Tree After school program. In addition to helping children, these relationships with the schools help the Outreach Committee to facilitate our Thanksgiving baskets, Angel Tree programs, and Backpack Projects for students and families in need.

The Outreach Committee thanks the people of St. Martha's who have given so generously of their time, money and donated goods in support of the above charities and thus truly reflect "Love God. Love Your Neighbor. Change the World".

INTERNATIONAL STUDENT COMMITTEE – BILL GAY

Sadly, we had no International Students program this summer. Concerns about the Covid-19 Pandemic and slow processing of J1 Student “Work and Study” visas at our embassies overseas prevented the arrival of Students. Parish volunteers for this wonderful program continue, however, to receive emails from Students who attended in the past who wanted to update us on their lives, and tell us again how much they appreciated the inclusive welcoming from St Martha’s that started their adventures in the USA. One former Student reported he passed his exams to be a lawyer. Others reported they started grad school, started families, began or advanced in their professions as engineers, teachers, college professors, university administrators, etc. One even offered to send us face masks in the early days of the pandemic here when we had a shortage. The bottom line is that even without being able to welcome a new cohort of International Students this year, the kindness our Parish has shown to past visiting Students continues to make their lives and ours more rewarding.

INVITE, WELCOME, CONNECT (IWC) TASK FORCE

The task force was established to implement some of the ideas espoused by IWC. IWC is a national church initiative to lead to growth. It is not a project or program – rather it is a change in culture. Task force members include: Carol Stevenson (lead), Bill Freund, Don Boebel, Bob Cardoni and Ron Kerchner. The task force has brainstormed ideas as well drawn from notes of Parishioners who attended a Diocesan workshop on this.

Key principles:

- Intentional
- proactive
- prayerful
- relational
- accountable
- listening / stories

Action Plan contains ideas that can be done (in spite of covid) to start building momentum:

INITIATIVE	Comment
Welcome table in narthex	flyers, what else??
web site review	review from IWC viewpoint
publicity focal point	needs to be vestry objective put solicitation in Wed blast
ministerium	in progress, more involvement
priest greeting prior to service	Ron to ask Fr David
nametags	emphasize when we get back to normal use gloved person to hand out tags to attendees
newcomer follow up	contact recent newcomers
newcomer tracking system	coordinate with Jaclyn and Fr. David
newcomer events	To be scheduled when we have sufficient newcomers to justify
welcome bags	in process
ministry info	ministry fair (could be virtual) Ron and Bill on stewardship team
connect list	identify targets for more participation Carol, Ron and Tina will review directory for potentials as well as review those that have left
shepherd groups	emphasize connect list to leads
communication blasts	publish stories, etc
usher training	special instructions on welcoming - IWC background
other fellowship groups	retreats, golf, book clubs / studies, field trips

TECHNOLOGY COMMITTEE

This newly formed committee is made up of the following people:

- Jaclyn Hickman (Chair)
- Carol Ann Heath (Secretary)
- Jim Reichert (Vestry liaison)
- Dave Kemper
- Todd Stevenson
- Ken Hooker

Our first meeting took place in May where we discussed the topics that we would take on. These include the following:

- Social media
- Web site
- Office hardware/software and infrastructure including phone system, computers, routers, WiFi, cloud and copier
- Sound and video system/video and teleconferencing
- Information security

The Technology Committee has accomplished a lot in the short amount of time since it formed. Thanks to the hard work of Todd Stevenson we have a formal committee policy as well as an Information Security Policy and a network diagram that was prepared by Mark Cyr. These documents have given us a good foundation and understanding from which to move forward.

Another objective we knew that needed to be addressed was creating and maintaining an online social media presence. Jaclyn and Carol Ann have made quite a bit of progress in this regard. There were previously two Facebook pages, neither of which were being maintained and one of which we do not have access to. We were able to delete one of the pages but the other remains. It is not possible to delete this page but there is a post stating that it is unauthorized. As far as the new page it is listed as St. Martha's Episcopal Church – Bethany Beach, DE. Carol Ann has been very dedicated in her efforts to keep the page up to date with regular posts and there are plans to continue enhancing the page over time. If you haven't already, please Friend us on Facebook and like our page.

In addition to Facebook, St. Martha's now has a YouTube channel. Up until just recently, we have been pre-recording services on Thursday which are then available for view on YouTube on Sunday morning. The link to this service is sent out by email on Saturday and is available on our website as well. The transition to live streaming is now happening. This will occur on Facebook, and the recording will also be posted on our Facebook page and YouTube after the service has concluded. A link to the service will later be placed on the website as well. Having these platforms has been critical in these times to allow us to continue to worship and connect. We will continue to periodically review their status and discuss the addition of other platforms as they may benefit St. Martha's.

As we look to the future, the Technology Committee has recently been involved with the project of enhancing our video capabilities. As most of you know, Clem Edgar and Jack Smith have been taping the pre-recorded services on an iPhone. As this seemingly temporary situation of pre-recording services has become a

permanent occurrence, and we are now transitioning to live streaming, it is necessary to upgrade equipment. A few quotes have been obtained and are currently in review. We hope to see this project move forward quickly to enable St. Martha's to extend their reach into the community and provide the best viewing scenario possible.

Personnel Committee

Chairperson – Clem Edgar

Participating Members – Ron Kerchner (Vestry Liaison), Todd Stevenson, Barbara Goebel, Tempe Steen

Purpose or Goal of Ministry – To help ensure open communication between staff and Vestry; to avoid misunderstandings; to maintain fair and objective personnel procedures. To that end, the committee reviews and recommends policies and carries out its responsibilities under the policies as provided.

Activities and Accomplishments – The Personnel Committee assisted the Interim Rector with performance reviews of the staff (Director of Music and Parish Administrator) for 2020. The Personnel Committee continues to provide guidance to the Interim Rector and Vestry as requested.

Plans/Visions for 2021 – Continue to oversee staff personnel and modify policies and procedures as necessary.

Greeting Card Ministry

The greeting card ministry is doing well. We have eight Members and send out 300 or more cards a year. We have just completed our holiday project. This consists of providing the residents at Milford Veterans Home with a holiday packet. The packet consists of a season greeting from the parishioners at St. Martha's and three holiday cards/stamped envelope they can send to family and friends.

Barb Reardon

