

The Annual Report

THE ANNUAL REPORT OF ST. LUKE'S EPISCOPAL CHURCH, LEBANON, PA

January 30, 2022

“Be strong and courageous. Do not be afraid or terrified . . . , for the Lord your God goes with you; he will never leave you nor forsake you.”

Deuteronomy 31:6



GOD IS FAITHFUL!

God challenged ancient Israel to be strong and very courageous. At the same time, the same God entreated them never to fear or to tremble with

fright. Rather, God repeatedly reassured them that their God would be with them always, to lead and to comfort, to support and help them, no matter where they went or what they did.

This is the same God, who reassures us that grace is sufficient in every situation we may meet along the way. This same God equips us with the Holy Spirit, who dwells within us and is there to lead and to guide, to support, and to help. Just as with ancient Israel, God has challenged us to be strong in the power of that same Spirit. What greater reassurance could the Lord offer to those that have placed their trust in Him?

In 2021, we articulated six challenges that would help us *Begin Again!* as we emerged from the COVID-19 pandemic. Those challenges presumed that by now, the pandemic would be well behind us. It is not. However, there is no doubt that we have risen to many of the challenges that have emerged. That's why we kept the same campaign logo from last year – the blooming tree – as a sign of God's continuing grace and the life that flows therefrom.

We have come this far only because of God's faithfulness to us. While we continue to face challenges and obstacle to what we once thought was normal, God is always teaching us that there are new ways in which we can accomplish the mission set before us. This Annual Report hopes to outline some of those endeavors as a witness to God's faithfulness within the community we call St. Luke's Church.

PREFACE

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Rector's Message

The Fourth Sunday after Epiphany
In the Year of Grace 2022

Dearest Friends in Christ,

I cannot count the number of times I have heard from clergy colleagues near and far that the COVID-19 pandemic would destroy this or that congregation. Each time, I was reminded that such things cannot happen if each community remembers that it is a cell of the Church of Jesus Christ – and that it is this same Christ that promised us:

Remember, I am with you always, to the end of the age (Matthew 28:20)

When we begin to think that the Church can be destroyed by any earthly power – whether a germ or a human – we sow the seeds of our own destruction precisely because we begin to doubt the faithfulness and power of God. In so doing, we hand over the power that God gives us in the Holy Spirit to anyone or anything that seeks that dissolution.



As priest and rector of St. Luke's Episcopal Church, I take great delight in how our community has responded to the challenges posed over the last two years. Other community's may face existential threats because of the pandemic, but the abiding faith in God manifested by the people of St. Luke's gives tremendous witness to our communal belief that *God is Faithful*.

On Easter Sunday, 2021, we experienced a resurrection of our own as we once more gathered for Eucharist. There could have been no more suitable day to gather 'round the holy table than the day when we remember and celebrate the new life we have in Christ. Since then, through thick and thin, heat and cold, we have continued to worship in the beauty of holiness. We adapted whenever and however we needed to continue this vital mission. Masks, social distancing, creating habits of hand hygiene, and health monitoring have helped to keep most of us from the ravages of a virulent virus. Online resources like Bible Study, Godly Play, Adult Forum, "card showers," periodic telephone calls and emails, not to mention the many online administrative meetings provide us with vital lines of communication whereby we could grow in faith and maintain our appreciation of and care for one another. In this we have only begun to "gather differently and better" by seizing "opportunities to reach an increasingly digital world" (*Challenges 1 & 2*).

During 2021, St. Luke's entered an informal partnership with the Funk Family Foundation to help make the "Chestnut Street Community Center" a reality. With the purchase of the Evangelical Congregational Church across the street, the foundation seeks to provide a "brick and mortar" location for activities like LCCM's Fresh Start Program. While other elements are still being formulated, this is but one sign of how St. Luke's involvement is meeting the challenge to "reconnect with the wider community in Lebanon County" (*Challenge 3*).

Throughout the year, the Capital Campaign Steering Committee has been doing the arduous work of making our dream list into concrete (no pun intended) proposals. This difficult and time consuming work is necessary so that our consultant can undertake a feasibility study that will help Vestry determine just what we can afford to undertake under this campaign. Meanwhile, one of the items on that dream list, upgrading the lighting system in the church, is already underway because of a generous donation to the campaign for this specific purpose. Installation will begin at the end of February. These and other

efforts demonstrate our capacity to “rethink our facilities for emerging opportunities” (*Challenge 5*).

After the experience of having our Christmas services webcast with the assistance of the Cedar Crest High School Audio Visual Club, we saw the benefit of creating a more permanent and effective system for sustaining our “hybrid” forms of worship (both in-person and online). Soon new equipment will be purchased and installed. We also hope to create a partnership with institutions like Cedar Crest to provide service opportunities for students that will benefit both them and the parish. Taken with the activities outlined (and many not mentioned), we are well on our way to meeting the sixth of our *Begin Again!* challenges – make lasting changes that will make a difference.

Tucked away in that list of challenges, was one that, I believe is the basis of all the others: to take prayer to a new and powerful level (*Challenge 4*). Without the life of prayer that we nurture at St. Luke’s in our worship, in our intercessory prayer circle, in our private devotions, at the beginning and the end of every meeting, none of the others would be possible. It is the one thing that keeps us deeply aware of how faithful God has been and continues to be. It is the one thing that sustains us when we feel anxious or disappointed. It is the one thing that allows us to share the deepest concerns of our hearts. It is the one thing that allows the face of Christ to shine out to our brothers and sisters in the Church and to our neighbors and friends in the community. We must continue to concentrate on that challenge, even if we flag a bit on the others, because without it, we are lost

Among the items of business in the Annual Meeting is the selection of new members for Vestry. This year, there will be a major change in membership. There are the usual membership cycles that must be addressed as those serving two consecutive terms must step down. In addition, three members who might have stepped down at the last Annual Meeting stayed on at the request of the Rector and an act of Vestry to help us move through the difficult months of the pandemic. We will take special note of all these dedicated servants during the meeting.

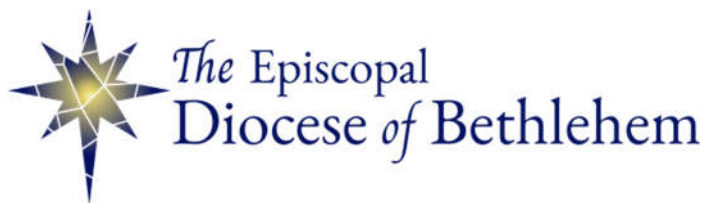
On a personal note, I must acknowledge that one of those stepping away from Vestry because of term limits is our Senior Warden, Beth Yocum. Beth and then Junior Warden, Tom Buzby, were the agents of bringing me to St. Luke’s as the Interim Rector in September 2015. Of course, the rest is history. Through the transitions from interim to priest-in-charge to rector, Beth has been a dedicated partner in working for the growth and development of St. Luke’s. I certainly will miss her advice, her humor, and her unflagging support. I am please to announce that I will ask Vestry to ratify my appointment of Steve Doster as the new Senior Warden, while at its first organizational meeting in February, Vestry will choose a new Junior Warden as well since Kathy Yohn must also step down because of term limits.

From all this, it is clear that God is Faithful. Let us enter this new year together resolved to live faithfully as disciples of God’s only begotten, Jesus the Christ.

With you as a companion on The Way, I am
Yours,



The Rev’d Dr. David A. Zwifka
Rector



2021 Diocese of Bethlehem 150th Convention (Virtual):

Chair: John E Feather Jr

Phone: 717-821-5296

E-mail: feathercottage@comcast.net

Once again the Convention for the Diocese of Bethlehem was held virtually (via the internet).

Bishop Kevin Nichols convened the (virtual) Convention at 8:30 am on Saturday, October 2, 2021.

The Lay and Clergy Delegates handled the annual business of the Convention by electing members to Diocesan Council, Commission on Ministry and Standing Committee.

We also adopted a 2022 Budget along with parish funding sources by means of Assessments and Acceptances.

Bishop Kevin and Diocesan staff reported on the progress of implementing the “Five Priorities” to guide the Diocese which were adopted by the 2020 Convention.

1. Vibrant and stable congregations
2. Racial Justice and advocacy for the most vulnerable
3. Lay and clergy formation
4. Creating new faith communities
5. Forming Diocesan partnerships with parishes and other communities

Along with the Five Priorities we heard about the progress of the Diocesan Racial Justice and Reconciliation Task Force and the Latinx Engagement in the Diocese of Bethlehem.

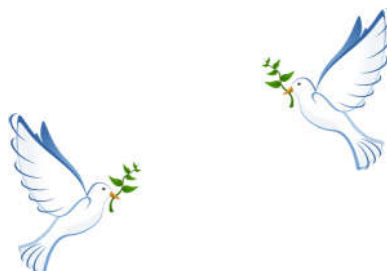
(Members of the Task Force can be found on the Diocesan Website: diobeth.org.)

Bishop Kevin also announced his plans to create north and south parts of the diocese into Convocations and the divide the Convocations into Assemblies (neighboring parishes)

to help implement the Five Priorities. Parishes will be working together to follow the love of the Christ.

Convention adopted several amendments to the Canons which will allow parishioners to attend parish meetings and vestry members to attend vestry meetings remotely.

Details of the mission and ministry of the Diocese can be found at the Diocesan website: diobeth.org, Click “Events” and then go to “Newsletter Archives”.



**St. Luke's Church Lebanon, PA
(Diocese of Bethlehem, The Episcopal Church)
Minutes of the 2021 Annual Parish Meeting**

**Diocese of Bethlehem
The Rt. Rev. Kevin D. Nichols *Bishop*
St. Luke's Episcopal Church, Lebanon
The Rev. Dr. David A. Zwifka, *Rector***

The Vestry for 2021–2022

Terms Ending in 2021

Soon Slayman*
Kathy Yohn*
Lauralee Gebhard*
Vacancy

Terms Ending in 2022

Marilyn Galebach
Eileen Sidelnick
Beth Yocum
Barry Wenger

Terms ending in 2023

Rob Box
Jennifer Hackett
Nikki Hockley
Stephen Doster

**Term extended by act of Vestry because of COVID-19 pandemic*

The Annual Parish Meeting of St. Luke's Episcopal Church, Lebanon was held on the Third Sunday after the Epiphany, 24 January 2021. The meeting was called to order by the Rector, Father David Zwifka in the online Virtual Auditorium, due to COVID-19 restrictions we cannot meet in person. Father Zwifka determined we had a quorum to proceed with the meeting

Meeting Agenda was accepted as proposed

Approval of Minutes from Annual Meeting 2020 approved as submitted

Diocesan Convention Report the Diocesan Convention was held as a virtual meeting on October 3, 2020. The report of the Diocesan Convention was submitted by John Feather and is contained in the Annual Report.

Vestry Resolution Chair asked for ratification of the Vestry Resolution. There were no objections. Resolution approved.

Chair asked for motion to present a Certificate of Appreciation to be delivered (at a later date) to Linda Arguedas for her service to Vestry over the years. Motion by Kathy Yohn, Second by Jennifer Hackett. No objections. Motion approved.

Appointment of Vestry Members: Not discussed at the last meeting.

Appointment of Diocesan Convention Delegates: The 2021 diocesan convention is scheduled for 2 October 2021. John Feather and Elizabeth Yocum, and Rob Box agreed to be delegates for 2021. Elaine Feather and Jarrett Feeman will be the alternates.

Recognition of Outgoing Officers' Service: Was not discussed.

Treasurer's Report and Ratification of Proposed Budget: A Treasurer's Report was presented by Rob Box. The parish remains financially sound. We had a total income of \$343,000 in 2020. Donations were off due to COVID and expenses were less than planned. 2021 Pledges are short by \$46,366, 55% of active households have pledged. Rob Box stated that we need to remain nimble in 2021 to see how we are going to operate.

The budget and financial report were unanimously approved as presented, with no objections.

Rector's, Committees' and Organizations' Reports: All reports contained in the Annual Report booklet, along with the 2020 Parish Meeting minutes, were accepted with no objections

Old Business: None.

New Business: None

Special Order: Father David "Emerging from COVID-19 Begin Again!" We broke into 5 small meeting rooms to discuss two Challenge questions *To reconnect with the wider community in Lebanon County (Outreach) and To take prayer to a new and more powerful level (Worship and Spiritual Growth)*

The meeting was adjourned with a prayer.

The 2022 Annual meeting is scheduled for January 30, 2022, upon approval of Vestry

Respectfully submitted

24 January 2021

Lisa Laysner, Recording Secretary



The Senior Warden's Report

by Beth Yocum

Principal Contact: Beth Yocum

Phone: 717-273-0347

E-mail: yocumfamily@hotmail.com

Accomplishments:

1. Ongoing COVID situation—improved website
2. Capital Campaign
3. Sending notes to parishioners

We are now in year three of COVID. The pandemic has changed our lives in many respects, especially here at church. I feel we are now in a mode of "in-church" and virtual church at the same time. We need to really involved people more than ever before. Our website was good before but now we need to improve our website and evaluate how are we are going reach people (our parishioners and the community). How can we make our Sunday Service even better on our website? How can we still volunteer with more of a variety of people involved at St. Luke's?

The Capital Campaign in moving along. We are looking at our projects so St. Luke's can take a feasibility study in the near future and determine which projects move the mission of our parish forward in the community and within our church community. We need to look at the future of St. Luke's.

Since COVID, vestry has been sending hellos to the members of our church. That can be either a phone call, email, and/or letter. I believe this is a practice that I hope vestry will continue into the future. I believe it connects our church. As usual, check your emails, the website, visit church, use remote means — whatever works to keep us connected.

This is a practice I will continue even after I step down from vestry. Sending a letter is refreshing! We have learned much at St. Luke's during these years. I hope we continue to progress as we thank the old vestry and welcome-in the new!

REPORT of the FINANCE COMMITTEE

Rob Box, Chairperson
717-471-7081
treasurer@stlukeslebanon.org

St. Luke's financials remain sound. Thanks to the continuing engagement and support of our parishioners, and the funds received as part of the Payroll Protection Program of the CARES Act, St. Luke's had positive net operating income of \$87K in 2021. For 2022 we have put forward a deficit budget that is more than offset by the positive income of 2021.

2021 HIGHLIGHTS

2021 income was +\$87K vs a breakeven budget. This gain was the result of PPP grants, timing of investment income and pledges plus somewhat lower expenses during the pandemic. See detail below.

Variance Drivers to 2021 Operating Budget	
Budget \$K	\$0.0
PPP Grant	\$35.7
Other expenses	\$23.0
Investments	\$20.3
Pledge & Plate	\$20.8
Worship/Music	\$3.8
Statue designated donation	\$5.5
Special donations	\$2.9
Rectory income	\$2.6
Community Outreach	(\$7.9)
Sexton's House	(\$18.3)
Other	(\$2.0)
Reported	\$86.5

ECW – through the ECW's efforts we were blessed with \$5,573 of revenue from the bazaar and other revenue generating activities of the ECW .

Capital Spending

We engaged three significant capital projects in 2021:

- Completion of the Boiler replacement—Due in 2022 after last or work is completed is \$40.K. Total project expense was \$104K. Funding for the replacement was made possible through an anonymous donation.
- Down payment on Nave lighting project as part of the capital campaign made December 2021 of \$22K. Project to be completed Q1 2022
- Replacement of hallway and stair flooring \$1.5K for materials paid in 2021. Expected cost in 2022 for labor \$3K.

Mission and Outreach

Through direct donations to St. Luke's funds, St Luke's financially supported the following ministries:

Lebanon County Christian Ministries	\$5,468
Free Noon Meal	\$1,200
Weis Cards to Individuals	\$1,540
Miscellaneous Assistance to Individuals	\$ 400

2022 BUDGET

For 2022 the operating budget is a deficit of (\$28K). As in 2020 and 2021, St. Luke's plans to remain nimble to react to environmental changes, maintaining and adjusting our ministries, while exercising fiscal responsibility. The deficit budget for the 2022 budget is the result of holding expenses relatively flat expenses to prior years, coupled with an expected revenue decline versus 2021 of roughly (\$116K). The single largest change from 2021 to 2022 is the PPP grants of are not expected to be repeated. We intend to utilize the 2021 income to offset the budgeted 2022 deficit.

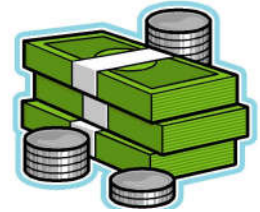
See individual line items in the accompanying table. (pg. 6)

In the 2022 budget, we included capital spending of \$25K for ongoing maintenance projects.

I thank the members of the committee for their active management of our financial process and who lent their time, experience, and knowledge in developing this year's budget: Rich Thrapp, Nikki Hockley, Wiley Parker, Tom Buzby, and the counsel of Rev'd Dr. David Zwifka

Respectfully submitted,

Rob Box, *Treasurer*



St Luke's Episcopal Church Comparative Revenue and Expense Summary

\$K

	Reference 2019	2021 Budget	2021 Reported	2022 Budget	2022 vs 2021
Total					
Revenue	\$377	\$380	\$456	\$340	(\$116)
Expense	\$363	(\$380)	(\$370)	(\$368)	\$2
Net	\$15	\$0	\$87	(\$28)	(\$115)
Revenue					
Pledge & Plate	\$239	\$228	\$241	\$220	(\$21)
Donations	10	4	7	10	3
Investments	77	78	98	78	(20)
Rental Income	23	24	24	25	1
Other Income	28	46	87	8	(79)
Total Income	\$377	\$380	\$456	\$340	(\$116)
Expenses					
Wider Church	(\$44)	(\$48)	(\$55)	(\$39)	\$16
Music	(6)	(11)	(7)	(11)	(4)
Altar Guild funding	0	(3)	0	(3)	(3)
Stewardship & Fellowship Committee	(0)	(1)	0	(1)	(1)
Christian Formation	(2)	(2)	(0)	(2)	(2)
Growth & Development	(3)	(2)	(0)	(1)	(0)
Admin	(21)	(24)	(21)	(23)	(2)
Rental Property	(15)	(19)	(35)	(19)	16
Property	(56)	(62)	(47)	(59)	(11)
Clergy expenses	(2)	(3)	(1)	(3)	(2)
Staff Salary & Benefits	(204)	(201)	(197)	(204)	(6)
Cleaning Services	(8)	(5)	(5)	(5)	0
Misc Expense	(1)	(1)	(1)	(1)	(0)
Total Expense	(\$363)	(\$380)	(\$370)	(\$368)	\$2
Net income	\$15	\$0	\$87	(\$28)	(\$115)



From the pie charts one can visualize that our revenue plan of \$340K with 68% from our pledge, plate and donations plus 23% of revenue from our investments. It is notable that this significant income is earnings on contributions from parishioners before us that are enabling to our continuing missions.

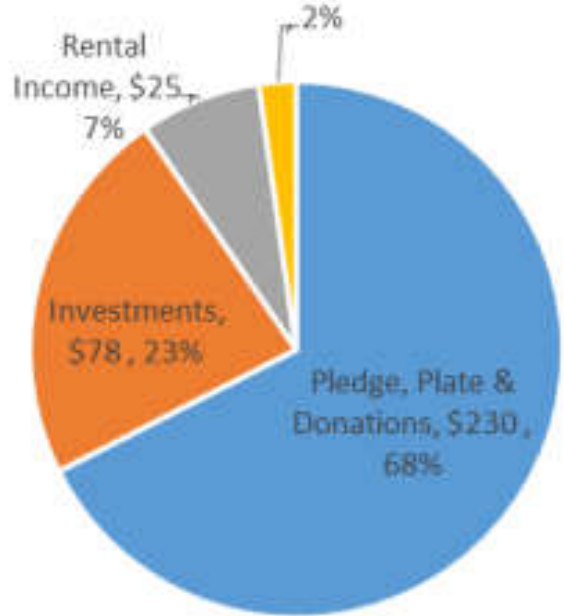
The expense side of \$368K is broken down with 55% from the salaries and benefits of the church staff and 16% church property expense.

One can deduce that our budgeted 2022 rental property net income is roughly \$6K based on revenue of \$25K less expenses of \$19K (combined Rectory, Sexton's House and Parking Lot).

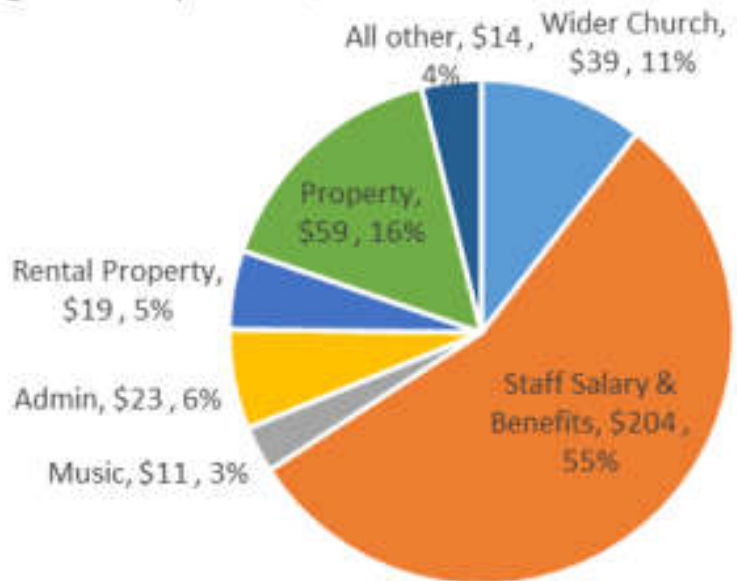


**A LOOK
at the
BUDGET**

Budgeted Revenue \$K Other Income, \$8



Budgeted Expense \$K



Note: For those who are looking for a more in-depth examination of the financials you can contact and set up an appointment to speak with Rob Box (Treasurer) to discuss at length.

St. Luke's Episcopal Church - Lebanon PA
Balance Sheet as of December 31, 2021

SK

Account #	Account Name	YTD	Previous	Change
Assets				
1.002.000	General Checking	99	20	79
1.051.000	Special Bank Account	0	37	(37)
1.100.000	Operations Reserve Fund	18	18	0
1.501.000	Memorial Fund	53	47	6
1.502.000	D. Rowe Mem. Organ & Choir Fund	13	13	0
1.503.000	Estate Gifts Unrestricted	106	106	0
1.504.000	R/ R Contingency Fund	62	66	(4)
1.505.010	Stine Memorial Fund	11	11	0
1.506.000	Altar Guild	2	4	(2)
1.507.000	Festival Choir Fund	6	5	1
1.508.000	Vision 2020	38	36	1
1.509.000	Outreach Fund	11	10	1
1.510.000	Ed Lauther, Estate Fund	503	503	0
1.512.000	Uhlig Charitable Trust	475	475	0
1.513.000	Bertha Emrich Trust	359	359	0
1.514.000	St. Lukes Trust Fund	392	392	0
1.530.000	Wm. Freeman Trust	52	52	0
1.560.000	Frank & Julia Lehman Estate	40	40	0
1.600.000	CongregationDevelopment Grant	0	0	(0)
1.700.000	Capital Campaign Fund	56	3	53
	Total Assets	\$2,298	\$2,199	\$99
Liabilities				
2.000.000	Accounts Payable/Vendors	(0)	0	(0)
2.210.000	Social Security Tax Payable	0	0	(0)
2.212.000	Medicare Withholding Tax Payable	0	0	(0)
2.250.000	Episcopal Church Retirement Savings	0	1	(1)
2.700.100	Leb. Co. Christian Ministries, etc.	0	0	0
2.700.200	Good Friday Offering	0	0	0
2.700.500	Episcopal Relief & Dev.	2	0	2
2.700.700	Rector Disc. Fund	4	2	2
2.700.900	UTO	0	0	0
2.701.100	ECW	1	4	(4)
2.850.000	Outreach Portion of PPP loan &	4	37	(33)
	Total Liabilities	\$12	\$45	(\$33)
Fund Balances				
3.010.000	Restricted Fund Balance	1,821	1,821	0
3.100.000	<i>General Bank Account Balance</i>			
3.100.002	General Fund Balance	87	12	75
3.105.003	Operations Reserve Fund Balance	18	18	0
3.105.005	Memorial Funds Balance	53	47	6
3.105.020	D. Rowe Mem Organ/Choir Fund	13	13	0
3.105.030	Estate Gifts Unrestricted Fund	106	106	0
3.105.040	R and R Fund Balance	62	66	(4)
3.105.050	Stine Memorial Fund Balance	11	11	0
3.105.060	Altar Guild Balance	2	4	(2)
3.105.070	Festival Choir Balance Balance	6	5	1
3.105.080	Vision 2020 Fund Balance	38	36	1
3.105.090	Outreach Fund Balance	11	10	1
3.106.000	Congregation Development Grant	0	0	(0)
3.107.000	Capital Campaign Fund Balance	56	3	53
	<i>Total General Bank Account Balance</i>	<i>\$466</i>	<i>\$334</i>	<i>\$132</i>
	Total Fund Balances	\$2,287	\$2,155	\$132

Frank H. Lehman & Julia R. Lehman Educational Foundation

Meeting: Conducted by email on August 20, 2020

Committee:

Lauralee Gebhard

Violet Smith

Jack Tylwalk

Rev'd Dr. David Zwifka

Students receiving a grant or loan assistance from the fund in 2021:

Ian Bowser

Rose Brown

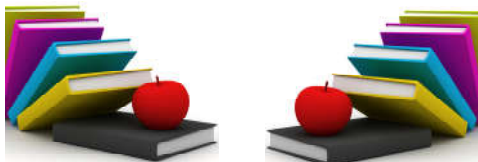
Trey Kalbach

HISTORY: The Frank H. Lehman & Julia R. Lehman Educational Foundation was established in 1969 under the will of Julia Lehman, a faithful communicant of St. Luke's Episcopal Church. The Lebanon Valley Farmers Bank invests the funds as Trustee, and they are distributed by an Advisory Committee appointed by the Rector and Vestry of the Church. The trust provides that the funds of the Foundation shall be expended to provide tuition, room, and board for students at colleges and graduate schools. The funds are to be allocated on the basis of economic need and promise as a student and citizen. In making the grants, preference is to be given to the following categories in the order set forth below:

1. Students of Episcopal Theology planning to enter the Episcopal ministry.
2. Communicants in good standing of St. Luke's Church.
3. Children with one or more parent who is a communicant in good standing at St. Luke's Church.
4. Residents of Lebanon County.

The grants from the Foundation are made to individuals as an outright gift, or as a loan to be repaid upon completion of their education.

APPLICATION PROCEDURE: Application forms are available in the Parish Office and in the "Members Only" section of our website. A family financial statement such as the Free Application for Federal Student Aid form, or the Pennsylvania equivalent, must accompany the application. When completed, forms should be returned to the Parish Office. The Advisory Committee acts on applications received at their annual meeting. Once an application has been approved, it can be continued throughout the applicant's educational career unless there is a change of circumstances. The applicant is required, however, to advise the committee in writing of their current economic and academic status before each payment. These letters should be written at least six weeks prior to the time the funds are needed.



Church Growth and Development

by Rose Brown

Principal Accomplishment:

A continuing strong online presence for worship, fellowship, and study.



St. Luke's is fortunate to have remained strong during the ongoing pandemic largely because much of what was needed for our virtual presence was already in place. The demands of the initial shut-downs required improvements and some additions. Much happened behind the scenes that can now become "normal" and has set us up well for the future.

Some of this work involved a more comprehensive calendar of webcasts, extensive use of online meeting capabilities (ZOOM Rooms), regular updates and additions to both parish and Christian Formation websites. For example, on our general website, we added webpages for virtual/online offerings, ECW, information on weddings at St. Luke's, and a members only section to provide the latest directories, forms, vestry information (e.g. meeting records), and other information that members may reference from time to time. The members only section is password protected to provide a level of security for the information stored there. (Letters are sent out to ensure all members are given the password when it is changed to add a further level of security.)

The committee hopes to resume regular meetings in the near future and begin to address the needs of what will be our "new normal" as we emerge from the pandemic

Property Committee

by Bernie and Kathy Yohn

Principal Contact: Bernie and Kathy Yohn

Phone: 717-964-2259

E-mail: bkyohn@verizon.net

Accomplishments:

1. We inspected the church property to see what maintenance is needed and prioritized projects.
2. We worked with volunteers to improve and maintain the grounds surrounding the property.
3. We are collecting information for a manual that will include all the things that we do that need to be done on a regular basis but are readily visible, such as how to check the heat tapes that keep ice from forming in critical areas of the roof and inspection of our existing emergency lighting system.



This year has been unique. The appearance of the building and grounds has been improved. St. Luke's has a number of dedicated volunteers who improved the beds surrounding our buildings. They have been weeded, mulched, and planted to enhance the church's appearance to make it more welcoming to the whole community (and people considering visiting out church). Our buildings look "refreshed" thanks to the painting projects completed in 2021.

Supply chain and COVID-19 issues have affected other operations. The new furnace and the auditorium stair replacement projects have been delayed because of these issues. The heating system is close to full function but needs work to replace some old broken pipes under the ambulatory and the fix the temperature regulation system in fellowship hall. After this is complete and the temperature has stabilized, we will be replacing the badly worn and no unsafe flooring on the auditorium stairs/vestibule and by the upstairs water fountain.

The committee will continue to meet either virtually or in-person to continue improving our facilities.

Feed the hungry.
Give drink to the thirsty
Clothe the naked.
Shelter the homeless
Visit the sick
Visit the imprisoned
Grieve the dead

Mercy Works

Share the faith
Counsel the troubled
Admonish the sinner
Suffer wrongs patiently
Reconcile others
Comfort the afflicted
Pray for all

Outreach Ministries at St. Luke's Episcopal Church

Mercy Works (Outreach)

by Soon Slayman

Principal Contact: Soon Ballantine Slayman

Phone: 717-838-9612

E-mail: soon.slayman@gmail.com

Accomplishments:

1. Power Packs - Increasing number of active volunteers
2. Power Packs - Flexibility in job description

Increasing # of active volunteers, Over the year there have been at least 16 active volunteers who have worked at different times. Our role in Power Packs this year was different during each season. Last winter, for the second half of the school year, we had two clearly defined teams packing about 110 boxes on alternate weeks, plus a loyal team who helped deliver to LCCM and to distribute every week from there. Over the summer there was a smaller, core group at the warehouse who packed 90 boxes through the hot months. During the Fall semester we had one larger team of up to 8 volunteers every other week building and packing an increased number of 200 boxes. This task took on the air of a good-natured social gathering as we worked. As of this writing, soon there will be a new manager at the warehouse. We are waiting to see how we will be asked to help. Please contact us if you are interested in being part of our team.

Flexibility in job description - our tasks reflect the pandemic created difficulties of administrating the program. In 2021 our Power Packs volunteers have been involved with many of the workplace problems that have plagued every business during the pandemic. These included maintaining safety protocols with masks and sanitizing; serving increasing numbers of families in Lebanon county, growing from 110 last winter to a steady 200 at the end of the year; dealing with supply chain delays which required the manager to make substitutions to the menu as we packed; and the manager's inability to hire part time warehouse help to move heavy cases of food. In addition to packing boxes our volunteers had flexible tasks which included taking inventory, stocking, recycling, assembly line design, and building boxes. It was a primer in warehouse management.

Hooks and Needles:

Prayer Shawl Ministry

by Laurie Daub

Principal Contact: Laurie Daub

Phone: Laurie: 717-273-0104

E-mail: ldaub52@comcast.net



We still continue to serve our community through the pandemic by working from our homes, making shawls for those in need. We invite anyone with an interest or creative urge to join us. There is great satisfaction in knowing that the gift of talent and creativity that we have been blessed with, can be shared as part of God's plan for us to "Love one another."

Pastoral Care: Pastoral Care - LEV, Visits and Communication

by Soon Slayman

Principal Contact: Soon Ballantine Slayman

Phone: 717-838-9612

E-mail: soon.slayman@gmail.com

Accomplishments:

1. Members connecting with members in the spirit of our faith.
2. Awareness of the existence of the Prayer Group

Members connecting with members in the spirit of our faith.

This year many members of St. Luke's have stepped up to keep in touch with those more isolated by sending cards, making phone calls, emailing, and texting. It is not possible to quantify these communications but it has been significant. In truth, these are simply chances to spend time with friends in the spirit of our faith. In addition, folks have had transportation available to attend safe church services, and Evensong concerts. We were even able to have three outdoor church services and several in-person ECW gatherings. For those homebound at Cornwall Manor, thankfully, during this time there have been 5 Lay Eucharistic Visits to 3 residents. For those comfortable using the internet there have been Zoom Bible study meetings and Sunday services. We look forward to the year to come with hope for far more time spent in person.

Awareness of the existence of the Prayer Group

The Prayer Group has been a valuable resource for people or people with family or friends in crisis in need of prayer. To quote from a description of this group, "Realizing that to many prayer is a very personal matter, the prayer recipients' names are known only by the Prayer Group, who are a group of individuals committed to daily petitions for those who request prayers." Confidential requests may be sent to the office staff, Father Zwifka or Mother Mary who send them to the person in charge of The Group. "The power of prayer has been manifested in many ways..... May it continue to be an integral part of St. Luke's ministry."

Men's Group

by Wiley P. Parker

Time of Meeting: Second Saturday of each month

OFFICERS:

President: Wiley Parker
717-274-2308

The Men's Group suspended meetings until further notice because of COVID-19 health restrictions. We hope to resume regular meetings soon.



Free Noon Meal

by Lauralee Gebhard

Principal Contact: Lauralee Gebhard

Phone: 717-274-3289 (Home) or 717-813-8130 (Cell)

E-mail: Lauralee@hoastergebhard.com

Meeting Day/Time and Usual Place: Third Thursday of each Month (No meal in August); 8:30 AM to 2:00 PM, Preparation, Serve and Cleanup Shifts

Accomplishments:

1. We have not been able to serve a meal at St. Luke's since March 2020 due to COVID concerns
2. We continue to support LCCM's efforts in providing a daily take out meal with a monthly donation to the Free Noon Meal Program

I am happy to report there is some change in the coming year. LCCM is gathering information via a survey form to gauge member churches' interest, comfort and readiness to begin servicing inside meals, whether at LCCM or in our individual church settings. The survey went out in November. Then the Omicron variant surfaced. One step forward/two steps back.

I met with Father David and Beth Yocum and completed the survey. We do face some logistical challenges at St. Luke's, as to distancing, etc. We have been brainstorming to come up with solutions—different seating to space the number of guests sitting and eating at one time, being one. We feel the concerns are not unsurmountable. We just need to be creative in keeping everyone safe.

Bryan Smith, Executive Director LCCM, stated our numbers of guests served has been extreme. "It is getting cold outside, our guests are missing the social component of the noon meal, and we feel it is time to get our guests back into a congregate meal setting."

We agree. It is time to begin again.

* In fiscal year ending July 2021, there were 56,527 meals served.



Feeding the Community

Episcopal Church Women

by Rose Brown

President: Rose Brown

Phone: 717-273-4530

E-mail: info@stlukeslebanon.org

Meeting Day/time and Usual Place: 2nd Tuesday of the Month, September to May at 6:30 PM in the Fellowship Hall

Accomplishments:

1. Response to COVID-19 restrictions by holding virtual (ZOOM) meetings through the end of the May
2. Election of New Officers
3. Started backup of in-person meetings

Virtual meetings continued throughout the end of May when we shared a lovely "virtual tea party"!

The women of the ECW elected new officers at the end of the last session and they stepped up in September at the start of the new session. The new officers include—Rose Brown, President; Debbie Harris, Vice President; Lynn Heisey, Treasurer; and Marilyn Galbach, Secretary.

In-person attendance in September was limited because of continuing COVID-19 restrictions. Fun and fellowship was had by all who were able to attend.



ECW Treasurer's Report

Balance - December 31, 2018	\$2594.30
Receipts	
ECW Bazaar	\$1,901.65
Easter Egg Sale	\$3,010.33
Misc. Income	<u>\$932.13</u>
	\$5,835.11
Disbursements	
Donations/Gifts to Parish	\$2,303.10
Donations/Gifts Outside of Parish	<u>\$295.00</u>
	<u>\$2,598.10</u>
Balance—December 31, 2019	<u>\$5,831.31</u>

Respectfully Submitted,

Lynn Heisey
Treasurer



Readers & Eucharist Ministers

by David Dowhower

Principal Contact: David Dowhower (Coordinator)

Phone: 717-273-6532

E-mail: 19dad51@comcast.net

Readers and eucharistic ministers are two of the many ways the laity of the church live out their baptismal covenant. The various ministries of the church, whether lay or ordained, are complementary, that is, they enhance one another's effectiveness.

Readers. A reader is a person trained in reading scripture who is appointed by the rector to read lessons and/or lead the prayers of the people. The term is from the Latin, "to read." There is no license required for this lay ministry. A reader is sometimes called a lector.

During the pandemic response, St. Luke's relied on weekly volunteers to perform this ministry when possible. With the coming of effective vaccines/boosters and our continuing mitigation response, we hope our well-trained readers will resume their ministry on a regular basis. St. Luke's will soon add some of our youth and their parents as reader "teams" in the new schedule of regular readers.

Eucharistic Ministers. Lay eucharistic ministers (EMs) are licensed by the bishop to administer the consecrated elements of the Eucharist. They may also be licensed to go from a celebration of the eucharist to share the sacrament with members of the congregation who were unable to be present at the celebration because of illness or infirmity (Lay Eucharistic Visitors). LEVs receive special training over and above that given to EMs and form an important aspect of pastoral care for the sick and homebound.

The pandemic has also had a deep impact on this important ministry. Because we have been restricted from taking communion from the common cup, we have not deployed EMs very frequently. Once these restrictions are removed, we will begin a regular schedule of participation. Meanwhile, as effective vaccines have been implemented among LEVs and our homebound parishioners alike, we have now instituted home visits with the sacrament whenever possible and convenient.

St. Luke's encourages any member who feels called to a ministry like reader or Eucharistic Ministry to discuss their call with Father Zwifka.

Altar Guild

by Rose Brown

Principal Contact: Hailey Bowser

Phone: 717-277-5096

E-mail: hailey.bowser@comcast.net

Accomplishments:

1. Returned to regular responsibilities

In 2021, the Altar Guild exercised its regular responsibilities from April to December because of COVID-19 pandemic restrictions requiring suspending of in-person worship prior to April. A few of the Altar Guild's responsibilities consist of: changing out altar paraments as liturgical season change to reflect the proper liturgical colors. During the time that Morning Prayer was the main service, the use of altar linens was minimal, and their care was exercised by several volunteers on an as needed basis. However, as we reintroduced Holy Communion in our in-person worship, precautions and adapting of a



St. Vincent's Guild

By David Dowhower

Principal Contact: Bryan Bowser (Verger)

Phone: 717-277-5096

E-mail: bryan.bowser@comcast.net

St. Vincent, Deacon and Martyr (feast day, January 22) is the patron of those who serve at the Altar. The ministry of acolytes is a serving ministry of the Church that comes from ancient times. The word "Acolyte" comes from a Greek word that means "a servant or attendant who waits continually upon another." From those days until now acolytes have been faithful and conscientious men, women, boys, and girls, who serve Christ in the celebration of Christian worship. It is a privilege to serve at God's Table, and what an acolyte does is both an offering to God and a responsibility. In general, the crucifer (cross-bearer), torchbearer, thurifer and (incense) boat-bearer are all considered acolytes properly speaking. This is an important ministry and is approached with dignity, humility, and care. As part of the several ministries that play a part in our worship, acolytes fulfill an important function.

Acolytes assist at regularly scheduled worship, including Sunday morning and special services throughout the year. Evensong (held once a month on Sunday Evening) and special holydays like Ash Wednesday, Holy Week (Maundy Thursday, Good Friday, and The Great Vigil of Easter), Ascension Day, and Christmas are among the special services at which acolytes render their service. When needed, acolytes can also serve at weddings and funerals as their schedule permits.

In 2021, our limited celebrations also limited opportunities to exercise this ministry. As we emerge from the pandemic, we hope to re-introduce this essential lay ministry. We may also hold a "refresher" workshop for current members and training for any new members that might want to join.

Membership in the St. Vincent's Guild is open to any person in our parish without regard to age or gender for who feels called to assist the parish in this ministry. You may be interested in the Handbook for Acolytes at St. Luke's that is available in the vesting sacristy or on our website to see what is specifically involved. For more information, please contact Bryan Bowser (Verger), David Dowhower (Coordinator), or the Parish Office.



new way of doing things became our new norm. It is an essential aspect of Altar Guild to have volunteers to participate in setting up the Altars used for Holy Communion (Main Chancel, Mary Altar, Trinity Chapel). As we continue emerge from the pandemic and begin a return to in-person worship and a fuller schedule of services, especially Holy Communion, the need for volunteers grows. Anyone who is interested in making this a part of their service to the church should contact Hailey or Erin Bowser or speak with Father Zwifka. We are especially eager to incorporate younger members of our parish in this important and ongoing work

St. Luke's Parish Choir

by Terry Heisey and William Claxton

Principal Contacts: William C. Claxton

Phone: 717-507-1901; 717-926-9687

E-mail: Terryleb@aol.com

Accomplishments:

1. Provided music for webcast services throughout the year
2. Provided music leadership in in-person and webcast worship in the spring and fall
3. Sang in lieu of the congregation in in-person worship to minimize congregational singing in the COVID-19 environment

As 2021 opened in-person worship was suspended due to COVID-19 restrictions. Since the church heating system was not working, the choir recorded anthems weekly in the Auditorium. In-person worship resumed on Easter Sunday, but services also continued to be webcast. Many parishioners appreciated the ministry of the choir on webcast services they themselves were not prepared to attend in person. The choir added their voice to worship through June and after summer recess led worship weekly from September to December. Throughout the year several choir members declined to rejoin the choir because of COVID-19 concerns, but we had the help of Michael Hogue in the winter and spring, and we are immensely grateful to Sarah Vakili, Lisa Herzing, Kathy & Bernie Yohn, Debby Tanico, Linda Shonk, Loretta Ziegler, and Matt Haag for remaining faithful through all our tribulations and permutations. In 2022 we hope that those who have sung with us in the past will be able to return. We will also reach out to new singers, both volunteers from the parish and paid section leaders.



St. Luke's Festival Choir

by Terry Heisey and William Claxton

Principal Contacts: William C. Claxton

William Claxton, *Choirmaster*

Phone: 717-507-1901

E-mail: wmcclaxton@icloud.com

Meeting Day/Time and Usual Place: Tuesdays at 7:30 PM to 9:00 PM in the Choir Room

Accomplishments:

1. Resumed Evensongs
2. Sang Rutter's Requiem in memory of the victims of COVID-19

In the fall of 2021 the Festival Choir resumed the schedule of monthly Evensongs suspended in March 2020 with an Evensong featuring Mark Laubach from St. Stephen's Pro-Cathedral on the Eve of St. Luke's Day. Three weeks later we were joined by singers from the Lebanon County Choral Society and instrumentalists in rendering John Rutter's Requiem at an All Saints' commemoration on victims of COVID-19. In Dec. we sang a Bach Advent cantata with strings. We continue to wrestle with COVID fall-out but hope to complete a full schedule in 2022.

Handbell Choir

by Terry Heisey

Principal Contact: Terry Heisey

Phone: 717-926-9687

E-mail: terryleb@aol.com

COVID-19 restrictions made it impossible for the Handbell Choir to play in 2021. We hope to resume sometime in 2022.



Heritage Committee

by Terry Heisey

Chair: Terry Heisey

Phone: 717-926-9687

E-mail: terryleb@aol.com

Accomplishments:

1. Church archivist continued to process boxes of church records
2. Church archivist prepared historical feature articles for the church newsletter on various areas of the church

The pandemic impacted the work of the archivist this year as it did every area of church work.



Christian Formation— Children, Youth and Young Adults

Principal Contact: The Rev. Mary Kisner

Phone: 717-272-8251

E-mail: youth@stlukeslebanon.org

Accomplishments:

1. contact with Godly Play families through Zoom Feast once a month
2. modified Vacation Bible School during the summer
3. intergenerational Stations of the Cross video
4. Confirmation class integrating online and in-person meetings

There is much for which to thank God this year. Though COVID mitigation efforts prevented us from meeting in person for long periods of time, we found several ways of staying in contact with our families as we continued to rely on faith formation practices to see us through.

Along with Godly Play teachers, Rose Brown, Beth Yocum, and Lauralee Gebhart, we invited families with young learners to take part in a monthly Zoom Feast, which is modeled on an aspect of regular Godly Play sessions. Through email we contacted parents; made up a Feast bag of napkin, cookies/crackers, grapes, and beverage; and delivered the bag to their home on Friday. On Sunday we met via Zoom, heard news from each person, asked each person to say a prayer, and then enjoyed our feast together. Mother Mary would talk about the season of the liturgical year or another story, and make any announcements. After a blessing we

(Continued on page 14)



(Continued from page 13 'Christian Formation')
 closed the meeting. Five or six families joined us at various times.

During the summer months Mother Mary prepared four lessons (one each month from June to September) which were sent out to ten families in our parish, and offered for anyone else who wished to share them with family and friends. The series was adapted from the first module of Illustrated Ministry's Creation Curriculum, which featured stories revolving around water. Families were encouraged to read and retell the story together using pictures as prompts. Questions were also included to encourage discussion at home, and poster type coloring pages were added.

Before COVID vaccinations became available in our county, St. Luke's was offering services and group meetings only online. This continued until Palm Sunday when we again met in church under strict guidelines for interaction. In anticipation of being closed or severely curtailed as to services during Holy Week, Mother Mary prepared a Biblical version of the Stations of the Cross, which was first presented on Good Friday. For each station a young person (or persons) read the scripture passage and their parent prayed the prayer. All the stations displayed royalty free art work. An outgrowth of this effort is the inclusion of some of these parent/child groups as lectors for our regular services.

Father David and Mother Mary began planning a series of Confirmation classes over a year ago. Various issues regarding COVID and its variants caused us to rethink the manner in which we could hold those classes. We settled on offering a combination of five classes, some using Zoom and some in person, along with providing supplemental materials on our "Journey in Faith" website. Parishioners will be invited to take part in two of the presentations including meditations while visiting stations about each sacrament, and a retreat style presentation of the Life of Jesus and Holy Week. Bishop Nichols will visit to administer the sacrament on the Sunday after Easter.

We will continue to find ways to grow in faith no matter what our challenges are. It is the way it has always been and will always be. For if we are doing the work God has called us to do, we have only to rely on the help of Father, Son, and Holy Spirit, and we will see the fruit of our interactions grow.

2021 Parish Wide Holiday Annual Bazaar

Chair: Rose Brown

Phone: 717-272-8251

E-mail: info@stlukeslebanon.org



Accomplishments:

1. The Annual Bazaar moved from being just an ECW event to a Parish wide event.
2. Held a hybrid bazaar (in-person and online) for the first time.

This year the parish engaged in a "hybrid bazaar" for the first time. In the past, the bazaar was only an in-person event and in 2020, because of COVID-19 restrictions, was only online. This year we united the two approaches with great success. Fun was had by all who attended the in-person portion bazaar. Those who perused and bought on the online bazaar website were grateful for the opportunity. Many thanks are deserved by those who participated by supplying and crating items, giving their time, and those who put many hours into making sure the event became a reality.

Bazaar Financial Report

Balance - December 31, 2020 \$1,755.50

Receipts

Proceeds \$6,761.25

Disbursements

Bazaar related expenses & reimbursements \$721.77

Service Charge \$8.00

Profit \$6,039.48

Distribution of Bazaar Proceeds

St. Luke's Outreach \$603.70

St. Luke's General Fund \$3,531.63

St. Luke's ECW \$1,901.65

Balance December 31, 2021 \$1,750

Respectfully submitted,

Kathy Yohn

Bazaar Treasurer





ST. LUKE'S EPISCOPAL CHURCH STAFF

Parish Office 717-272-8251

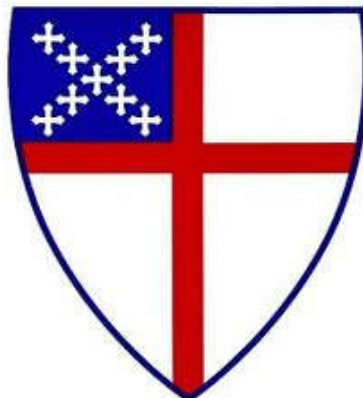
Rector	The Rev'd Dr. David A. Zwifka	717-319-7717 (Mobile/Text)
Assisting Priest for Children, Youth, & Young Adults	The Rev'd Mary E. Kisner	717-272-8251
Organist/Choirmaster	Dr. Terry Heisey	717-926-9687
Choirmaster	William C. Claxton	717-507-1901
Sub-organist & Assistant Choirmaster	Jason Yannuzzi, CAGO	443-783-0356
Parish Administrator	Lisa Layser	717-272-8251
Administrative Assistant	Rose Brown	717-272-8251
Housekeeper	Kathy Brown	717-272-8251

PARISH OFFICERS

Senior Warden	Beth Yocum	717-273-0347
Junior Warden	Kathy Yohn	717-272-8435
Interim Clerk	Barry Wenger	717-644-2924
Treasurer	Rob Box	717-471-7081
Financial Secretary	Wiley Parker	717-274-2308
Solicitors	Charles V. Henry III	717-273-6575
	Wiley Parker	717-274-2308

THE EPISCOPAL DIOCESE OF BETHLEHEM STAFF

Bishop	The Rt. Rev. Kevin Nichols	610-691-5655
Canon to the Ordinary	Steven Baker	Ext. 258
Canon for Racial Reconciliation and Community Engagement	Sandy Milien	Ext. 227
Missioner for Finance & Administration	Paula Lapinski	Ext. 222
Northern Canon Missioner	The Rev. Melinda Artman	Ext. 259
Southern Canon Missioner	The Rev. Barbara Harrison Seward	<i>(effective Feb. 15th)</i>
Bookkeeper	Cynthia Bakos	Ext. 223



Agenda
Annual Meeting 2022
St. Luke's Episcopal Church
Diocese of Bethlehem
Lebanon, Pennsylvania
Fourth Sunday after Epiphany
January 30, 2022 - 9:30 AM

Worship (In-person and Livestreamed Eucharist)
9:30 AM - (Webcast on Facebook - YouTube)

Business Meeting (follows) - In-Person and Virtual (ZOOM)

- A. Determination of Quorum [Clerk of Vestry or designate]
- B. Approval of Minutes from Annual Meeting 2021
- C. Review of Diocesan Convention
- D. Election of Vestry Members*
 - The Nomination Committee has reported the following slate of nominees for Vestry to the Annual Meeting

Term to expire January 2024
(Two years)

Term to expire January 2025
(Three Years)

Marilyn Galebach* (2nd term)
 Laurie Daub*
 John Gragson*
 Vacancy*

Eileen Sidelnick (2nd term)
 Matt Haag
 Jacob Herzing
 Pam Weaner

- The Nomination Committee has reported the following slate of nominees as delegates to Diocesan Convention

As delegate

Rob Box
 John Feather
 Beth Yocum

As alternate delegate

Elaine Feather
 (open)
 (open)

**If nominations are received from the floor for either Vestry or Delegates to Diocesan Convention, this election shall be postponed to a later time in the meeting to allow for determination of eligibility of those so nominated.*

- E. Recognition of Service
- F. Financial Report
 - 1. Reception of report for fiscal year 2021 (contained in Annual Report)
 - 2. Ratification of budget approved for 2022 (contained in Annual Report)
- G. Reception and Ratification of the Annual Report for Fiscal Year 2021
- H. Other Business
- I. Closing