



2023 Annual Report

Table of Contents

REPORTS

The Interim Rector's Report	1	564 Corporation	14
Wardens and Vestry Report	3	Building and Grounds Commission	15
Children, Youth, and Family Commission	4	Compline/Evening Prayer	16
Music, Choir, and Concerts	5	Diocesan Delegation	16
Becoming Beloved Community	5	Stewardship Commission	17
Treasurer's Report	8	Sunday Morning Contemplation	19
Finance Commission	12	Ministries and Commissions	20
Endowment Trust	13	Vital Statistics for 2023	21



saint mark's
episcopal church

The Interim Rector's Report

Beloved,

Grace and peace to you in our risen, reigning, and returning redeemer, Jesus.

As I ponder the past year of ministry at St. Mark's, of what I know of your faith, and the transition you've begun, I give thanks to God for the honor of serving with you. At this point, you'd be excused for thinking there are only a handful of priests in the Episcopal Church who play a game of tag: Nikky+ swapped places as she started at St. Tim's, and I came on board for a brief time as Interim Associate, Nancy+ tagged me out as she became your Associate Rector, and of course I tagged back in as your Interim Rector with the Matt's+ decision to retire. That is a lot of change in leadership in a short amount of time for this church (not to even mention the election of a new Bishop, featured in the Diocesan Delegation report)!

And when we widen our view, we know change is the consistent work of God's people throughout the scriptures who long to connect and follow their unchanging God. From the first moments of calling for Abram and his family, the question of faith is *how people will respond* to the movement of God both *life-wide* and *soul-deep* as the great epic unfolds.

St. Mark's recent history strikes me like the unusual reigns of the southern kingdom of Judah in the era of divided rule in Israel's history. Most of the kings were not so great, just as God had warned, but occasionally not only would Judah have a good king, but one that would serve for a few decades. It is exceptionally rare in today's church for a priest to have a good and long tenure in a parish. You have celebrated and indeed given thanks for Matt's time with you, even as you mourn and as you realize like the best kings, the best rectors lead through the gifts of the people, trusting in God's faithfulness and not their own ability.

Now, lest you think we are doomed to Judah's fate of oscillating good and less good (or even evil) leaders, the church in its wisdom has helped us see the value of transition without a rector or king, because after all, *you are the Body of Christ*, all of you, and Christ is the head, scripture tells us, even if transition can sometimes feel very much like you're the *body of a chicken running around with its head cut off*.

For others of you, this time of transition feels more like exile, where we find ourselves wondering with the psalmist: *how will we sing the song of the Lord in a foreign land?*. And sure, we haven't changed the *where* or the *what* of most things here at St. Mark's since I joined you in August, but there is inevitably a change in *how* and obviously a change in *who*, and that can feel like foreign territory or even exile.

My hope and invitation for us at St. Mark's is to join the prophet Isaiah in today's reading, giving voice to how this moment of transition, *whatever you're feeling*, connects with *the larger and better story* of God's redemptive and loving grace in the midst of change. It isn't easy. Try saying to a people mourning and toiling in exile, "Have you not known? Have you not heard?" and you'll find some sympathy for Isaiah and perhaps even for interim rectors, (prophet though, I am not).

If we have ears to hear, what Isaiah has for us is a beautiful connection or reconnection to the God who chooses us for the sake of the kingdom come, *on earth as it is in heaven*. And God hasn't left us alone: your staff, your wardens, your vestry, ministry leaders are all committed to you in this transition, and like you they are so wonderfully gifted and faithful in their ministry.

Soon, your Search Committee will form and start listening for the new song that will emerge among us this year: the song of hope, the song of joy, the song of the saints of St. Mark's, and we'll sing that song so loud that some priest will start to hear it, the one who will want to sing it with you in and beyond this season of transition.

And so, beloved, my encouragement and my message for you this Annual Meeting is to give thanks to God that however we feel about it right now or at any moment, we stand together with a cloud of witnesses who have responded faithfully to the change and transition of their own journey with God and show us the way we can respond confidently in our own day.

Have you not known? Have you not heard?

*The Lord is the everlasting God,
the Creator of the ends of the earth.*

*God does not faint or grow weary;
whose understanding is unsearchable.*

*God gives power to the faint,
and strengthens the powerless.*

*Even youths will faint and be weary,
and the young will fall exhausted;*

*but those who wait for the Lord shall renew their strength,
they shall mount up with wings like eagles,*

*they shall run and not be weary,
they shall walk and not faint.*

Amen.

Pax,

Nick†

The Rev. Nick Roosevelt, Interim Rector

Wardens and Vestry Report

The Vestry is St. Mark's lay (non-clergy parishioners) governing body and working Board of Directors. The St. Mark's Vestry has 12 members who serve staggered three-year terms. The parish typically elects four Vestry members at the annual meeting. New Vestry members are installed on Pentecost. Throughout the year the Vestry reviews the activities of the clergy and parish and monitors St. Mark's finances on a monthly basis.

The Vestry, including outgoing and incoming members and clergy, gather for an annual retreat before Pentecost to consider the spiritual and practical health of St. Mark's parish and to plan for the coming year.

During the retreat the Vestry processed the planned retirement of our longstanding Rector and explored the changes and challenges that this would bring to St. Mark's. Suzanne Bell was elected as Senior Warden for the upcoming year. Departing from the tradition of a single Junior Warden, both Romain Kang and Margalynne Armstrong were chosen to serve as Junior Wardens during this year of transition.

Highlights of 2023/2024 Year (thus far)

June: Vestry examined immediate consequences of Rector and business manager changes; worked with Transition Committee on selecting an Interim Rector.

July: The Vestry worked through July, traditionally its vacation month, to plan transition, collaborated with volunteers to plan and execute Parish celebration of Rev. McDermott's ministry. Approved resolution to offer Rev. Roosevelt the Interim Rector position.

August/September: Successful new Community Faire design, met with Bishop Andrus on final visit, stewardship campaign planning, considered personnel transitions.

October: Approved stewardship theme: *Forward in Faith*, approved proposed budget for 2024, discussed Stewardship Brunch, planned for Rev. Roosevelt's absence, met with Diocesan Cannon for Transition about rector search process.

November/December: Ministry liaison reports on needs and activities of ministry teams, continued stewardship campaign oversight, budgeting, planning for website updates. Formed nominating committee for Vestry and Deanery.

January: Wrap up and review stewardship campaign, revise and approve 2024 budget, plan annual meeting, attendance review, rector search committee planning.

Margalynne Armstrong, Junior Warden

Children, Youth, and Family Commission

At St. Mark's, we believe that "there is no kid's table at the Lord's Supper," so we include young people of all ages fully in our worship and the life of the parish. At the same time, we recognize the unique needs of children, teens, and families and offer formational programming to help them connect with their faith and community in age appropriate ways. We focus on being a participant in "God's big story," recognizing our identity as Beloved in Christ, and sharing the love of the Spirit with each other and the world.



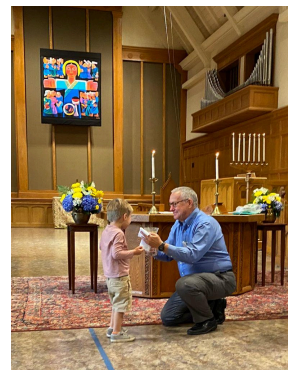
Twelve elementary and middle school students cooked dinner and created welcoming cards for our Hotel de Zink guests. This is a hands-on experience of service that includes discussions about social justice issues. Young people also enjoy getting to use our church's kitchen space!



Each Sunday, young people are invited to help bring the offertory up at the beginning of the Eucharist. This is often the first way that young newcomers participate in our worship, and provides an opportunity for children to connect and guide one another.



The 2023 Christmas Pageant included music, art, and storytelling to bring the story of the Nativity to life. The script was designed to meet each performer's interest and ability, from solo performances to backstage roles to fun sparkly costumes.



Children are invited to fully participate in the traditions and rituals of our church, including the Eucharist. Our prayer is that as they grow, these connections grow with them, deepening their understanding of our faith and their relationship with the Divine.

Lily Dodge, Children, Families, and Youth Minister

Music, Choir, and Concerts

2023 was another wonderful year of music at St. Mark's! It was our first full choir year since COVID (and since my arrival) and the move to optional masks before Easter helped many in the choir to participate more confidently. In addition, we continued to explore the acoustic riches of our building, singing from the gallery with greater regularity.

We also programmed a number of musical events outside of Sunday mornings, including three organ recitals by wonderful local and visiting artists, and a beautiful joint evensong (sung evening prayer) featuring a combined choir of singers from St. Mark's and the two Episcopal parishes in Menlo Park. We are hoping this tradition will continue, and indeed grow—with an aspiration to do two or three such services in the next program year.

I offered several liturgical and musical presentations in the Sunday Forum, ranging from the Anglican tradition to playing handbells to a mini organ recital, and welcome suggestions for future topics.

Parishioner volunteers, within and without the choir, are the backbone of our program, and I am so grateful for all that they do. Of particular note is Randy Smith, who—among many such occasions—once again coordinated a fabulous jazz service on the occasion of our community fair. We have also enjoyed the participation of visiting professionals, such as a string quartet at Easter, in our musical leadership.

Most of all, I am grateful for the hearty congregational singing we enjoy at St. Mark's, and for the leadership, engagement, and feedback of the community in the music program. Please keep singing, and thank you for your support!

Matthew Burt, Director of Music

Becoming Beloved Community

Mission Statement

The Becoming Beloved Community Task Force grew out of the parish's participation in the Episcopal Church's 10-month Sacred Ground program in 2020. This program delved deeply into the history of White racism and oppression of African Americans, Indigenous peoples, Asian Americans, and Latino groups in our country. Participants, who felt that their understandings had been profoundly altered by the program, formed this Task Force in 2021 with the mission to be an incubator for education, for becoming beloved community, and for action to combat systemic racism and build racial justice. We have completed two years of activities and our mission remains the same.

Our Members

Margalynne Armstrong, Andrew Bridges, Anne Callahan, Martha Chan, Alex Dillard, Mary Dillard, Bryan Ford, Ellen Ford, Kathy Gillam, Diane Guinta, Lynn Johnson, Peter Kidder, Michele Lienres, Rebecca Lyman, Cheryl Miller, Terri Moore, Trudi Reinhardt, Carol Scott, and Debie Thomas. (Approximately half are active members.)

Becoming Beloved Community (cont.)

Goals for 2023

In our last annual report we identified these goals, which have guided us this year:

- To continue to find ways to involve the entire parish in learning of the sort that took place during the Sacred Ground program.
- To develop opportunities for actions that address racial disparities and injustice.

Activities in 2023

Over the course of the year, we met monthly except during the summer months. We engaged in these activities:

Reparations

- Early in the year we began a consideration of the topic of reparations and whether the parish should engage in a reparations effort. We began by educating ourselves using the book *Reparations: A Plan for Churches*, by Peter Jarrett-Schell and other resources as well as informing ourselves about the work of the California State Reparations Task Force.
 - In June Rev. Matt, Lynn Johnson, and Diane Guinta led a well-attended Forum discussion to introduce the parish to the topic and ascertain whether there was interest in pursuing what St. Mark's might do. Considerable interest was expressed.
 - Over the summer parishioners were encouraged to read Jarrett-Schell's book and watch the film *Descendants*, about the black community whose members are the descendants of the last slave ship to enter the US, in 1859. The film was discussed at a Forum in September.
 - In November we gave an update on our activities in a Forum discussion.
 - Part of the Jarrett-Schell framework for reparations recommends that parishes learn about their history with respect to racial injustice. To that end we established a history committee led by Rebecca Lyman and consisting of Martha Chan, Lynn Johnson, Maureen Kennedy and Kathy Gillam. The group anticipates sharing its findings in March.
 - The Jarrett-Schell framework endorses establishment of allies and partners who can advise us and in whose ongoing work we can participate. Diane Guinta, Carol Scott and Michele Liencres became members of SURJ Sacred Heart (Stand Up for Racial Justice) based in San Jose. In May, they met with SURJ leaders, and we are now engaged in social justice action that SURJ has identified. Congregants participated in a series of meetings with public officials which resulted in improved county-wide mental health services with: increased funding; a direct line to services that avoid police involvement, critical for POC families; and more emergency mental health teams in most impacted neighborhoods.

Becoming Beloved Community (cont.)

Lent 2023

- As part of a Lenten parish read program, we led a discussion series using the book *We Cry Justice: Reading the Bible with the Poor People's Campaign*, edited by Liz Theoharis.
- Based on an original recommendation from the Sacred Ground follow-up retreat in 2021, Rev. Matt continued to update and diversify the iconography in the sanctuary with the installation of the print *The Risen Lord* by Chinese artist He Qi above the altar.

Inaugural Speaker Series - *Faith, Community, and Racial Justice*

Over the course of the year, we identified three speakers we will bring to St. Mark's for talks related to racial justice. We intend these to be for the broader community in addition to our parish, and we are investing considerable time and effort on outreach and PR. We are actively seeking the engagement of others in the wider faith community.

Funding

Following his retirement, the Vestry approved Rev. Matt's intended request to designate \$30,000 of remaining discretionary funds from a generous bequest for the use of the Becoming Beloved Community Task Force. We are immensely grateful for these funds.

Goals for 2024

- Complete a successful three-part speaker series on racial justice for the parish and the broader community.
- Identify and engage community partners and allies who will keep us accountable in our efforts.
- Decide as a parish if and, if so, how to design and implement a reparations program.

Diane Guinta and Kathy Gillam, Co-Chairs

Financial Reports

Treasurer's Report

St. Mark's Episcopal Church Statement of Financial Position

	December 31, 2023	December 31, 2022
Assets		
Operating Cash & Investments	695,581	701,244
Receivables		
Endowment Trust Cash & Investments (1)	1,314,809	783,371
564 Colorado Corporation	93,260	93,260
Real Property	7,837,760	7,837,760
Total Assets	9,941,410	9,415,635
Liabilities		
Current Liabilities	93,378	129,945
Total Liabilities	93,378	129,945
Net Assets		
Operating Fund	328,208	302,801
Designated Operating Funds	273,996	268,498
Property Fund	7,931,020	7,931,020
Endowment Fund	1,314,809	783,371
Ending Fund Balance	9,848,032	9,285,690
Liabilities & Fund Balances	9,941,410	9,415,635

Notes:

1. Endowment Trust is valued as of September 30, the fiscal year end; the 1 year return was +14.8%
The prior 1 year return was -24%; the 5 year return was 4.4%

Treasurer's Report (cont.)

St. Mark's Episcopal Church Statement of Activities Operating Fund

	Year Ending 12/31/23		Year Ending 12/31/22
	Budget	Actual	Actual
Revenue			
Pledge Contributions (1)	728,300	721,310	719,609
Gifts (2)	16,500	17,450	29,329
Space Use Fees (3)	85,000	110,067	85,605
Rental Unit Income	32,400	33,243	32,000
Interest & Dividends	4,000	42,135	1,681
Total Revenue (4)	866,200	924,205	868,224
Expense			
Personnel (5)	588,240	538,355	493,612
Diocesan Assessment	109,800	101,733	108,993
Property	114,200	110,700	113,535
Administration	31,800	34,152	37,133
Christian Formation	6,000	1,582	4,870
Worship	8,060	10,812	7,541
Communications	5,300	4,510	4,505
Membership & Advertising	1,800	-	249
Stewardship	1,000	-	832
Total Expense (6)	866,200	801,844	771,270
Excess Revenue Over Expense	-	122,361	96,954

Notes:

1. There were late pledge payments for 2023 received in 2024
2. This includes Non-pledge gifts, weddings, funerals, memorials.
3. Space Use Rentals are in high demand
4. Total Revenue was 6.7% or \$58,005 above budget
5. Personnel was 8.5% below budget or \$49,884, due to staff vacancies: Rector, Sexton, Child Care
6. Total Expense was below budget by 7.4% or \$64,356 due primarily to personnel

7. In addition to Operating Expenses, the following expenses were funded through designated funds:

	2023 Revenue	2023 Expense
Property	47,867	72,956
Outreach	56,046	39,071
Christian Formation	23,114	27,020
Worship	29,323	16,398
Personnel & Sabatical	25,804	23,417
Total	182,154	178,862

Treasurer's Report (cont.)

St. Mark's Episcopal Church 2024 Budget Summary

	2023 Actual	2023 Budget	2024 Budget
Revenue	\$	\$	\$
Pledged Giving (1)	721,310	728,300	671,050
Non Pledge Gifts & Memorials	17,450	16,500	11,000
Space Use Fees (2)	110,067	85,000	110,000
Rental of Church Units	33,243	32,400	34,400
Interest & Dividends (3)	35,135	4,000	20,000
564 Colorado Corp Dividend	7,000	-	36,000
Total Revenue (6)	924,205	866,200	882,450

Expense			
Personnel (4)	538,355	588,240	596,055
Diocesan Assessment (5)	101,733	109,800	118,311
Property	110,700	114,200	105,024
Administration	34,152	31,800	35,500
Christian Formation	1,582	6,000	6,000
Membership	-	1,800	1,800
Worship	10,812	8,060	14,260
Communications	4,510	5,300	4,500
Stewardship	-	1,000	1,000
Total Expense (6)	801,844	866,200	882,450

Excess Revenue over Expense	122,361	-	-
------------------------------------	----------------	----------	----------

Notes on 2024 Annual Budget:

1. Number of Pledge units has fallen
2. Space Use has increased tremendously
3. Interest has increased due to the rise in interest rates
4. Includes Diocese Cost of Living increase of 2.9% plus additional staff time
5. Calculated assessment based on 2022 expenditures
6. Overall budget increase of 1.9%

Treasurer's Report (cont.)

ST. MARK'S EPISCOPAL CHURCH 2024 Budget Detail

	2023		2024	
	Actual	Annual Budget	Annual Budget	Increase (Decrease) v. 2023 Budget
REVENUE				
Weekly Offering				
1 Pledged Gifts	721,310	728,300	671,050	(57,250)
2 Non Pledge Gifts	9,100	11,000	7,000	(4,000)
3 Weddings and Memorials	8,350	5,500	4,000	(1,500)
4 Space Use Fees	110,067	85,000	110,000	25,000
5 Office Apartment Rental	33,243	32,400	34,400	2,000
6 Interest & Dividends	35,135	4,000	20,000	16,000
7 564 Colorado Corp Dividend	7,000		36,000	
8 Total Revenue	924,205	866,200	882,450	16,250
EXPENSE				
Personnel				
9 Rector Salary	112,965	138,059	107,746	(30,313)
10 Associate Rector Salary	97,787	96,523	102,000	5,477
11 Administration Salaries	71,544	74,591	70,968	(3,623)
12 Program Coordinators Salaries	38,736	44,898	61,000	16,102
13 Music Director Salary	50,797	48,060	53,712	5,652
14 Organist Supply	5,720	10,000	7,500	(2,500)
15 Section Leader	13,355	12,200	12,554	354
16 Nursery/Preschool Care		3,600	3,600	-
17 Sexton Salary	8,548	25,547	26,288	741
18 Tech Support	11,750	14,400	15,200	800
19 Clergy Pension and Benefits	100,719	97,636	102,178	4,542
20 Lay Staff Pension and Benefits	25,591	21,126	29,709	8,583
21 Supply Clergy	139	600	2,600	2,000
22 Worker's Compensation	705	1,000	1,000	-
23 Diocesan Assessment	101,733	109,800	118,311	8,511
Property				
24 Utilities	42,829	63,000	49,000	(14,000)
25 Insurance	21,235	22,000	22,605	605
26 Landscaping Service	14,879	10,700	12,819	2,119
27 Janitorial	14,134	2,000	2,000	-
28 Building & Grounds	12,712	10,000	10,000	-
29 Rectory Maintenance			3,000	3,000
30 Taxes	2,761	2,500	2,600	100
31 Supplies/Janitorial	2,150	4,000	3,000	(1,000)
Administration				
32 Lease Copier	7,192	7,100	7,200	100
33 Office Supplies	2,091	2,000	2,000	-
34 Telephone	8,450	7,000	6,500	(500)
35 Administrative/Bank Fees	5,739	4,500	6,000	1,500
36 Postage	568	1,000	800	(200)
37 Travel	1,099	1,200	1,500	300
38 Continuing Education	3,803	3,000	4,500	1,500
39 Vestry/Leadership	2,210	3,000	4,000	1,000
40 Sabbatical Reserve	3,000	3,000	3,000	-
Christian Formation				
41 Children's Christian Formation	-	3,600	3,600	-
42 Adult Christian Formation	1,582	1,200	1,200	-
43 Youth Ministry	-	1,200	1,200	-
Membership				
44 Advertising		1,200	1,200	-
45 Membership	-	600	600	-
Worship				
46 Worship and Special Event	5,793	3,200	3,300	100
47 Music and Organ Maintenance	1,681	2,460	7,960	5,500
48 Altar Guild	766	1,200	1,400	200
49 Agape Supplies	2,571	1,200	1,600	400
Communications				
50 Software	3,474	5,000	4,000	(1,000)
51 Web/Graphics/Media	1,036	300	500	200
52 Stewardship	-	1,000	1,000	-
53 Total Expense	801,844	866,200	882,450	16,250
EXCESS REVENUE OVER EXPENSE	122,361	0	-	(0)

Finance Commission

Who are we

Rev. Nick Roosevelt (Interim Rector); Beth Janopaul; Susan Pines (Treasurer); Maureen Kennedy (Treasurer Emeritus, 564 Business Manager); Jonathan Luk (Jr. Warden, 564 President); Mary Murphy (Maintenance Funding); Paul Milo (Chair, 564 Director)

Purpose

Meeting monthly, we review St. Mark's Episcopal Church's main financial investments and programs; review the annual budget recognizing income/expense exposures and make recommendations to Rector/Vestry; support the Treasurer in preparation of the St. Mark's Episcopal Church annual budget; review requests for funding from commissions and make recommendations to Rector/Vestry; create new programs to develop the overall financial strength and stability of St. Mark's.

2023 Highlights

Finance commission meetings continued to be an excellent forum for the rector, and now interim rector, treasurer, and members to review St. Mark's Episcopal Church's main financial programs and investments; review performance against our budget and just talk about financial issues and matters. Here are a few key items:

- Jonathan Luk replaced Bryan Ford as Vestry Liaison
- Maintenance Funding: Mary Murphy provided timely monthly reports to Finance
- Report to Vestry completed and offered New Vestry Financial Training as needed
- Maintained a Balanced Budget by Effective Monitoring
- Supported Treasurer in Development of St. Mark's Annual Budget
- Completed quarterly reviews with Endowment Trust
- Monitored adaptation to a changing parish demographic and declining pledging units
- Planned Giving: David Kennedy continued to lead the initiative

2024 Objectives

- Adaptation to a changing parish demographic and declining pledging units
- Recruit one new member to replace Justin Martin
- Analyze income/expense results; offer advice and suggestions to Rector/Vestry as well as financial leadership; support fiscal responsibility in budgeting and budget achievement with commissions
- Review Maintenance Schedule and Funding Sources
- Quarterly reviews with Endowment Trust
- Monitor Donation Options: non cash alternatives, e.g. Paypal for donations
- Offer Finance Training of Vestry Elect and Leadership and Report to Vestry
- Maintain a Balanced Budget by Effective Planning and Monitoring
- Monitor trends and opportunities for Socially Responsible Investing
- Support Activities for Planned Giving Commission
- Legacy Society Promotion and Education
- New funding ideas: is present outreach ideal? Review at every Meeting

Paul Milo, Chair

[\(back to top\)](#) page 12

Endowment Trust

St. Mark’s Endowment Trust was established in February 1985 to provide an opportunity for members of St. Mark’s to contribute to a permanent endowment benefiting St. Mark’s. The Endowment Trust is separate from the operating funds of the Parish. In May 2007, the original trust agreement was updated and established two funds, the General Fund and the Major Maintenance Fund.

1. General Fund - earnings can be used for any activity of the parish, with sub-fund for specific uses designated by Vestry
 - a. All Souls Garden Fund - designated for perpetual memorial garden maintenance
 - b. Organ Fund - designated for the major organ maintenance
 - c. Undesignated Fund - any other funds in the general fund
2. Major Maintenance Fund - can only be used for non-routine maintenance of facilities

Contributions to funds, by a gift or bequest, are always welcome. If a potential donor wishes to direct the use of his or her gift more closely than described (i.e., start a sub-fund of the General Fund), the Vestry and the Trustees must agree to the proposed conditions prior to acceptance of the gift.

The Endowment is invested with the Episcopal Church Foundation’s Domestic and Foreign Missionary Society funds, which invests in equities, fixed income (bonds), hedge fund of funds and real estate.

After the end of Fiscal Year 2023 of the Endowment (ended September 30, 2023), we received a significant contribution of \$415,000 from a legacy gift which the Vestry decided to invest in a new General Fund.

The DFMS portfolio performance over the 2023 Fiscal Year period was 15.4% (gross) as compared to its custom benchmark return of 14.3% (gross).

For the Fiscal Year, 2023, the Trust assets increased by \$116,438 due to the appreciation in value of the investments which included positive equity and bond returns. No distributions were made during FY 2023.

	September 30, 2023	September 30, 2022
TOTAL ASSETS	\$899,809	\$783,371
Trust Estate		
Major Maintenance	\$629,281	\$547,850
Gen Fund - All Souls Garden	\$237,643	\$206,891
Gen Fund – Organ Fund	\$32,885	\$28,630
Gen Fund - Undesignated*	\$0	\$0
Distributable Amount **		
Major Maintenance	\$267,586	\$186,155
Gen Fund - All Souls Garden	\$98,000	\$67,248
Gen Fund - Organ Fund	\$18,727	\$14,472
Gen Fund - Undesignated	\$0	\$0

*Note that a \$415,000 legacy gift was invested after FYE 9/30/23 in the General Fund - Undesignated

**Negative indicates no distributable funds available

Report continued on next page...

Four Trustees govern the Trust. Trustees may serve two consecutive four-year terms. Thanks to Justin Martin for his service on the Commission and a special thank you to Glen Kernick, who will complete his current term at the end of 2024, marking an aggregate sixteen years of service on the Endowment Commission! The Endowment is currently seeking a new trustee to serve and welcome any candidates. Please contact one of the trustees or Rev. Nick.

TRUSTEES	TERM EXPIRES
Glen Kernick, Chair	2025 (Second Term)
Peter Kidder	2026 (First Term)
New Trustee TBD	2027 (First Term)
New Trustee TBD	2028 (First Term)

— Peter Kidder, Trustee

564 Corporation

Purpose/Description

564 Colorado Corp. is a for-profit corporation that is 100% owned by St. Mark’s Episcopal Church. All of 564’s assets are invested in a Palo Alto home at 2727 Gaspar Court. The corporation has three directors: Paul Milo, Jonathan Luk, and David Kennedy, who are responsible for managing the corporation mainly by providing fiscal oversight and property management of 2727 Gaspar Court. Maureen Kennedy handles the financial and administrative work for 564. A set of by-laws, on file in the church office, governs the activities of the corporation. 564 Colorado Corp. provides, subject to adequate cash reserves, a monthly dividend to St. Mark’s Church.

2023 Highlights

2023 was a stable year for 564 Colorado Corp. with the tenant continuing, and minor maintenance needs for the property.

- Long time business manager Beth Janopaul transitioned the financial and administrative work to Maureen Kennedy. Paul Milo provided primary tenant management.
- The corporation has a goal of, and has been able to maintain, a minimum of three months operating expenses in reserves.
- Property maintenance in 2023 included fence repair and minor plumbing.
- Increased dividend to St. Mark’s from \$1K to \$3K per month for 2024.
- The current tenant who moved in November 2021 continued with a term through May 2024.

Hopes for 2024

To continue supporting the Vestry’s strategic direction regarding the use of the 564 property. To maintain full rental occupancy and increase the rent if possible depending on the rental market. We will make every attempt to balance the financial needs of the corporation with being a compassionate landlord. We will attempt to complete all needed repairs and updates to the property while maintaining a minimum of three months operating expenses in cash reserves.

Jonathan Luk

Building and Grounds Commission

Mission

The Building and Grounds Commission assists in providing a clean, safe, attractive, and functional environment for worship and community activities.

Membership

Nick Roosevelt (Interim Rector); Crystal Larson (Vestry Liaison); Marius Milner (Co-chair); Mary Murphy (Co-chair); Bruce Anderson; Burt Bell, Simon Binns; John & Maritza Frankfurt; Shelly Hatfield; Jane Piller-Wilson; Bruce Wilson

Activities

The commission oversees all major and regular maintenance and repairs with the rector, the staff, and the parish leadership. Also, the group manages the replacement of the facility assets, organizes three parish workdays, and supports the Membership Commission in organizing the Community Faire.

2023 Highlights

- Repaired and painted inside of Rectory with the departure of Rector and family.
- Bought a new sump pump and cleaned up flooded basement.
- Bought Agape shed and new canopies.
- Refinished church new Narthex doors.
- Acquired metal shed for storage of paint and hazardous materials.
- Reviewed the 5 Year Major Maintenance & Asset Replacement Reserve with Treasurer.

2024 Objectives

- Paint/repair outside of Rectory.
- Upgrade acoustic treatment of Parish Hall.
- Paint inside of Church.
- Add windows to office doors per insurance company safety report.
- Replace Rectory roof and garden fence.
- Evaluate/install keyless entry system for rentals.

Respectfully submitted by Marius Milner & Mary Murphy

Compline/Evening Prayer

Several parishioners lead prayers during the week via Zoom, all from the *Book of Common Prayer*.

- Noon every Wednesday (led by Jonathan Luk)
- 8 pm every Monday, Wednesday, and Friday (led by Ron Hodges and Terry Moore)

To participate, go to the St. Mark's website (<https://saint-marks.com/>) and scroll down until you see links under "daily prayer" at the right side of the page. The leader will display the order of service, so you don't need to plan anything. If you want to see what we do, look on pages 103-107 ("An Order of Service for Noonday") and 127-135 ("An Order for Compline"), both in the Daily Office section of the BCP, which is available on-line at <https://bcponline.org/>. These services both grew out of the monastic tradition and were included in the 1979 BCP revision. Note that these are lay-led services; no clergy are required.

Respectfully submitted by Terry Moore

Diocesan Delegation

Our Diocese of California, in addition to parishes and missions, also includes six "Deaneries": Alameda, Contra Costa, Marin, Peninsula, San Francisco, and Southern Alameda. We're in the Peninsula Deanery. We meet four times per year to discuss regional (Peninsula) issues, to propose resolutions for the diocesan convention, and to decide how to vote at the convention in October each year. We rotate our meeting location among the parishes and missions in the Deanery, which range from Los Altos and Half Moon Bay to Daly City.

In 2023, we had an additional task, to help select a new diocesan bishop, as Bp. Marc Andrus will be retiring in 2024. The diocese prepared a diocesan profile (similar to the parish profile we'll be preparing for our new rector) and published it to the Episcopal Church. A committee reviewed the aspirants and selected three to present to the diocese. The three candidates submitted brief biographies and visited each deanery to help us get to know them better. We then held a special convention in December, 2023 to vote and select one for our new bishop, to take over from Bp. Marc this summer. Each diocese then is given an opportunity to review our choice and concur or reject with our decision, and the Episcopal Church has just announced that enough dioceses and bishops have concurred with the election. The Bishop-Elect will then engage in a knowledge transfer from our current bishop, be consecrated, and become our new bishop.

Respectfully submitted by Terry Moore

Stewardship Commission

Our mission is to invite all parishioners to be good stewards, i.e., to tend to, or be caretakers, of our faith community.

To fulfill this mission, the Stewardship Commission's plan of activity includes three phases. First, we tend to, or care for, each member of the parish through a personal contact in August by phone if possible to check in and invite everyone to participate in the new church program year. This early phone call also allows us to update contact information and learn of any moves, etc. so that our parish roster is more accurate. Second, in late October through November, we invite all parishioners to care for the parish as a whole by making a promise of support in terms of time, talent, and financial resources for the coming year. Finally, in May, at the end of the year, we call once again to thank parishioners for being part of our community and to invite them to the annual church picnic to celebrate another year of blessings at St. Mark's.

2023-2024 Activities and Results

In line with this time of transition to a new rector, the theme for 2023-2024 was "Forward in Faith: Honoring Our Past, Building Our Future. With faith for a bright future, we lift each other up and come together to share a portion of our time, talents, and money so that our parish community remains strong and our outreach to the broader community can flourish. Our stewardship campaign is focused on gratitude for all that we receive from being part of the St. Mark's community. We seek broad participation among parishioners at whatever level of support is possible for each person. Every pledge, regardless of amount, is welcome as an important symbol of commitment to St. Mark's.

- Due to extensive summer activities to celebrate our retiring rector, we did not complete our regular August calling to all parishioners. It is important that we reinstitute this phase of the campaign in future years.
- In the fall, the Finance Commission, Vestry, and Clergy set an ambitious pledge goal of \$738,600, which represented a 1.4% increase over the pledge goal for 2023.
- Stewardship materials created by the clergy to provide clear and comprehensive information about the financial needs for 2024 were mailed in mid-October.
- Parishioner Jessica Shambora delivered an inspiring stewardship sermon that underscored the importance of a strong spiritual community.
- The annual Stewardship Brunch was held on October 22, 2023 to kick off the stewardship pledge campaign, with time for questions and answers about the 2024 budget. Approximately 70 parishioners attended the brunch which was prepared and served by twelve parishioners and six vestry members. Ada's Café, a not-for-profit food service owned by parishioner Kathleen Hughes, donated a part of the meal.
- Five parishioners wrote articles of "gratitude" for inclusion in the *Messenger* that appeared over the first five weeks of the stewardship campaign.
- Over 30 volunteers, vestry members, and stewardship commission members followed up by phone and email with each parishioner to be sure stewardship materials had been received and to answer any questions about the budget and stewardship process.

Stewardship Commission (cont.)

- With the departure of our prior rector and our former business manager, we leaned heavily on our new office manager, Wenjing Li, to keep us up-to-date on the number of pledges and on progress toward our financial goals. Wenjing did an amazing job of learning the various databases, processing all of the articles and reminder messages included in the weekly *St. Mark's Messenger*, and sending email communications to the parish. We could not have managed the stewardship effort without her as an amazingly capable and cheerful partner.
- Follow-up reminders were sent to parishioners via email, announcements were made at Sunday services, and reminders were included in the weekly *Messenger* to encourage parishioners to submit their pledges in a timely way.
- Thank you cards were created and sent to every parishioner who pledged.
- As of January 29, 2024, we have received 126 pledges totaling \$683,083, or 92.5% of our pledge goal. We expect that a few more pledges ultimately will be made. While we fell \$55,500 short of our goal, we are grateful for the extraordinary generosity of our parishioners during this post-pandemic, rector transition time. As always, we lost pledging households due to deaths, moves and other circumstances. The Covid 19 pandemic no doubt accelerated the number of moves as remote work allowed families to relocate to lower cost of living areas, and perhaps loosened some ties to the church as people, for a time, were unable to worship in person at the church.
- On a positive note, we received pledges from 10 new families and 17 parishioners were able to increase their pledges to help us close the gap toward our goal. Fifteen parishioners increased their pledges in the last few weeks of the campaign in response to various stewardship announcements.
- St. Mark's is truly remarkable in that a large percent of our active parishioners make some level of financial commitment each year. **We give thanks to everyone in the parish who pledged their participation in church activities and/or financial support for 2024.**



Report continued on next page...

Stewardship Commission (cont.)

Volunteer Participation in Stewardship Activities

Good stewardship requires the dedicated efforts of a large number of people. We deeply appreciate the efforts of everyone who participated this year. The campaign could not be done without their support, and we encourage everyone to become involved and share the responsibility for caring for the parish. It is a great way to minister to our community and to get to know others outside the comfort of your immediate circle of friends. In particular, we are looking for a co-chair of the commission for next year, and for someone to work with Brent Welch on the management of various parish membership lists and the calling efforts. Please consider joining this team next year!

Parishioners who participated in at least one of this year's stewardship activities include:

Andi Allen	Shelly Hatfield	Cindy Price
Margalynne Armstrong*	Mildred Jones	Trudi Reinhardt
Suzanne Bell*	Romain Kang*	Pat Roberts
Carla Bliss	Crystal Larson*	Stuart Sailor
Jonake Bose	Jeannie Leahy	Pat Roberts
Andrew Bridges**	Michele Liencres	Jessica Shambora
Anne Callahan	Jonathan Luk*	Peter Shambora
Lena Chen*	Isabel Luk	Melodie Schubat
Alex Dillard*	Michael Luk	Randy Smith*
Kathy Gillam*	Ann Mendenhall	Mary Beth Train
Diane Guinta	Marius Milner	Anne Vosti
Julia Hartung		

* Vestry member

** Vestry stewardship liaison

Thanks to everyone who pledged, preached, cooked and served, wrote, called and reminded. We are honored to have served on the stewardship commission.

Mego Tracy, Carol Scott
Stewardship Co-chairs

Brent Welch
Caller Assignments & Database Management

Sunday Morning Contemplation

St. Mark's offers an opportunity each Sunday to sit in stillness to contemplate the wisdom of diverse mystical traditions. We gather about 9:15 on Sundays in the Kennedy Room and wrap up about 9:45, which is conveniently in time for the service. We are currently working through *The Essential Mystics*, a collection of short excerpts from various mystical traditions, and read one excerpt each week before entering stillness. We conclude with a prayer or passage from the *Book of Common Prayer*.

We have a fairly consistent handful of dedicated contemplators each Sunday and welcome anyone interested in adding some stillness to their Sunday morning.

Respectfully submitted by Alex Dillard

Ministries and Commissions of St. Mark's in 2023

Liturgy and Membership Commission Group

Provide activities to invite, welcome, and encourage newcomers and long-standing members to participate in parish life; provide services before and during church services to enhance our worship experience.

- Membership Commission - Marina Martin, Michele Liencres, and Debbie Clark
- Altar Guild - Shin Mee Chang
- Techs - Romain Kang
- Flower Guild - Cheryl Miller
- Lectors - Lee Ferguson
- Greeters - Mary Beth Train
- Acolytes/Servers - Nancy Ross
- Choir - Matthew Burt
- Lay Eucharistic Visitors - Carla Bliss
- Liturgical Arts - Carla Bliss

Prayer, Pastoral Care, and Outreach Commission Group

Serve and minister to St. Mark's parishioners and those in need outside the parish.

- Outreach Commission - Katie Fantin and Carla Bliss
- Food Closet - Michele Gallagher
- Compline - Terry Moore
- Noonday Prayer - Jonathan Luk
- Daily Prayer For One Another - Gail Grant
- Contemplative Prayer - Interim Rector Nick Roosevelt
- In Reach - Mary Dillard
- Jail Ministry - Liz Milner

Adult Formation and Children/Youth and Family Commission Group

Create and coordinate opportunities for spiritual growth for children, youth, and adults.

- Adult Education Commission - Debie Thomas
- Children/Youth/Family Commission - Catherine Phillips and Zareen Ahmad
- Young Adults - Ashley Moses
- Women's Ministry - Melodie Shubat
- Men's Ministry - Interim Rector Nick Roosevelt
- Bible Study - Ken Bencala
- Book Club(s) - Debie Thomas and Ken Bencala
- Becoming Beloved Community Task Force - Diane Guinta/Kathy Gillam

Ministries and Commissions of St. Mark's in 2023 (cont.)

Campus and Grounds Commission

Plan and implement activities and steps to maintain our physical space and to keep our parish safe.

- Buildings and Grounds - Mary Murphy and Marius Milner
- Emergency Prep - Ken Bencala
- All Souls Memorial Garden - Interim Rector Nick Roosevelt
- Environment - Simon Binns

Stewardship Commission and Finance Group

Encourage gratitude and generosity in sharing of gifts of time, talent, and treasure.

- Stewardship Commission - Mego Tracy, Brent Welch, and Carol Scott
- Finance Commission - Paul Milo
- Treasurer - Susan Pines
- Counters - Trudi Reinhardt
- Endowment - Glen Kernick
- Planned Giving - David Kennedy

Vital Statistics for 2023

Baptisms:

Katherine Ann Kwiatkowski, Joy Kathleen Weller, George Peter Durkin, Elias Chambers

Marriages :

Petra Dierkes and Pieter Versayel

Dayra Dyer and Simon Binns

Memorials and Burials:

Edith Moore, Carl Ditmore, Andrew John Paisley, Barbara Ingram, Carol Cook, Gordon Vosti, Kenneth Nix, Jean Price, Donald Price, Nancy Liu, William Kirk, Isabel Walker