

ANNUAL REPORT 2016

Compiled for Annual Meeting January 29, 2017

St. Luke's Cathedral
143 State Street
Portland, ME 04101
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St. Luke's Cathedral shares in the Episcopal Church's mission
to restore all people to unity with God and each other with Jesus Christ.

We live this out by focusing on Worship, Spiritual Formation (education),
Inreach (fellowship and pastoral care) and Outreach (evangelism and service to others).

ST. LUKE'S CATHEDRAL, PORTLAND, MAINE
2016 Annual Report (Data as of December 31, 2016)

The Greater Chapter

The Rt. Reverend Stephen T. Lane, Bishop of Maine
The Very Reverend Dr. Benjamin A. Shambaugh, Dean and Senior Resident Canon

Canons

The Rev. Larry Weeks, *Missioner*
The Rev. Canon Rita Steadman, *Sacrist*
The Rev. Canon Nancy Moore, *Precentor*
The Rev. Samuel G. Henderson, III, *honorary*
The Rev. Elizabeth Gilmore, *honorary*
The Rev. David Glendinning, *honorary*

Chancellor

Gordon Gayer, Esq.

Standing Committee

The Rev. Maria Hoecker, President
Mr. Bruce Dalbeck
Ms. Brenda Hamilton
The Rev. Timothy Higgins
Mr. Charles Priest
The Very Rev. Benjamin Shambaugh

The Lesser Chapter (The Vestry)

Senior Warden: George Cooper

Treasurer: Mac McCabe

Junior Warden: Sam Allen

Rob Goshorn
Liz Griffin

Claire Hammen
Elise Magnuson
Misha Pride

Luke Brostek
Mary Linneman
Nick Penfield

Lay Delegates and Alternates to the 2016 Diocesan Convention

Delegates

Fred Fowler
Misha Pride
Martha Parshley
Mary Linneman
Oscar Mokeme

Alternates

Debba Curtis
Cynthia Widdows
Sallie Smith
Ruth Story
Jack Swanton

Cathedral Staff

Dean: The Very Rev. Dr. Benjamin Shambaugh

Pastoral Associate: The Rev. Suzanne Roberts

Deacon: The Rev. Richard Rasner

Cathedral Musician: Albert Melton; *Parish Administrator:* Lynne England

Director of Christian Education: Jon Radtke; *Becky Tatro,* Sunday School Lead Teacher

Housekeeper: Donna Ciriello; *Sexton:* Bruno Mbongo; *Bookkeeper:* Marc Hildreth

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Agenda for the Annual Meeting

- 11:15 Pot-luck lunch, served in Emmanuel Chapel
- 11:30 Opening Prayer
- Approval of minutes of the 2016 annual meeting
- 11:35 Elections (including nominations from the floor)
- 11:40 Senior Warden's Report
- 11:50 Jr Warden's Report
- 12:00 Questions related to Finance: Report from the Treasurer, Endowment Chair, Capital Campaign Chairs
- 12:10 Questions related to Mission Areas
- Worship
- Pastoral Care and Parish Life
- Outreach and work in the community
- Education and Youth
- 12:30 Community Conversation and Visioning
- 1:00 Celebration and Thanksgiving for retiring leaders, Announcemnt of Election
- 1:15 Other business
- 2:00 Closing Prayer, Adjourn

A LETTER FROM THE DEAN

Wow, what a year it was at St. Luke's!

The biggest highlights had to do with the capital campaign and the Rose Window wall. Not only did we conclude the sale of the deanery, exceed our goals on the capital campaign, and finished the repairs on the Window and Wall, under budget and with enough money to do some extra needed work removing chimneys that were about to fall down. We also gave Camp Bishopswood the first installment of our \$100,000 gift, which allowed them to open camp on time in the summer.

It is important to remember that our \$1.7+ Million campaign included gifts from congregations and individuals from around the diocese and that, when we discovered a need for an additional \$200,000 worth of work on the chapel's West wall, the bishop immediately responded with Diocesan funds to help. Thank you Bishop and Diocesan friends!

Huge thanks also go to our Capital Campaign team co-chairs, John Watson and Claire Hammen, to our wardens George Cooper and Sam Allen, to our treasurer Mac McCabe and to numerous others who worked tirelessly throughout the entire project. Much appreciation to our cathedral staff and volunteers who cheerfully kept a full schedule of activities going, despite parking, pew-moving, scaffolding, dust and a significant amount of chaos. In the midst of it all, St. Luke's served as a home for SAGE, the Maine Episcopal Network for Justice and other groups, hosted four Shakespeare Plays, the Portland Bach Festival, the Portland Uke Fest, Diocesan Youth Events, the yard sale, antiques road show, holiday fair, and numerous other concerts and activities, as well as weddings, funerals and other special services. Thanks to the kneelers and knitters, the pastoral care, EV's and healing team, all those involved in worship, and many many others who continued their ministries, and helped our mission continue the whole time!

This period was not without its challenges. As seen in our attendance, some chose to stay away during construction. Though a diocesan investigation showed that accusations made during a service last January were unfounded, residual effects of that experience rippled through the congregation through most of the year, one example being continued small numbers in our youth and Sunday school. With a great pageant, and with Becky Tatro coming on staff as our Sunday School Lead teacher and allowing Jon Radtke to focus efforts on youth and adults, our hopes for our formation programs are strong for 2017. A sign of our spiritual vitality can be seen in our many adult programs and in not one but three members of the congregation going through discernment groups regarding ordination.

2016 brought Katie Frederick to St. Luke's as a communication director, who breathed new life into our social media, web, and other communications tools. Though she left in December to take a full-time job at USM, her legacy will continue with a soon-to-be launched cathedral website. 2016 was also a transition for our Senior Verger, David Savage, who is passing the reins of this important ministry to Thurl Headen. Thank you, David, for all of your amazing work! Thurl, welcome aboard!

In terms of staff, I want to give special thanks to the Rev. Suzanne Roberts our Pastoral Associate, the Rev. Richard Rasner, our Deacon, Albert Melton our Cathedral Musician, Lynne England, our Parish Administrator, Jonathan Radtke, Director of Christian Education, Becky Tatro, our Sunday School Lead Teacher, Marc Hildreth, our Bookkeeper, Donna Ciriello, our Housekeeper, Bruno MBongo, our Sexton and the Rev. Anne Fowler, the Rev. Jeff Turczyn, and the Rev. Dan Rigall who have helped out with services over the year. You all have done amazing work under the most interesting of circumstances.

As demonstrated in several photos and articles in the Press Herald, St. Luke's continued its leadership role in the community. Under the direction of Dick Rasner, St. Elizabeth's continues to thrive. In June, I had the honor of putting on my Preble Street Board hat and awarding St. Luke's (in particular our Soup Kitchen team) the Preble Street "Community Partner Award." I was pleased to represent the cathedral and the diocese by speaking at or participating in a wide variety of civic events, including the city's response to racism in St. Louis, the killings in the night club in Orlando, the Pride Parade, a business forum on the environment, and a city gathering following the election in November. Having completed a second term as president in October, I now serve as a regular member of the Standing Committee (the bishop's council of advice). In October, I was elected as a deputy to the next General Convention.

Personally, I want to thank my wife Shari, my family, and all of you for all their understanding and support. The capital campaign and construction were in effect a second full-time job, which meant that finding my time at home or doing the regular work of ministry was a challenge. I look forward to the rest and renewal of the April-September sabbatical (put on hold last year in order to allow all of the above to happen.) Thanks be to God - phase one is done and St. Luke's came through a very full and challenging year with flying colors. The Rose Window and wall are complete, and light is shining in... as well as out. I thank God and I thank you!



The Very Rev. Dr. Benjamin Shambaugh
Dean

Transitions in Leadership

This annual meeting marks several transitions in leadership:

We thank retiring vestry members **Liz Griffin** and **Rob Goshorn** for their service.

We thank **Mac McCabe** for his ministry as treasurer and welcome **Connie Bingham** (following Vestry appointment in its February meeting) to this position.

We thank **Sarah Halpin** for her ministry of more than 15 years of leading our Endowment Committee and welcome **Nick Penfield** to this position.

We thank **David Savage** for his ministry of more than 20 years as our Head Verger and welcome **Thurl Headen** (once he is certified by the Verger Guild at its annual meeting) to this position.

We thank **Rob Goshorn** for his ministry as our stewardship chair and welcome **Dan McDonald** to this position.

We thank **Rob Goshorn** for his ministry as the Holiday Fair chair and we welcome **Dawn Brennan Daly** and **Margo Hill** to this position.

Reflecting on the Strategic and Architect's Plan

What's going on with the Strategic Plan?

Work with architects, engineers, capital campaign consultants and then the whole process of the capital campaign and construction has been the primary focus over the past couple of years. The results have been amazing. All of this, however, reflects only one small part of our strategic plan. To refresh your memory, the Strategic Plan identified five "values" or areas of focus, all with the goal of helping the Cathedral grow by developing and reaching goals to fill our mission. These include:

1. Living our Christian Faith
Worship together to respond to our needs and those of others.
2. Widening Circles
Move towards a broader audience. Grow our membership.
3. Education
Provide new opportunities for faith development and learning.
4. Marketing and Evangelism
Promote a hospitable, informative and welcoming framework for all.
5. Stewardship
Be effective stewards of our sacred space, our history and our traditions.
6. Leadership
Lead by example in all areas of our mission. Ensure staffing to best reach our goals.

It is important to recognize that each of these showed significant activity during the past year. A few examples: The "Twilight" service, an experiment of candlelight contemplative worship at the 5:15 fits areas 1, 2, and 4. The new bulletin format, new liturgies, and the moving of pews fit areas 1, 2, 3, and 4. The "Ukefest," Bach Festival and Shakespeare Plays, the Maine Episcopal Network for Justice, the Faith Advocacy Network, and the dean's work in the community fit values 2, 4 and 6. The growth of our Eucharistic Visiting, Pastoral Care, and Healing teams fits area 1. The hiring of a Communications director and a Sunday School Lead teacher fit areas 3, 4 and 6. Continuing conversation about hiring assisting clergy and three possible deacons now in discernment fit areas 1 and 6. The capital campaign, construction, and numerous fundraisers fit area 5. The Strategic Plan is also reflected in our budget, with increased funding in each of these areas. While the Strategic Plan might have been overshadowed by a little stonework and the vocabulary used by the congregation and vestry may have shifted, its ideas and emphases live on, and, in order to refresh our memories, form the outline of this annual report.

What about the Architect's study and planning process ?

Parishioners will recall a series of architects meetings (both with parishioners and those in the community who use our space) that were focused on how to help our facilities facilitate our mission and on getting input concerning needed work outside of the cathedral nave and rose window wall. Ideas included new bathrooms and kitchen, fixing the entrances, pew cushions or chairs, refurbishing the choir room and Sunday School hallway, looking at parking, moving offices to Loring House and creating new "narthex" areas on both the parking lot and the State Street entrances. This work has not been forgotten! With the Rose Window wall completed and (by January) paid for, the vestry is beginning to look to Phase 2, examining the results of that earlier work, and reflecting on our needs and our abilities, based on projected income from the Capital Campaign.

SECTION 1

Living the Christian Life

Introduction

The first section of the Strategic Plan is called “Living the Christian Life.” This area covers a wide variety of topics related to the life of the congregation, including worship, pastoral care, incorporation of newcomers, and other areas of parish life.

Altar Guild

The Guild is a ministry of 10 men and women giving time and talent to serve God in His house. Members are Rita Siavelis, Liz Parsons, Philip Lee, Marlene Cordes, MJ Northrop, Bob Parker, Beverly Stewart and trainee Karin Sears. Michael Courts is a new member who works two weekends per month and MJ Northrup is a longtime member who has taken on duties of clearing after the Tuesday service. We presently have an opening on each of our four teams and invite you to contact us. We work together to prepare the nave and chapel altars and surrounding areas for services. There are 3 setups for 52 weekly celebrations of the Eucharist, along with Holy Days, weddings, funerals, and special events. Ours is a collaborative ministry with Vergers, Eucharist Ministers, Ushers and Flower Guild.

We are responsible for the weekly care of linens, the polishing of sacred vessels used weekly, brass plaques and the altar railing. The Guild dusts and vacuums the nave and both chapels weekly, maintains the votive stand, the seven-day candle and is responsible for the inventory and ordering of liquid paraffin, candles, votive candles, wafers and wine.

We met two times this year to polish all the beautiful silver and brass vessels and were joined by members of Flower Guild, Vergers, Ushers and the Choir. Our legendary Champagne & Cucumber Sandwiches celebrated a job well done, along with Swedish Christmas Cookies from the Shambaughs.

A Fair Linen was purchased this year for Emmanuel Chapel and a dark blue tablecloth was appropriated for a frontal. Red fabric was purchased to create veils for Palm Sunday. Two large pitchers were purchased for Maundy Thursday service. New vendors were found to save the budget dollars.

A proposal will be resubmitted to repair and restore several important historical pieces in the cathedral beginning with the brass bookstand in Emmanuel and the mixed metal Baptismal candlesticks. We recommend this be a budget line item; Cathedral Antiquities.

The main sacristy is a shared working space often mistaken as a closet. This room has been reclaimed as a place where the Blessed Sacrament is kept during the week with clear working areas. The Umbry has been moved to the adjacent wall space creating a work area for Vergers. We have prepared a closet in All Souls Chapel for the beautiful Prayer Shawls. A storage room in the undercroft has been designated for the Flower Guild and storage has been set up for the huge cartons of Christmas decorations. This year the Altar Guild will assist the Flower Guild in setting up the storage of their silk flowers. We plan to assist our Head Verger in the photographing of all the vessels and submit an itemized list for insurance purposes. Our main project will be a new Altar Guild Guide clarifying and updating Saturday and Sunday responsibilities.

This Guild prayer summarizes our work. *Almighty God, grant we beseech Thee, that we may handle Holy Things with reverence, and perform our work with such faithfulness and devotion that it may rise with acceptance before Thee and obtain Thy blessing; through Jesus Christ our Lord. Amen.*

James Flagler & Joan Dow

Cathedral Music

Music continues to be a vital part of our worship life and it is also an important part of our outreach to the Portland community. At our own concerts and musical services as well as those by outside musical organizations, we have hosted audiences and congregations numbering from as few as twenty to as many as three hundred people. These musical services and performances bring many people here who might otherwise be completely unaware of this beautiful place.

During 2016 through our annual series, *Music in the Cathedral*, we presented our annual Epiphany Service of Lessons and Carols along with seven services of Choral Evensong sung by the Cathedral Choir. In addition to those musical offerings, we continued to host a series of early music concerts in Emmanuel Chapel featuring Music's Quill (Timothy Burris, lutenist and Timothy Johnson, tenor) and several of their musical colleagues who also specialize in early music. A very special early music event was a concert by forte-pianist, Sylvia Berry with some of her colleagues. The concert was part of the Early Music Festival sponsored by the Portland Conservatory of Music. In complete contrast to that was the Mardi Gras jazz concert presented by Port City Jazz on Shrove Tuesday.

As in past years, the Christmas season was very busy here. Renaissance Voices, an *a cappella* chamber choir (led by Harold Stover) which features renaissance choral music, presented their annual Christmas concert and again, we welcomed the Saint Mary Schola, a group of professional vocal and instrumental musicians (led by Bruce Fithian) who also specialize in early music. Earlier in the season, we welcomed Oratorio Chorale (led by Emily Isaacson) for their performance of Felix Mendelssohn's oratorio, *Elijah*. As many of you know, the Portland Rossini club also makes its home here and presents concerts each month which are free of charge to St. Luke's parishioners. Last June, we were especially pleased and excited to host some of the performances that were part of Portland's first annual Bach Festival which brought larger than expected audiences to hear chamber works of Bach in the intimate setting of Emmanuel Chapel.

The Cathedral Choir, an ensemble of about twenty-five singers, continues to enhance our weekly services with a broad range of choral music from renaissance motets to the works of contemporary composers. In September, we welcomed soprano, Hilary Jones and tenor, Peter Wright to the Cathedral Choir. We are very blessed to continue our musical collaboration with Randy Mullin, retired organist and choirmaster of St. David's Church, Baltimore. Randy continues to share his time and considerable talent with us by accompanying the choir at Evensong and at most Sunday morning liturgies. He has also presented some dazzling organ concerts. We continue to benefit from the talent and commitment of Terry Foster, an exceptionally versatile organist and pianist who has been coordinating special music on fourth Sundays for the 5:15 service. This music features various musical styles including blues, gospel, folk and classical. Yet another valued musical resource is pianist, Tom Wadsworth who accompanied our Christmas pageant and offered piano selections for the prelude and postlude at that service.

We are truly grateful to all those in our choir who give so generously of their time and talent. Because of their musical gifts and their many hours of work, our worship is made more beautiful and we are often more open to the presence of God. We acknowledge also the work of people who support us in non-musical ways like helping with publicity, greeting people at our concerts, or serving as lectors at Evensong or Lessons and Carols or hosting breakfast on Easter Day! We are grateful to each of them for their willingness to help and we appreciate the continuing support and encouragement of the entire St. Luke's community.

Albert Melton, Cathedral Musician

Lectors

Another year has passed and the lectors continue to enhance the services at the Cathedral of St. Luke. Our 75 plus lectors read the lessons and Prayers of the People every Sunday at the 10:00 a.m. service and services on Holy Days and Evensongs. We had readers of all ages this year including a rendition of the Passion of Christ on Palm Sunday by our young people. We will maintain our presence throughout the next year.

Susan McCuller

Flower Guild

The Flower Guild continues to follow its mission to enhance our sacred spaces to the utmost. We strive to use our own talents with commercial, natural, everlastings and seasonal materials to bring out the glory of the architecture of the Cathedral.

We try each year to streamline our major holidays as they are a huge effort for all involved. We heartily thank all those who volunteer to spend their precious time to assist us with the Christmas greening. We could not do it without you. Thank you also to the donors who support these efforts every year with their memorial and thanksgiving gifts. We encourage all to sign up on the flower chart on the bulletin board for a particular Sunday as our efforts are only possible with contributions from you. Many thanks to our members for their time, talent and treasure, especially given the magnitude of our preparation for special events.

We work well as a committee because of our dedication, creativity and open communications. We welcome new members -- please contact one of us for membership information. We look forward to serving God and our mission in the coming year.

Nancy Armitage and Muffie Fernald

Healing Team

We are the folks who serve each Sunday at the 10 a.m. service. We are in All Saints Chapel (to the right of the altar), and there are always two members of the team present to pray with and for people in the congregation who come forward asking for prayers of healing in total confidence.

This year, 2016, has seen periods of change and transition, and though difficult at times, the importance of this ministry never ceases to amaze, and inspire each of us.

The recent death of John Widdows was felt by all members of the Healing Team. John, I can say, goes back to the time when this ministry was just beginning, and he has gently guided it for so many years. He is missed.

New members joining us this year are Lisle Blind, Betsey Deleuse, and Judd Hume .

A total of one-hundred and fifty four (154) people came forward during this past year asking for prayers.

John Leddy

Ushers

The usher team has been pleased to serve all who attend any of the services here at St. Luke's. As ushers we welcome our congregation, friends and visitors who attend our regular Sunday worship services and the many special holiday services and other events. Many "visitors" who come through our doors are new to the area and are in the process of looking for a place of worship; our usher team strives to ensure them that they feel welcome and endeavor to have their questions answered.

Our usher roster in January 2016 stood at 23; as of January 2017 our roster stands at 21. Our goal is to have 23 persons on the roster at any one time. That allows us to meet the needs for ushers easily. This year we will be looking for new volunteers as well as holding some brief training sessions.

During the calendar year a team performs usher duties at 69 different services. Ushers also serve at funerals as necessary. This translates into 271 opportunities to usher each year and results in 610 volunteer hours served at St. Luke's.

As chairpersons of the ushers, we wish to thank all of our team for their exceptional effort and dedication. We appreciate everyone's flexibility and willingness to volunteer when called upon. Without this commitment and dedication from the usher team, our job would be more difficult. We continue to look forward for the opportunity to serve the St. Luke's community.

Anna and Jim Messmer, Bob Parshley

Vergers

I would first like to thank all of the Vergers, youth vergers, acolytes, adult acolytes and eucharistic ministers for all that they do as servers in God's house. I would also like to thank David Draper for his service as head verger, as well as David Savage for his counsel and on going support.

The Verger Guild at The Cathedral Church of Saint Luke has gone through a change in leadership in 2016. David Draper did step down and David Savage did resume his duties as head verger. I was asked to take on the leadership role in the late summer by Dean Shambaugh and accepted. David Savage and I have been working together to get me ready to assume the position after Lent.

Currently we have ten vergers, eight youth vergers, eleven acolytes, six adult acolytes and seven eucharistic ministers. We primarily serve on Sundays at the 10:00 am Eucharist and Choral Evensong on the first Sunday of the month, Christmas Services, Holy Week Services. We also serve at special services such as funerals and confirmations and ordinations.

Over the past year we have worked with the Altar Guild and Flower Guild to make it so that the sacristy functions as a sacristy and not as a catch all. We have also worked with the Altar Guild to work on candle light solutions for the 5:15 services and Taize services. We cleaned the Stations of the Cross, by artist Don Justin Meserve, in Emmanuel Chapel of the candle wax.

I have set a few goals for us in 2017. Working with the Altar Guild, we would like to have the green and white vestments repaired and cleaned. Also we are planning on cataloging all the antiquities and fine silver. This cataloging will include: photographs, detailed descriptions which will include any historical significance and measurements. Also we would like to get complete red, purple and blue sanctuary sets. These sets include: four sided jacobean frontal, pulpit fall and bible markers, burse and veil, two chasuble and stoles, two dalmatics and deacon stoles, two copes, two priest stoles, one miter. We either hope for a memorial gift to obtain these or we will look at doing a fund raiser. The cost of each set will be between \$6,580.00 and \$11,670.00.

I will also continue to have training for all who serve so that we are able to best perform our duties at the cathedral. Along with that I hope that more adults and youths will look into becoming part of the Verger Guild or serve as acolytes.

Thurl Headen

Worship

In an effort to respond to requests for less formal services, the Taize services continues to be offered in Emmanuel Chapel on the 2nd and 4th Wednesdays. On the 1st and 3rd Wednesdays, a Contemplative Service is led by Nancy Bowker. All Wednesday services are held at 5:30 pm. Twilight in the Chapel, a casual, creative, and contemplative service of Eucharist at 5:15 on Sundays experimented with new liturgies, varied forms of music, and time for quiet prayer. These changes did not seem to attract new and younger members to the cathedral and, with the encouragement of the regular 5:15 congregation, the service moved back to a more customary, though still contemplative Rite II service. We thank Terry Foster for his regular offering of music and The Rev Anne Folwer and the Rev. Suzanne Roberts for conducting this service. Another important ministry happens at Piper Shores with regular services and Eucharistic Visits. We give thanks for the ministry of our Eucharistic Visitors who extend the altar rail to hundreds of people who cannot physically be with us in person. We particularly thank Jack Swanton and Alan Fielding for their work in making sure all of our services are live-cast. We know we have regular watchers from around the country and around the world!

The moving of the pews for construction inspired a number of other liturgical innovations at the 10am service. These included new Eucharistic prayers and prayers of the people, a more modern Lord's prayer, new music, and having the entire service printed in the bulletin. While some deeply appreciated the new prayers and music and the intimacy of the pews "in the round," some found these changes very disconcerting. All, however, appreciate the fully-inclusive bulletin, particularly newcomers and those with physical challenges for whom handling the prayerbook and hymnal were difficult.

A highlight for many was the special Evensong in September dedicating the Rose Window, followed by the return of the pews and liturgy in more traditional settings. The bulletin, however, has remained in its new format.

Though our attendance dipped during construction, our average Sunday attendance (ASA) remained the same as last year and our attendance at the services of Christmas and Easter remained strong. Evaluation of Christmas showed a desire to make the 5:00 service on Christmas Eve more of a family (i.e. suited for young children) service, shorter, and perhaps not with communion.

A special thanks to our vergers, ushers, altar and flower guilds, and all those who help make our worship so special in so many ways.

Dean Shambaugh

Kneeler Guild

We have completed our 12th year of ministry of Expressions of Faith in Needlework. Meeting weekly on Tuesdays during the school year September to June, we have a morning group which meets from 10-12 and an evening group which meets from 6-8 pm in the "Nursery" off the Upper Hall.

The continuing goal of the Kneeler Guild is to complete our project of making kneelers for all of the congregations in the diocese. We have contacted and heard from volunteers from around the state. They join with many from our local group to stitch new or to finish kneelers which have been returned uncompleted.

The goal is to have all parishes in the Diocese of Maine represented with a beautiful needlepointed kneeler displayed within the Cathedral. This is being done using the list of parishes originally functioning in 2004, when our project was begun. During recent years some parishes have closed due to low attendance or lack of funds. Volunteers are or will be creating kneelers to represent these closed parishes.

The original total of parishes included 20 summer chapels and 66 year-round churches. At this time the \$75 cost is being waived for all remaining kneelers, with costs being absorbed by the Kneeler Guild.

This has added 26 kneelers to be stitched by volunteers. We continue to be very grateful for their assistance.

Five kneelers were returned partially finished and are being completed. Thirty-nine kneelers are actively being stitched at their parishes. There are 115 completed kneelers in the Nave. These include some kneelers from an earlier project that were in poor condition and restored by Joe Edgar.

There was no dedication scheduled during 2016, although four kneelers were completed. These are being upholstered and will be dedicated in the spring of 2017.

The Kneeler and Knitter Guilds' Christmas project merged with others to collect more winter accessories for men, women & children. This served St. Elizabeth Essentials Pantry Jubilee Center, Reiche School, and West End Community School.

Our 2016 Valentine Cookie Walk made a profit of \$800, which was donated to the Cathedral's general fund.

Jeri Edgar and Nancy Mawhinney

Prayer Shawl Ministry

February 7th was the Blessing of the Prayer Shawls. Once again, in conjunction with the Kneelers, the "Cookie Walk" was held on February 14th. The proceeds were donated to St. Luke's General Fund. On June 7th we had a light luncheon and said farewell for the summer. The first meeting of the fall was on September 13th. We held a luncheon for the office staff on December 13th. The Kneelers and Knitters Christmas project was to donate hats, mittens and heavy socks to St. Elizabeth's Pantry.

Helen Smith

Foyers

Cynthia Fitzgerald and Anne Schink issued an invitation to participate in Foyers in the fall. The response was low after several years of declining numbers. When asked, most said that they loved Foyers, but that they weren't really 'new'. Others said that they knew everyone in the group, so it did not meet the goal of introducing new people. Other barriers included "I don't cook" and "I can't host a group of 6-8 people". So we decided to take a 'wait and see' approach for this year. It is an important ministry. Since the late 1970s Foyers have been a part of St. Luke's. They are informal gatherings of small groups to meet to get to know one another better without a formal agenda. They usually meet about once a month at group members' homes for a simple meal. If you are interested in starting or joining a group, please contact Anne Schink at 799-3112 or abschink@gwi.net or Cynthia Fitzgerald at 774-3526 or cmef12@gmail.com

Anne Schink

Pastoral Care and Eucharistic Visitors

This group of dedicated and caring people continues to visit our extended parish family in homes and nursing homes. The Eucharistic Visitors bring communion from our worship services to our regularly scheduled list of people sometimes joined by family members, friends, or staff caretakers. There have been 214 visits with a total of 631 communions (including the EV). The EV visits at Piper Shores have grown into a gathering of 10-15 people each month. Services at the Cedars were started with the leadership of the Rev. Mary Ann Hoy, but for a variety of reasons are not continuing.

The overall Pastoral Care group is growing and includes other activities such as sending cards on special occasions, making telephone calls, supplying meals on a short term basis, providing rides to church, and sometimes just to chat. The past year has also seen the addition of a scheduled support meeting once or twice a month for members who are part to full time caregivers for others.

This committee is always looking for those who have a servant's heart to join us. We meet in in the Chapter Room at 11:30 on the 3rd Sunday of the month. We are working on ways that people can become part of the Pastoral Care Team on a more ad hoc and focused basis.

Nancy Allen and Sallie Smith

Birthday Greetings

Sally Poland will continue this ministry in 2017. If you or someone you know would like to receive birthday greetings, please let the parish office know of your month and date. We'd like to send cards to all of our cathedral family.

Lynne England

SECTION II

Widening Circles

Introduction

The second section of the strategic plan is called "Widening Circles." This area covers a wide variety of topics related to our work and ministry in the wider community, including evangelism, music and arts, and work for justice as well as what is traditionally considered "outreach." Strategically, the "Widening Circles" committee will focus on developing a greater relevance to a broader society, strengthening our outreach, building on our work in music and the arts, and growing the congregation. On a diocesan level, this is the Cathedral's part in what the Bishop of Maine calls Finding God in the Neighborhood.

This past year has seen a host of actions ranging all the way from an essentials pantry to a food pantry to a soup kitchen to Haiti and many more, including the new chapter of the Maine Episcopal Justice Network, the Ukelele Festival, Shakespeare Plays, the Bach Festival and the Dean's participation in the broader community. Many actions are unknown and unsung, and those may be the most powerful - when we find within ourselves that we can do God's work with a simple hello or a smile.

"Widening circles" is about spreading God's love from a center point, and that center point is within each and every one of us. We each can start a ripple that will expand to who knows where. The goal is not to purposely know where the ripple will go or to whom it may intersect, but it's to know that the ripple may move someone. St. Francis had a more succinct way of describing how to widen circles: "Preach the Gospel, and if necessary use words." Actions, actions, actions.

Report of Cathedral Deacon

This past year has been a full and productive one for your deacon.

Cathedral Outreach Work - we are told as deacons to take our message out to the world. One of the ways I do this is by serving as Executive Director of St. Elizabeth's Jubilee Center. St. E's is a Diocesan effort with the support of seven local Episcopal Churches, including St. Luke's. We are in operation every Tuesday, seeing over 200 of our neighbors each week.

Outreach in the Community - I have given talks to various community groups, attended monthly brown bag lunches with all the Peninsula clergy, participated in Ashes to Go, and Maundy Thursday foot-washing at Preble Street Resource Center. I have also represented the Cathedral at various gatherings where I felt our voice needed to be heard. I also served on a Board Committee at Mercy Hospital where we work to maintain the Catholic Identity of the hospital, now that it is a part of a secular organization..

Altar Responsibilities - I serve at the 7:30 and the 10:00 services each Sunday. I also assist on all the church holidays and Holy Days. Each year I do a number of funerals and weddings. Each wedding includes 4 – 5 pre-marital sessions with the couple. I work with the vergers in overseeing the Eucharistic Ministers.

Christian Education - I taught two six week courses to help people learn more about the Episcopal Church and the Cathedral and in many cases to prepare them for confirmation/reception into the church.

Clergy Representative - I serve as the clergy representative to the Pastoral Care Committee, attend its monthly meetings and share information on the pastoral visits I have made.

In conclusion, I feel I have found a calling serving as the deacon at the Cathedral. I thank you for the opportunities you give me to both work within the parish and to help take the church into the world.

The Rev. Richard L. Rasner

Outreach Allocations projected for 2017

St. Elizabeth's Essentials Pantry (purchasing toilet paper, bar soap, laundry detergent and diapers)	\$3,250.
St. Luke's Food Pantry (purchasing food for weekly pantry)	2,000.
Preble Street Resource Center (our yearly contribution to support their programs)	2,000.
Haiti Committee (allocated by the Haiti Committee for our school in Dunny and other projects)	2,500.
Family Promise (an initiative of peninsula churches to help new Mainers)	1,000.
Rent Deposit Bank (a joint venture of Portland churches to help neighbors with security deposits)	1,000.
Contingency Fund (for additional needs that may arise)	750.
Total Outreach Budget for 2017	\$12,500

Dean's Discretionary Fund

The Dean's Discretionary Fund is used to help those who come to St. Luke's looking for assistance, to fund unbudgeted items and events, to fund other activities that further the mission of the church, and for other items at the Dean's discretion. The Cathedral has a continual flow of people coming looking for help, more and more who do not speak English but have been told about St. Luke's and "Pere Ben" who speaks French. St. Elizabeth's clients often are referred upstairs or make their way to the office as well. Many (members and non-members) do receive help with bills, rent, utilities, food, and other items. The dean works closely with Hope Gate Way, Preble Street, 211, and other agencies to connect clients with the most appropriate and helpful resources in Portland. We are excited about a new "bank" for rental deposits being formed by Hope House and are working with them to get this going, as deposits are the largest request by far.

The Dean's Discretionary Fund receives income from the loose plate offering on the first Sunday of the month, generous gifts from parishioners and income earned by the dean from weddings and funerals of pledging members. Thanks to all who helped, this fund is able to continue its valuable quiet behind-the-scenes ministry at St. Luke's.

As you can see, this total is almost equal to the amount spent by the cathedral on other community projects. The demand far exceeds the ability to help, and we say "no" far more than "yes" to requests, with gifts being the sole reason that this fund stays solvent.

Almost every day a steady stream of people comes in looking for help, with 10 not being abnormally high. In each case, we listen, pray, and offer advice and recommendations for other agencies in town, as well as referrals to St. Elizabeth's and our own food pantry. This important ministry could easily be a full-time job and takes up a large amount of clergy and staff time.

The Dean's Discretionary Fund

2016	Beginning Balance	\$4199.94
	Ending Balance	\$2702.10
	Total number of checks:	69
	Total amount of assistance:	\$7982.00

Areas of need

Housing	27 checks	\$4012.27
Utilities	8 checks	\$685.61
Health	1 check	\$160.00
Immigration	4 checks	\$800.00
Travel	7 checks	\$430.00
Other Assistance	22 checks	\$1894.20

Creation Care

Creation care is the work of all Episcopalians, as the Book of Common Prayer continually reminds us. The Creation Care Team is a loosely organized group of parishioners who put caring into action in many ways.

Internally, during 2016 energy efficiency improvements involved continued exchanges of incandescent light bulbs for LEDs in the sanctuary and Emmanuel Chapel. To date, electricity consumption in these two areas has dropped from 9,800 watts to 2,348 watt annually. Our water efficiency also improved with the installation of new low-flow toilets, saving an estimated 55,000 gallons per year.

During Lent our periodic adult educational series, *Spiritual Resources for Climate Action*, explored "climate denial" and the Christian story as crucial to seeing things differently. Summertime experiments with the Sunday liturgy incorporated prayers with more creation-centered language.

Externally, we continued a close relationship with the Sierra Club of Maine whose Portland Climate Action Team holds its meetings in the upper parish hall. With them we co-sponsored a public screening of Naomi Klein's film "This Changes Everything" and actively pressed for solar energy at the state and local levels. Collaborations with our neighborhood association helped us care for creation by working towards more cohesive, resilient communities. Joining with Maine Episcopal Network for Justice encouraged us to use public power for eco-justice.

Sam Allen, Luke Brostek, Gus Goodwin, Marby Payson, Liz Parsons, Robert Stoddard

Maine Episcopal Network for Justice

Last year was a time for Episcopalians all over the Diocese to discover how they could engage in the political process from a position of faith. The Cathedral hosted the first gathering of the new ministry in March. Over 50 people joined us from 13 different parishes on a beautiful Saturday morning to learn how we could work together to advance civic engagement in a respectful and faithful manner. Since that time, a social justice team has been formed who meets monthly to discuss current events, establish a voter registration drive, and raise awareness about issues. Now that the Maine legislature is working on some 2,000+ pieces of legislation, the group expects to fully engage in every aspect of the legislative process. The group also intends to work on federal issues with our congressional delegation. For more information about the group please contact Liz Parsons (ecparsons33@hotmail.com).

John Hennessy

Haiti Partnership

2016 proved to be both challenging and successful for the committee. We committed ourselves to fully funding lunches at the school. To that end, appeals for the Quarters Fund were made at services and a newsletter identifying the accomplishments in Duny was provided to the congregation. As a result of the committee's efforts, children continue to receive a noontime meal and several students receive scholarships to attend school. Additionally, we funded an underground pipe to connect the water Kiosk in the village to the school, a distance of about 300 yards. Hurricane Matthew struck in October and devastated much of the southern tip of Haiti including Duny. Crops and livestock were lost. The overground pipeline connecting Duny's water supply from the spring to the village also washed away and has yet to be rebuilt. We repaired minor damage to the food storage building. Luckily the new school remains intact after the storm however the church suffered major damage. Pere Goursse was able to visit St. Luke's in October after the birth of his child. He has since returned to his home in Haiti and tends to the congregants at his three parishes. We received generous support from individuals including a matching grant of \$1,500. We were the recipient of a fundraising effort by Scarborough High Model UN and St. George's church in Sanford. St. Lukans also participated in the annual Maine Walks for Haiti fundraiser.

Karin Draper communicates on a weekly basis with Wisly, the director of school and at times with Pere Goursse, gathering information while strengthening the partnership between St. Luke's and the people of Duny. Dean Shambaugh also corresponded with Pere Gourse during the year. Needs exist everywhere. The committee meets monthly on the second Sunday at 11:30. New members have revitalized our committee this year and we remain committed to the three guiding principles adopted in 2015: build relationships, create sustainability, and make connections.

Meredith Cough

Food Pantry

How many of us either as children or as adults have gone to bed hungry? I know that I have as a child, oh, we ate but there were times that we did not have enough to eat. Thank God for homemade soups and stews. Other than family, there wasn't any other help. I have found with my service in the Food Pantry, there are many people out there who are going to bed hungry daily. Most children will have breakfast and/or lunch at school, but there is little at home for them to eat. Wayside Food Rescue has opened several sites in the area where they serve either a lunch or dinner, serving those alone or with limited incomes to eat healthy meals. These have become community meals enjoyed by many. It is heart breaking when we see an individual or a family of 3, 4 or more come into the pantry because they recently lost their job. They are truly humbled to be there, but they need food and a little bit of encouragement to let them know that they are not alone. We at the food pantry are thankful that we are able to be there for them. We have a limited amount of money to purchase food. To do a better job we can use additional funds. In 2016 we received \$2,000.00 in gift cards from Hannaford's which has been to good use. We get food from Wayside Food Rescue when we can and we also get a small amount of food from TEFAP. The rest of our food comes from our caring parishioners either in the form of food at the Sunday Services or in the form of a check. With the checks we receive, we are able to shop at the Good Shepherd Food Bank where we pick up food at a cheaper rate than

if we purchased it at Shaw's or Hannaford's. Each week we see new clients coming into the Pantry, in addition to our regulars. Fortunately, we stop seeing some clients as their situations change. Some clients come in once or twice a year when their funds run low for the month. In 2015 we were able to feed 950 individuals (not counting their cats and which we do purchase food for.) Other than myself we have a small group of dedicated volunteers without whom we could not keep the pantry going: Dottie Pride, Gisele Rabata, Joyce Walsh, Cynthia Fitzgerald and Chester Bishop. This year Anna Messmer joined our team as a substitute. Anyone interested in learning more about our mission or to view our pantry please feel free to contact me.

Chuck Sawyer

Soup Kitchen

St. Luke's soup kitchen ministry has had another positive year of service at the Preble Street Resource Center. We continue to provide a Shepherd's pie that rivals "...the finest in New York City" and our biscuits keep bringing people back for "...just one more...please?" We are incredibly thrilled to be able to spend one Sunday a month with a group of dedicated Preble Street coordinators, as well as serving those who need something a little extra to make ends meet under their current circumstances. Since Preble Street has stopped providing a count of attending clients I cannot provide an accurate count of how many people we served, but from our estimates and the amount of food served, the average number of people attending our Sunday lunch is about 300. This year saw several changes as to how the Preble Street Soup Kitchen operated. First, the desserts, such as cakes and pies donated by Whole Foods, Hannaford's and Trader Joes were removed from the weekend meals. This helped reduce tension amongst the clients and enabled the serving line to progress faster. St. Luke's now provides a healthier alternative of fresh fruit. A second slightly more impacting change was the introduction of two seatings: the first intended for the elderly, the disabled and those with children, and the second for the majority of the clients. While the populations of both groups appears to be the same, the atmosphere at Preble Street is calmer although it does mean the St. Luke's team needs to work efficiently to get the Shepherd's pie and biscuits into the oven for the first seating at 11:30am. In addition to ensuring we have enough food for the two seatings, we also do a quick clean of the dining hall prior to the second seating.

As with all ministries, several of our team members have moved onto different tasks, but fortunately many still attend when the need is great – thank you all! As with previous reports, the Soup Kitchen team offers a special thank you to Barry Bernard. Barry has special ties to St. Luke's and has been working his culinary magic for around 20 years. He also generously offered his summer camp and personal time to host a soup kitchen volunteer picnic this past summer. Without the efforts of the following people, our soup kitchen ministry would not be possible: Judy Baldi, Sarah Braik, Nancy Brain, Jeff Brown, Teresa and Tom Cole, Mary Doughty, Kathy Damon, Betty English, Emily Hall & Eric, Marlee Hill, Laress and Mark Laurence, Chris Mooradian, Ray Davis Murdock Curry, Bill Slack, Hilary Tounge, Michael Valentine, Celia Wakefield, Priscilla Webster and Jamie Willey (huge apology if I missed anyone). I would also like to thank those who came when needed and I hope to see them again.

If you would like to volunteer and join the group of awesome people, please send me an email at maddie2@hotmail.com. If you wish to volunteer at other times, please contact Preble Street at http://www.preblestreet.org/soup_kitchens.php to find out how you can help. Thank you to everyone who served throughout 2016 and to those who will serve during 2017!

Maddie Valentine

Services & Advocacy for GLBT Elders (SAGE) Maine

SAGE has been hosting monthly dinners at 6 PM on the third Thursday at St. Luke's and has seen the group's attendance grow in impressive numbers. In fact, since the inception of the program, over 185 individual visitors have participated and 2017 looks like it will be another successful year for LGBT older adults and their allies to share fellowship and build community. SAGE offers their heartfelt thanks to the Cathedral and staff who help to make it a joyful experience. The program is made possible by a partnership with Southern Maine Area Agency on Aging. For more information about SAGE you can contact John Hennessy (jjhmaine@maine.rr.com).

John Hennessy

Shakespeare

The Cathedral was alive with the sounds of the bard this year, as three different Shakespeare plays were held at the St. Luke's. First in the Spring was a production of Macbeth put on by Bare Portland in conjunction with Portland Stage and Acorn. Macbeth feature four female actors acting in all the roles and was set to dramatic beautifully composed original music. The eery feel of the play was perfectly fitting to the Cathedral and quite memorable. Richard II was next, and set in the more intimate venue of the Emmanuel Chapel. Audiences felt like they were part of the action and every tense moment was keenly felt. Finally, A the cast of A Midsummer Night's Dream invited us to their final dress rehearsal as thank you for allowing them to use our space for rehearsals. The comedic cast brilliantly brought the characters to life in the fashions of the 1980s. To sum up, if you wanted to see great performers putting on some of Shakespeare's finest work, St. Luke's was the place to be.

Misha Pride

Uke Fest

The St. Luke's-sponsored Annual CascoBay UkeFest is now in its third year and has been a resounding success, filling the Cathedral with the resonant sounds of joyous ukuleles. Close to 100 folks, including children, participated in the First Annual CascoBay UkeFest in 2015; over 300 joined in the fun last year; and we expect over 400 uke'sters this year in July. For many of them, the UkeFest is their first visit to the Cathedral. Along with workshops and ukulele performances, the UkeFest seeks donations of money for ukuleles and iPods for local organizations. Last year, we were able to donate 15 iPods to the Alzheimer's Unit at the Maine Veterans's Homes and 15 ukuleles to youngsters who would not otherwise have been able to buy their own. This year we hope to donate ukuleles to LearningWorks for their after-school programs.

Lee Urban

St. Elizabeth's Jubilee Center

This was another good year for the Diocese' newest Jubilee Center. We operate a smooth operation each Tuesday thanks to a core group of volunteers both regular and from our supporting parishes. Housed at the Cathedral and supported by the cathedral as well as St. Alban's, St. Ann's , St. Bart's, St. David's, St. Mary's and Trinity Portland. We are able to sustain our operation through financial gifts from our parishes, from the diocese and from a number of individuals and local foundations.

We continue each week distributing basic essentials to our neighbors: toilet paper, bar soap, laundry detergent, diapers, clothes, books, shoes and small household items. We have also expanded the number of items we give out to help people keep warm over the winter. As of December 31, we have distributed 732 winter coats, approximately 120 pair of winter boots and numerous gloves, scarves, and hats. We thank all of you who have contributed items to help our new Mainers deal with Maine winters.

We do see 200+ people coming through our doors every Tuesday. This translates to roughly 11,000 people in 2016. Even though these numbers are large, we feel that we attempt to meet each individual where they are and let them know that they are welcome. We have many neighbors who have come for years and we consider them our friends. We feel that just as important as the items we distribute are the relationships that develop.

God is good to us in giving us so many opportunities to help so many of our neighbors with so many needs. We are proud of our church in taking such an active role in this area. We have every reason to believe that 2017 will be as wonderful as the year that has just ended.

The Rev. Richard L. Rasner, Executive Director St. Elizabeth's Jubilee Center

Mitten Tree

Our mitten tree was a joint effort with the Kneelers and Knitters. The tree was displayed in the upper parish hall along with boxes designated for each item requested by St. E's. The combined giving was divided between St. E's, East End Community and Reiche Schools. It was met with much success and generosity. Thank you for once again. All donated items have been well appreciated.

Cynthia Fitzgerald

SECTION III

Education

Introduction

The third section of the strategic plan is called “Education.” This area covers a wide variety of topics related to spiritual formation. Strategically, “Education” focuses on developing a committee to support and develop our spiritual formation programs, focusing both on our work with adults and youth. – Jon Radtke, Christian Education Director

Adults

We continue to have a strong adult education program at the Cathedral. The program continues to focus on varied aspects of living a life of faith. Amongst other things:

- Linda Carleton offers an opportunity to use *Mandala* in spiritual practice one Saturday per month.
- Bob Hanson is continuing his theological seminar on Thursday evenings.
- The Explorers continue their Sunday morning work around contemporary theology.
- The Bible study group will continue to meet after the noon-time eucharist on Tuesdays led by the Dean
- “The Heart of the Matter” is looking at the work of Joseph Campbell as a way to better understand their faith.
- “Traces of the Trade” was shown and Dain and Constance Perry facilitated a conversation about race.

An equally robust program is being finalized for the winter and spring with ongoing programming as well as:

- A five part Lenten series on Social Justice.
- Financial Peace University will return in a more family friendly format this winter.

Teens

Youth programming now focuses on integrating young folks more fully into the day to day work of St. Luke’s. To that end, the time traditionally set aside for youth programming is being used for crucifer, acolyte and verger training; organizing and stocking the St. Luke’s Food Pantry as well as fellowship. Using a curriculum based derived from the Verger’s Guild, students are able to deepen their knowledge of liturgy, church history and explore their own faith.

We continued the long standing traditions of the Shrove Tuesday Pancake Supper, the Easter Egg Hunt, Trunk or Treating, Advent Wreath Building, the Christmas Pageant.

Children

Becky Tatro joined us as our lead teacher for Sunday School and she has been a great addition. The classroom wing continues to be busy on Sunday mornings. We are continuing to use the Godly Play and Weaving God’s Promises Curriculums. In response to low enrollment we have combined the grades 1-5 in one classroom. Attendance in Godly Play has ranged between 1 and 5 children with 3 being the mode. In the weavings classroom we have ranged from 2-11 children with 5 being the most common number of students on any given Sunday.

Nursery

The nursery continues to have 2-5 children with the two teachers. Four young women from Falmouth High School staff the nursery on a rotating basis. All of them have extensive childcare experience and have completed Safe Church Training.

Equipment:

The past year saw significant upgrades in our educational equipment. The chapter room has a dedicated large screen TV with computer, VCR/DVD and streaming capabilities. There is also a mobile television with similar capabilities. Additionally, we now have three portable white boards for use. Finally, we have a screen capable of being seen from anywhere in the Nave for large presentations. When combined with already existing equipment, we now have professional quality presentation capabilities for all size groups in all area of the Cathedral.

SECTION IV

Marketing and Evangelism

Introduction

The fourth section of the strategic plan is called “Marketing and Evangelism.” This area covers a wide variety of topics related to communications, both internal and external, with the goal of presenting the very best we have to offer and sharing the good news of Jesus Christ with the world in which we live. Strategically, “Marketing and Evangelism” will focus on improving our web and communication tools, exploring new ways to market ourselves, and looking at entrances, our parking and other ways to offer hospitality and welcome.

Report from the Parish Register

As of January 2017, the database of St. Luke’s reports the following:

549 Baptized adult members

110 Baptized child members (those under age 16)

Total: 659 Baptized members

NOTE: According to our by-laws, in order to be considered an adult “member,” one must be a communicant (that is, a person who has received communion at least three times in the prior year), a pledger (or part of a pledging household) or giver of record, and have had his or her membership registered on the books of the St. Luke’s (that is, having been baptized or confirmed at St. Luke’s or having had membership transferred from a prior congregation.). As seen in our Average Sunday Attendance, our numbers are steady and changes in membership prior years reflects the ongoing updating and clearing out of our database. We appreciate your help in keeping our database as accurate as possible!

Baptisms	Confirmations, Receptions & Reaffirmations	Marriages	Burials
Phoebe Messinger Caroline Rand Dylan Crutchfield Jordan Crutchfield Jacob Jensen Cole Libby Rowan Shevenell Meredith Crawford Althea Mason	Augustus Frankwicz Andrew LeBlanc Sarah Merriam Noah Olsen Dylan Roberts Wayne Barclay Sydney Boynton Cameron Bulens George Case, II Laura Case Zachary Defosse Connor Donnelly Kaleb Eddy Maeve Higgins Elaina Legere Brenna McGloin Beth Wright Chester Waltman Daniel Wheeler Erich Chase Barbara Truncellito Dolan Meredith Dowling-Wolfe Vivica Dunlap Carter Jedrey-Irvin Irvin Paradis Alec Porteous	Erin Campbell Robert Valle Kevin Derenzo Douglas Nartker Sonia Sylls Matthew Kezhaya Jourdan Bishop Derek Srouji Florian Daniels, III Randall Mullin Callie Brennan Samuel Lyons Gerald Herlihy Colan Carriero Wendy Fisher Carl Westervelt Meredith Crawford Andrew Scaplen Julia Kitwika John Tebbetts	Christine Maclin Donald Northrop Robert Renwick Elinor Offill Patricia Jabine Barbara Raisbeck The Rev. John Widdows Ephraim Ndaayishima Saliem Thomas, Jr. Henrietta Juhl Ilona Berlin

CHRISTMAS

Year	Pageant	Family	Midnight	Day	Lessons and Carols	Total Christmas
2004		196	350	75	150	744
2005	150	225	390	86	267	1118
2006	220	180	547	51	400	1398
2007	312	206	491	72	400	1481
2008	270	250	293	70	225	1108
2009	220	323	441	75	148	1207
2010	224	305	620	55	250	1454
2011	274	375	630	84	180	1543
2012	284	425	650	45	280	1684
2013	199	450	725	67	154	1595
2014	330	401	581	93	187	1592
2015	270	337	682	59	165	1513
2016	198	475	615	74	192	1554

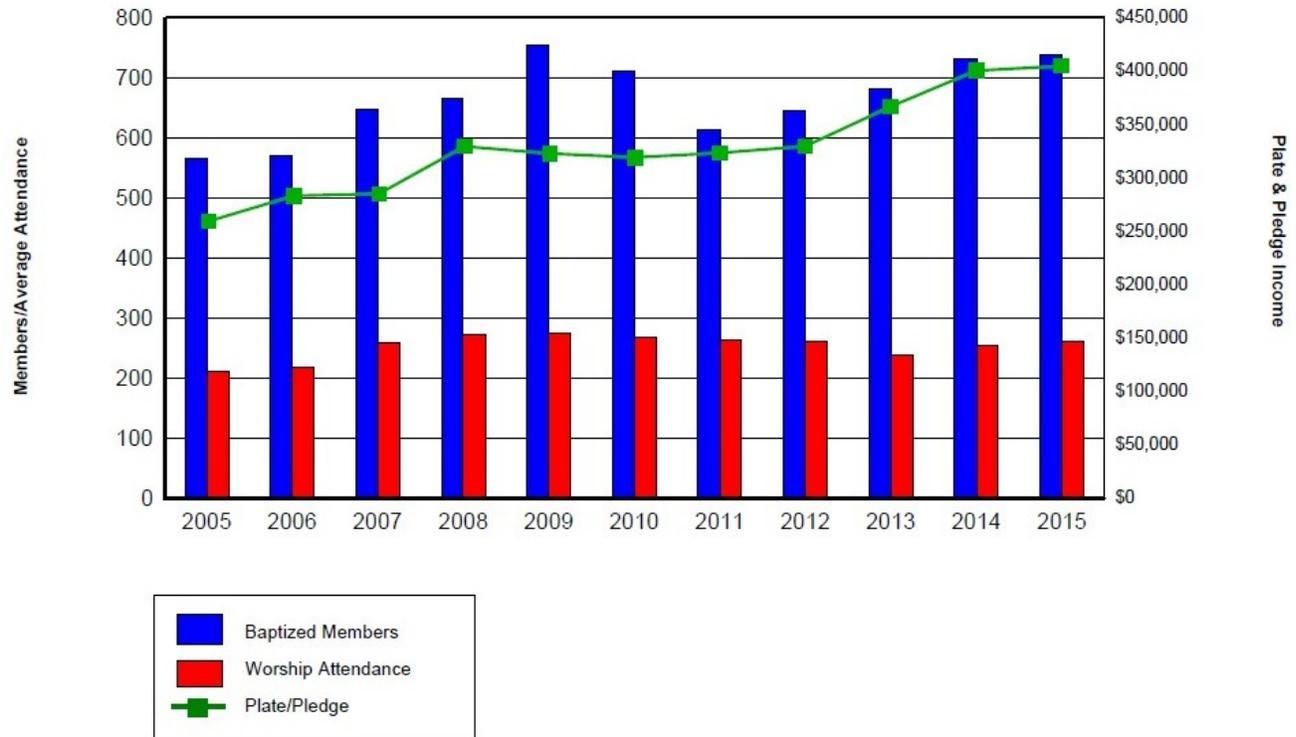
HOLY WEEK AND EASTER

Year	Palm S	Mdy Thurs	Good Fri	Sat Vigil	Sun 7:30	Sun 9:00	Sun 11:00	Sun 5:15	Spanish	Sun Total
2004	277	85	110	100	20	244	198	11		573
2005	278	67	50	100	21	350	190	25		686
2006	415	101	120	155	41	243	256	19		714
2007	321	87	111	158	20	331	293	28		830
2008	298	96	107	150	35	286	310	29	25	870
2009	412	130	119	150	28	244	371	19	28	840
2010	409	115	145	228	27	242	355	31	0	883
2011	230	101	106	205	20	269	297	24		825
2012	344	106	127	163	31	276	322	21		813
2013	382	111	133	148	38	368	384	27		965
2014	304	85	128	148	42	375	328	19		912
2015	346	90	105	160	33	297	387	17		894
2016	311	83	136	181	36	260	325	33		825

TOTAL SUNDAY ATTENDANCE & AVERAGE SUNDAY ATTENDANCE

Year	Sun Total	ASA
2005	10996	211
2006	11104	218
2007	13548	260
2008	14150	272
2009	14391	276
2010	13967	269
2011	13657	263
2012	13325	261
2013	12141	238
2014	12996	255
2015	13556	261
2016	13548	261

Participation & Giving Trends Cathedral Church of St Luke, Portland, ME (6872-5340)



Communications

2016 was a year of transition and growth in the area of communications.

It was our first full year of having a communications director! Katie Frederick brought energy and organization to our website, our social media outreach, and our printed material. Under her leadership, St. Luke’s appeared in the paper again and again, including many good articles about the Rose Window and construction, and – for the second year in a row – photographs from St. Luke’s in the newspaper in Christmas Day. We wish Katie all the best in her new job at USM, which unfortunately means that she no longer has time to work with us. We are looking for a new person to fill this position and finish projects she began, including a new website, done in coordination with the diocese.

Perhaps the most exciting work this year has been the live streaming of our services and concerts, now in high definition, with people watching literally all over the world. This has been the work of Jack Swanton, assisted by Alan Fielding. Both Jack and Alan have given of their time, talent, and equipment in amazing ways. Thank you both!

Many, many thanks go to Lynne England and tons of others, who continue to help with this very important mission.

Dean Shambaugh

Streaming Report

Live streaming of the 10:00 AM Sunday morning services has undergone a substantial upgrade this past year with the push toward high definition broadcasts and full remote control operation. Alan Fielding has been a huge help making all this happen; running new Ethernet cables to support the new extra high bandwidth Internet connection from Redzone Wireless, mounting the new high definition camera, reconfiguring the cathedral's internal Wi-Fi signal distribution, and even broadcasting services when I was not able to do so. His help has been a true Godsend.

The system is now fully operational. Services can be viewed on any computer or smartphone by going to the worship page on the cathedral's web site. Past services are also available for viewing. More improvements are anticipated for the coming year, the major one being the addition of a second camera at the front of the church.

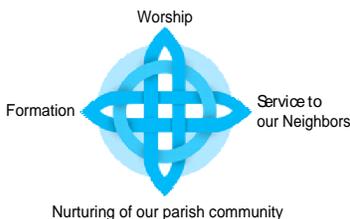
Live streaming is now controlled from a simple web page, allowing control from anywhere in the world. Normally this is accomplished while sitting in the congregation using a touch screen tablet. Blessings to David Fernald for his donation of this small, but capable computer.

This remote control capability opens up new possibilities, as the person doing the broadcast and controlling the camera does not have to be present at the cathedral. For example, I was able to broadcast the early Christmas Eve service and the Christmas Day service from home. Perhaps you would like to become involved. Even if home bound for any reason, and have access to a computer that is tied to the Internet, you can perform this function. Please contact me or Alan Fielding about this possibility, if you feel called to help with this ministry.

Jack Swanton, church videographer
jack@wiscasset.net

SECTION VI

STEWARDSHIP/BUILDING/FINANCE



The Cathedral Operating Budget for 2016 closed the year on a strong note with a surplus of \$19,199. Contribution income was \$416,757, which was slightly ahead of plan. Our overall revenue was \$623,884 versus a budget of \$616,625. Our expenses were well managed. Pastoral Expenses were almost exactly on budget. Liturgical Expenses were budgeted at \$68,939 and were under plan by -\$4,827. Education, Fellowship, Outreach and Vestry were all at or under plan. Administration was slightly over at \$8,153 due to slightly higher postage and a Worker's Compensation back charge and an increased staff position. Building Expenses were significantly under budget by \$11,882 with significant savings in Fuel and Parking Lot due to milder winter conditions.

The balance sheet continues to be in a strong condition. The temporarily restricted funds are at \$173,110 which does include a Capital Campaign Fund balance of \$104,912 with an expected remaining payable for construction once the lens is installed of about \$60,000. The Reserve Fund is at \$14,002 but will grow by the amount of the Surplus. On 12/31/2016, the endowment value was \$2,389,191 and in the previous year the endowment value was \$2,429,645. The value of the endowment had dipped in the spring along with the stock markets but has now almost completely recovered even after 4% of the value (\$96,471) was contributed to the 2016 Operating Budget. The Deanery was sold this year with proceeds being added to the Living Stones Capital Campaign.

Looking ahead, the Vestry has approved a 2017 budget totaling \$615,538 based on the mission of the church, opportunities for community outreach and an expensive infrastructure.

Mac McCabe, Cathedral's Treasurer.

*Note that all financial documents are available upon request if you have further interest. The Finance Committee is currently: Dean Shambaugh, Treasurer Mac McCabe, Junior Warden Sam Allen, Ralph Cordes, Win Winch, Dan McDonald, Connie Bingham, David Fernald, Nicholas Penfield, John Watson, Chair: Anna Marie Klein Christie.

The 2017 Budget

REVENUE	2015 ACTUAL	2016 Budget	2016 Actual	2017 BUDGET
CONTRIBUTION INCOME				
Pledges - Current Year	348,219	355,354	356,691	355,393
Pledges - Prior Year	5,127	5,000	5,538	5,000
Non-Pledge Contributions	22,756	23,000	25,745	25,000
Plate	18,665	19,000	15,984	18,000
Special	8,533	9,000	7,981	8,000
Gift Income	655	1,000	4,818	2,000
Outreach Unrestricted Income	0	0	0	
TOTAL CONTRIBUTION INCOME	\$ 403,955	\$ 412,354	\$ 416,757	413,393
FUND RAISING INCOME				
Holiday Fair Receipts	7,684	7,000	8,542	7,500
Yard Sale Receipts	0	5,000	2,034	-
Other Fund Raising Receipts	6,264	5,000	7,003	6,000
TOTAL FUND RAISING INCOME	\$ 13,947	\$ 17,000	\$ 17,579	13,500
RENTAL INCOME				
Rent - Parking	24,480	25,200	25,972	25,200
Rent - Building	19,402	22,000	22,420	22,000
TOTAL RENTAL INCOME	\$ 43,882	\$ 47,200	\$ 48,392	\$ 47,200
OTHER INCOME				
Music Program Income	1,690	2,000	2,994	2,200
Music - Hamlen Trust Income	4,493	4,500	4,518	4,500
Codman Trust Revenue	11,285	11,000	11,421	11,000
Other Income	362	1,000	654	500
Transfers from Restricted Funds	0	0	0	
Transfers from Endowment Fund	90,316	96,471	96,468	98,445
Diocesan Use	21,052	25,100	25,100	24,800
TOTAL OTHER INCOME	\$ 129,199	\$ 140,071	\$ 141,155	\$ 141,445
TOTAL REVENUE	\$ 590,983	\$ 616,625	\$ 623,884	\$ 615,538

EXPENSES	2015 ACTUAL	2016 Budget	2016 Actual	2017 BUDGET
PASTORAL LEADERSHIP				
Dean's Salary	81,584	82,483	84,325	83,184
Housing Allowance	24,000	24,000	24,000	24,000
Dean's Pension	19,758	20,960	20,058	21,138
Dean's Benefits	26,744	27,770	27,402	28,006
Staff Clergy	5,765	6,224	5,863	6,277
Supply Clergy	1,286	1,000	600	-
Dean's Expenses	1,523	1,500	1,146	1,500
Continuing Education	100	1,500	1,088	1,500
Sabbatical Reserve	1,500	1,500	1,500	1,500
TOTAL PASTORAL LEADERSHIP	\$ 162,260	\$ 166,937	\$ 165,981	\$ 167,105
LITURGICAL EXPENSE				
Salary - Music Director	45,597	46,373	47,282	46,767
Deacon's Support	439	500	465	500
Altar Supplies	3,271	2,000	1,159	1,500
Worship Supplies	309	2,000	2,043	1,500
Music / Liturgy	12,287	14,586	12,433	16,653
Organ / Piano Maintenance	3,170	2,500	440	2,200
Flower Guild Support	0	805	47	805
Tracts / Devotionals	186	175	242	175
TOTAL LITURGICAL EXPENSE	\$ 65,260	\$ 68,939	\$ 64,111 #	\$ 70,100
EDUCATION				
Salary - Education Coordinator	12,965	16,272	15,255	16,000
Adult Education	1,589	1,000	1,918	1,000
J/2/A	76	600	1,249	-
Young Adults (YAC)	350	0	669	1,200
Church School	744	2,300	675	1,800
Child Care	2,053	2,100	2,549	3,000
Rite 13	348	800	141	-
TOTAL EDUCATION	\$ 18,125	\$ 23,072	\$ 22,455	\$ 23,000.00
OUTREACH				
Community Outreach	7,750	9,750	9,750	12,500
Other Outreach	235	600	312	800
TOTAL OUTREACH	\$ 7,985	\$ 10,350	\$ 10,062	\$ 13,300.00

	2015 ACTUAL	2016 Budget	2016 Actual	2017 BUDGET
FELLOWSHIP & STEWARDSHIP				
Parish Activities	2,294	2,250	2,119	2,250
Newcomer's	243	500	0	-
Stewardship	251	250	234	250
Pastoral Care	440	440	322	440
TOTAL FELLOWSHIP & STEWARDSHIP	\$ 3,228	\$ 3,440	\$ 2,676	\$ 2,940.00
VESTRY				
Retreat	255	400	255	400
Travel & Entertainment	0	0	0	
Convention Support	(113)	100	25	500
Other Vestry Expenses	57	100	0	100
TOTAL VESTRY	\$ 199	\$ 600	\$ 280	\$ 1,000.00
ADMINISTRATION				
Staff Salaries	30,317	48,319	51,421	45,730
Contracted Accounting Services	10,925	11,880	11,880	12,118
Staff Pension	3,772	3,992	3,772	6,000
Staff Benefits	10,746	10,747	11,036	10,838
Payroll Taxes	17,283	18,094	19,368	21,128
Payroll Processing	531	600	687	600
Holiday Advertising	14	500	1,803	500
Photography	82	150	55	150
Other Promotion	5,784	2,358	1,300	1,500
Bank Charges	1,188	1,000	1,450	1,200
Dues & Fees	775	800	495	800
Insurance - Property	15,854	16,000	15,122	16,000
Insurance - Workers' Comp	912	1,000	2,960	1,500
IT Expense	2,925	2,000	2,050	2,000
Office Supplies	12,237	9,000	10,977	9,000
Audit Expense	7,450	0	275	2,000
Licenses	70	100	0	100
Postage	1,928	2,000	2,017	2,000
Telephone	1,898	2,000	1,908	2,000
Holiday Fair Expenses	167	500	207	500
Other Fundraising / Yard Sale Expenses	643	0	290	-
Loan Principal Payments	13,045	13,500	13,076	14,000
Loan Interest Payments	3,872	3,417	3,729	2,917
Strategic Planning Expenses	0	0	0	-
Deanery Support	0	0	0	-
Miscellaneous Expense	406	0	230	-
5160065 Suspense - Pending Classification			0	
TOTAL ADMINISTRATION	\$ 142,825	\$ 147,957	\$ 156,109	\$152,580.46

	2015 ACTUAL	2016 Budget	2016 Actual	2017 BUDGET
BUILDING				
Salary - Sexton	3,910	7,933	7,032	9,000
Salary - Housekeeper	21,299	21,644	21,878	21,828
Fuel	27,281	24,000	16,067	22,000
Electricity	11,658	11,000	10,925	10,000
Water & Sewer	3,447	3,000	4,636	3,500
Gas - Cooking	1,047	1,000	1,000	1,000
Rubbish Removal	2,026	2,400	2,428	2,300
Real Estate Taxes	2,962	3,200	3,043	3,200
Building Repair & Maintenance	10,541	16,000	9,118	12,000
Equipment Repair & Maintenance	3,862	3,000	8,020	10,000
Supplies - Maintenance	2,211	3,000	2,667	2,500
Parking Lot Expense	12,995	10,000	7,475	10,000
TOTAL BUILDING	\$ 103,239	\$ 106,177	\$ 94,290	\$107,327.97
DIOCESAN				
Assessment	82,581	87,370	87,370	73,141
Episcopate	1,194	1,283	1,283	1,293
Theological Education	0	500	0	3,750
TOTAL DIOCESAN	\$ 83,775	\$ 89,153	\$ 88,653	\$ 78,184.00
TOTAL EXPENSES	\$ 586,895	\$ 616,625	\$ 604,618	\$ 615,538
NET SURPLUS / <DEFICIT>	\$ 4,089	\$ -	\$ 19,266	\$ 0

Stewardship

The role of the Stewardship Ministry is to promote generosity and gratitude as the appropriate response to the abundance of God's creation.

In 2016 stewardship formation efforts used written communication in the E-pistle, the Sunday service leaflet, and in letters, and one personal witness talk at a Sunday morning Eucharist (Elise Magnuson). A challenge we faced in the past year was the coordination and differentiation of Capital Campaign giving from annual giving.

The annual giving ingathering occurred this year on November 20th. We discussed moving pledge Sunday several weeks earlier next year to facilitate preparation of the budget.

Fundraising

Fund raising projects in 2016 included

- The spring yard sale (\$2,034.48) Jessica Pride, Chair
- The Antiques Road Show, The Rev. Dick Rasner Chair
- The Holiday Fair (\$8,376.20) Robyn Goshorn, Chair; Leaders' Guide created and on file in Cathedral Office; a detailed evaluation of the Fair was completed and may be accessed via the Vestry Basecamp account
- The Maine Pops Concert Band, December 11, 2017, Building use fee waived in exchange for \$10 per person admission fee donated to St. Luke's

Yard Sale

The Annual Yard Sale was held on June 25th chaired by Bob Parker & Jessica Pride. It was a moderately successful event with decent attendance (construction equipment prevent passers by from seeing the Yard Sale sign and the big blue food tent). The sale helped to raise money for the church as well as to provide needed household items at low prices for those in the community. It was a good way to introduce and re-introduce people of the neighborhood to the church community. We would like to give an extra special shout out to the church members who helped set on the Friday before the sale. We had so many helpers that we were done with set up by 2:00.

Jessica Pride

Holiday Fair

The Holiday Fair took place as part of the State Street Stroll Festival on November 12, 2016.

The final gross receipts from the 2016 Fair are \$8,376.20.

A partial list of Fair expenses includes: cafe \$353; balloons \$44; banner \$35; labor \$210. Parishioners contributed most of the expenses out-of-pocket, and not all expenses are accounted for here.

A detailed Leader's Guide was created to assist future leaders in planning and execution. Many of the area chairs and other leaders completed an evaluation including several pages of comments as a basis for improvements in future fairs. Print and electronic copies of these documents are available in the parish office.

Rob Goshorn

Endowment Committee

Thank you to all who contributed to the Endowment Committee in 2016: Fred Fowler, Cynthia Morris, Mac McCabe, Nicholas Penfield, Rev. Ben Shambaugh, Susan Trent and John Watson

The Endowment exists to honor its donor's wishes and support the mission of the Cathedral Church of St Luke. In order to accomplish this purpose the Endowment balances the fiduciary requirement to preserve purchasing power of endowment gift principal **AND** at the same time provide consistent monthly withdrawal to cathedral operations.

In 2016 the Endowment Committee met with our investment manager FL Putnam in **February, April, July and October.**

In June, 2016 the endowment received a **\$5,000 bequest** from the estate of John Russell.

Since 2014 the endowment spending policy has been 4% and the investment policy document states: "A sustainable spending policy (withdrawal) over a time horizon of perpetuity has to be less than the average real rate of return (real = net of inflation and fees) of the endowment principal."

The endowment annual withdrawal rate is calculated on average of previous **12 quarters**. For 2017, the endowment withdrawal will be **(\$98,445.16)**.

Summary of Values

In 2016 the endowment distributed approx. **(\$96,471.16)** to the Cathedral operating account.

The consolidated endowment value as of 12/31/16 per FL Putnam statement was **\$ 2,389,190.66.**

The consolidated endowment performance 12/31/15 – 12/31/16 was **3.02 % gross of fees.**

The consolidated endowment performance 12/31/15 – 12/31/16 was **2.39%** net of fees.

The endowment under performed the custom index benchmark which was 7.91%.

Note: The index benchmark does not reflect the endowment's SRI policy or fees.

The consolidated endowment performance inception 5/31/10 – 12/31/16 was **8.25 % gross of fees.**

The consolidated endowment performance inception 5/31/10 – 12/31/16 was **7.59 %** net of fees.

The custom index benchmark 5/31/10 – 12/31/16 was **7.96 %.**

Sarah J. Halpin, Chair Endowment Committee

St Luke Cathedral Endowment 2000 – 2016

	12/31 Endowment Value	Actual \$ Amount Withdrawn	Annual Gifts to Endowment
2000	\$ 2,212,872.53		\$ 3,550 gift for flowers
2001	\$ 2,173,488 <i>*inc \$95,000 borrowing</i>	\$ 108,000	
2002	\$ 1,815,000	\$ 108,000	\$ 3,550 Shaw gift for flowers
2003	\$ 1,981,416	\$ 111,200	
2004	\$ 2,311,379	\$ 111,500	\$182,000 gift reduced by 2001 borrowing and so net gift was \$98,908 \$15,000 gift for music
2005	\$ 2,302,498.30	\$ 105,000	\$5,000 Brown gift for camp scholarships
2006	\$ 2,524,728	\$ 110,000	
2007	\$ 2,516,452	\$ 122,608	
2008	\$ 1,484,700	\$ 121,988	
2009	\$ 1,791,469	\$ 112,557	
2010	\$ 1,853,845	\$ 106,780	
2011	\$ 1,859,811.08	\$ 89,271	\$137,000 Elliott bequest
2012	\$ 2,071,509.10	\$ 78,408	\$ 57,200 Elliott bequest \$ 20,000 Carver bequest
2013	\$ 2,421,074.63	\$ 80,340	
2014	\$ 2,521,720.91	\$ 82,218	
2015	\$ 2,429,645.14	\$ 90,315.94	\$ 1,837.00 John Russell bequest
2016	\$ 2,389,190.66	\$96,471.16	\$ 5,000.00 John Russell bequest

Note: After 2007 the spending withdrawal from Hamlen Endowment fund reported separately: 2007 \$5,735, 2008 \$5,643, 2009 \$4,938, 2010 \$4,637, 2011 \$4,269

Values do not include value and spending from Codman Trust managed by Trustees of Diocesan funds.

The information contained herein has been obtained from sources believed to be reliable. A summary of source material provided to the Treasurer and Senior Warden and verified. The history summary provides information on endowment values, gifts, distributions, RFP requests and investment policy revisions. Sarah J. Halpin

Living Stones Capital Campaign

The *Living Stones* fundraising campaign, which was launched in the Fall of 2015, is ongoing through 2020, and it is thrilling to announce that, as of this writing, the campaign has raised over \$1,721,143 in pledges and outright gifts from 226 individuals or families. We have also received gifts from several other parishes in the Diocese as well as Summer Chapels. This amount includes the proceeds from the sale of the Deanery (\$445,772), which was accomplished in the Spring of 2016.

Phase One of the renovations to the sanctuary and Emmanuel Chapel were successfully concluded over the Summer of 2016, and on September 18th 2016, there was a festive Choral Evensong service followed by the unveiling of the newly-restored and reinstalled Rose Window, and a reception. The vestry is now planning Phase Two of the building work, which will focus on program space renovations and rebuilding. These works will be designed to make our space more welcoming for the various groups which utilize St. Luke's, and to extend our mission in the city and the diocese.

Ten percent of all individual funds raised (excluding the proceeds of the Deanery sale and any grants received), will be given to Camp Bishopswood, and the first payment against this important pledge was made in the Spring of 2016. A second will be made in the Spring of 2017.

The level of support and participation that the parish has demonstrated is truly remarkable and deeply moving. Thank you so very much to all who have contributed to date. And if you are still praying about participation in the campaign, please do not hesitate to contact either of the co-chairs, or any members of the campaign committee, with your questions or thoughts. It is not too late to join your fellow parishioners and make a multi-year pledge or a one-time contribution.

We would like to take this opportunity of thanking members of the Campaign Committee for their time, dedication, and hard work in 2016 : Sam Allen, Connie Bingham, Sarah Braik, Nancy Brain, Jane Briggs, George Cooper, Mary Doughty, Rob Goshorn, Garison Murrell, Lin Parsons, and Nicholas Penfield. Muffie and David Fernald organized the campaign reception in September, Many, many others in the parish have continued to provide help and advice. We owe a special word of thanks to Dean Ben Shambaugh for his tireless and inspiring commitment to this work and for his leadership. Thank you, finally, to Cathedral staff and volunteers, particularly Lynne England, Marc Hildreth, Mac McCabe (Treasurer), Chuck Sawyer and Sara Deane, for their work and dedication behind the scenes.

Claire Hammen and John Watson

SECTION 6

Leadership /Administration

Nominating Committee Report

Composed of the Dean and retiring vestry members, the nominating committee solicited nominations from the parish for openings on the vestry as well as delegates to convention. The following ballot was presented to and accepted by the vestry at its December, 2016 meeting:

Senior Warden Nominee:
George Cooper

Vestry nominees:
Georgia Bancroft
Michael Brennan
Michael Courts

Nominees for Delegates to Convention: Sam Allen, Lisle Blind, Donna Bolden, George Cooper, Fred Fowler, Carter Jedrey-Irvin, Misha Pride, Jack Swanton.

Balloting Procedure for the Annual Meeting:

1. The parishioners shall receive the report of the nominating committee.
2. The Resident Canon shall seek nominations from the floor.
3. Following the close of nominations, voting shall be by written ballot.
4. A plurality is sufficient to declare an election.
5. No absentee or proxy ballots will be accepted.

Voting Guidelines

- A. The canons of the Episcopal Church define an adult member as someone who is:
 - 1) a baptized and/or confirmed person of at least 16 years of age
 - 2) a “communicant”, a person who receives communion at least three times a year
 - 3) “in good standing”, someone who is “faithful in worship, working, praying and giving for the spread of the Kingdom of God.” (Title I, Canon 17, Section 3)
- B. According to the *Special Laws of the State of Maine* governing the organization of Episcopal parishes, “persons” entitled to vote at meetings of the parish:

- 1) Must be at least 15 years of age, and
 - 2) Have been stated worshippers in the church during the previous three months, and
 - 3) Stated contributors to its support, and
 - 4) Have signed a declaration whereby the person signifies the intention to be attached to the church (e.g. a pledge card or other letter of commitment)
- C. To be a voting member of the Cathedral Church of St. Luke, a person must meet the requirements of the Canons of the Church (A) and the State of Maine (B).
- D. From *the Canons of the Diocese of Maine*: “No one shall be elected a Warden or Vestryperson who is not a lay communicant in good standing of at least 15 years of age, and a stated contributor to and worshiper in the parish for which he or she is elected.” From *our bylaws*, to serve as a member of the Vestryperson or a Warden the following are required:
- 1) Must be a confirmed layperson of at least age 15; and full legal age for Warden;
 - 2) Must be regular in attendance at worship and
 - 3) Must be a stated contributor of the parish.

Senior Warden’s Report

In 2016 we welcomed three new members to the Vestry: Luke Brostek, Mary Linneman and Nick Penfield.

The Vestry had another very busy year, with lots of good, hard work and a couple of moments of celebration! The Living Stones Campaign exceeded its campaign goal, which allowed us to move forward immediately with the long-awaited renovation of the East Wall and Rose Window. Because of project efficiencies, we were also able to demolish two chimneys that were dangerously deteriorated and fix a continuing roof leak in the connector, all at no additional cost. A protective lens still needs to be installed over the Rose Window before the project is complete, but the project will be completed within the \$942,000 budget.

The sale of the Deanery was finally completed after a long and complex negotiation process. The proceeds from the sale allowed us to undertake the East Wall/Rose Window renovation project without having to borrow any funds up front - a significant savings.

We also presented Camp Bishopswood with the first installment of our gift from the Living Stones Campaign. That gift helped them undertake much needed repairs immediately and to be able to open this summer.

A very successful holiday fair took place in the nave during the State Street Stroll and helped greatly to reduce the 2016 operating deficit.

I would like to offer my sincere thanks to departing Vestry members Liz Griffin and Bob Goshorn. Thank you so much for your hard work and dedication!

I also offer my sincerest gratitude to Mac McCabe as outgoing Treasurer. His cogent analyses and thoughtful guidance have been immensely helpful.

George L. Cooper

Junior Warden’s Report

The Building and Grounds Committee consists of Sam Allen (Junior Warden and Chair), George Cooper, Mike Courts, Alan Fielding, Fred Fowler, Dan McDonald, Matt Priddy, and David Savage. We are responsible for oversight of the Cathedral and its grounds. Committee meetings are generally on the third Monday of each month, September–May, at 5 p.m. Meetings are open to all interested.

A major focus of 2016 was oversight of the restoration work supported by the Living Stones Capital Campaign. That work included:

- Removal, complete restoration, and reinstallation of the Rose Window
- Reconstruction of a significant fraction of the exterior masonry on the east wall of the nave and repointing the entire east wall
- Restoration of the stone tracery that surrounds and supports the Rose Window
- Removal of two unused brick chimneys that were in very poor condition, and installation of new roofing over the openings where the chimneys had been
- Reconstruction of the chimney for the Emmanuel Chapel sacristy, and complete repointing of the chapel’s south wall
- Restoration of the Credence (at the right side of the reredos).

In addition, the Diocese contributed funds that allowed reconstruction of the Emmanuel Chapel chimney and repointing of the upper portion of the Chapel's west wall.

An ongoing focus of our work is coordinating monthly parish work days. A core group of parishioners who have expressed interest is sent monthly email reminders as each work day approaches. Work days are usually held on the third Saturday of the month, September–June, 8:30–noon. Our work days encompass yard maintenance, building maintenance, and repairs.

2016 accomplishments and other contributions of Committee effort include:

- Spring and fall yard cleanups, weeding, trimming, etc.
- Coordinating work of Cheverus School volunteer groups, spring and fall
- Seasonal installation and removal of storm windows
- Maintenance of church's lighting systems
- Maintenance of church's heating system
- Review of expenses and making recommendations for 2017 budget
- Assisting Jack Stanton with installation of equipment for webcasting 10:00 a.m. service
- Monitoring condition of Deanery prior to its sale in April 2016
- Replacement of 4 toilets with modern low-water usage fixtures
- Rearrangement of pews as needed
- Assistance with holiday decorations
- Assistance with holiday fair
- Design and prototype construction of racks to hold Prayer Book and Hymnals
- Extensive cleanout of undercroft and other basement areas and disposal of 2.9 tons of refuse

2016 also saw significant investment in LED lighting to replace incandescents. In January, all the bulbs in the hanging fixtures in the nave were replaced with LEDs. 60 incandescent bulbs that consumed 6,600 watts of power were replaced with LEDs that consume only 660 watts. On Christmas Eve 2016 we replaced 8 out of 16 incandescents in the Chapel chandelier with LEDs. The incandescents each consumed 200 watts and they were replaced with 11 watt LEDs (identical to the ones in the nave). So the Chapel chandelier was consuming 3200 watts and it is now down to 1688 watts. The 8 remaining incandescents will be replaced as soon as we can arrange for staging or a lift to gain access to the upper tier of bulbs. Eventually the original consumption of 3200 watts will be reduced to only 176 watts.

In addition to work days, the Committee has responsibility for longer-range building projects, and working with the Vestry to prioritize them and monitor progress as the projects take place. The Committee will be getting estimates that will help inform decisions about specific projects to pursue in "Phase II" construction funded by the Living Stones Capital Campaign. We expect some projects to commence in 2017 as campaign cash flow begins to exceed the expenses of renovations completed in 2016.

As Junior Warden, I also am usually the person who is contacted for the numerous safety inspections that occur throughout the year, as well as routine maintenance by outside providers. When possible I am present for these events, and I coordinate any suggestions for additional actions that may be recommended in consultation with the Committee.

I am grateful for all who contribute their time and energy through membership on the Committee, to those who participate in work days, and to the many others who provide help behind the scenes.

Please contact me at smallen@mit.edu or 617-388-9814 if you would like your name added to the work day email list!

Sam Allen

Minutes from the Annual Meeting, January 31, 2016

The meeting was led by The Very Rev. Benjamin Shambaugh, Dean of the Cathedral; The Rev. Suzanne Roberts; George Cooper, Senior Warden; and Sam Allen, Junior Warden. The meeting was called to order at 11:43.

Dean Shambaugh opened the meeting with the prayer written expressly for and shared at each of the Capital Campaign Meetings.

A motion was made to accept the minutes of the 2014 Annual Meeting. Motion was seconded and passed.

Dean Shambaugh read the agenda for the meeting. The clerk reported that eighty-nine members of the congregation were signed in and eligible to vote.

Nominations to Vestry, Junior Warden and Convention Delegates: Dean Shambaugh read the names of the candidates and had each stand.

Nominees are:

For Junior Warden: Sam Allen

For Vestry: Nick Penfield, Luke Brostek and Mary Linneman

For Convention Delegate: Fred Fowler, Debba Curtis, Mary Linneman, Oscar Mokeme, Martha Parshley, Misha Pride, Sallie Smith, Ruth Storey, Jake Swanton, and Cynthia Widdows

Regarding a reduction in the number of Convention Delegates: Dean Shambaugh explained that at the 2015 Maine Diocesan Convention, the formula for determining the number of delegates representing each congregation was changed. As a result, St. Luke's will be sending 5 delegates to the 2016 convention and will retain a list of 5 alternates.

Nominations were requested from the floor. None were brought forth. Motions were made to cease accepting nominations from the floor. All motions were seconded and passed.

Ballots were collected by members of the congregation for counting.

Annual Budget: Presenters Mac McCabe and Anna Klein Christie

Anna began by thanking the congregation and expressing appreciation for Mac's work. Mac presented an abbreviated version of the final 2015 budget with highlights. He noted that there is a \$4000 surplus for 2015. Total budgeted amount for 2016 is \$ 616,625 and includes \$355,000 in stewardship pledges.

Endowment: Presenter John Watson

Standing in for Sarah Halpin, John began by thanking members of the endowment committee for their work during the year. He explained that the endowment is a result of legacy gifts. The FL Putnam Investment Management Company, managers of the fund, were chosen in part because they closely adhere to Cathedral investment policies. The principal of the endowment is maintained using a combination of prudent investing and by limiting the drawdown amount.

Capital Campaign: Presenters Clare Hammen and John Watson

Clare reported that as of this date the total pledged is \$1,213,000 from over 190 pledgers. Of that \$263,000 has already been paid. This is mostly from the congregation. Efforts are now underway to reach out to the larger community for support. The paid amount will facilitate the repair of the rose window which will begin in April 2016. Clare and John thanked all who had worked on the campaign.

Capital Improvement: Presenters George Cooper and Sam Allen

George explained the process of repairing the rose window and wall which will begin the week of April 4th. Every effort will be made to protect the organ, the altar, reredos and the nave from dust and debris. The Rose window will be moved off-site for restoration. Work will be performed by Building Envelope Specialists (Scott Whitaker) at an estimated cost of \$803,000. The back wall and chimney will be repaired at the same time for an estimated \$74,000.

Junior Warden's Report: Presenter Sam Allen

Sam thanked the building committee members for all their work this year. Latest work has been the replacement of the incandescent lighting in the nave with LED lighting. This not only provides brighter, longer lasting bulbs but reduces cost of lighting the nave by 90%.

Election Results

Dean Shambaugh announced the following election results:

Junior Warden: Sam Allen

Vestry Members: Nick Penfield, Mary Linneman and Luke Brostek

Delegates to Convention as determined by number of votes: Fred Fowler, Misha Pride, Martha Parshley, Mary Linneman, Oskar Mokeme

Delegate Alternates: Debba Curtis, Cynthia Widdows, Sallie Smith, Ruth Story, Jack Swanton

Dean Shambaugh thanked the retiring vestry members for their service, giving each a gift. Retiring members are Heather Murdoch Curry, Martha Parshley, and Lee Urban.

Dean Shambaugh gave special thanks to staff and volunteers who have given so much time over the prior year. New technological endeavors have been the live broadcast of our services and expanded use of the website and social media. The Dean gave special thanks to his wife Shari.

New Business

Dean Shambaugh asked for new or old business from the floor.

Meredith Cough asked for further information about the status of the church school. Jon Radke, Director of Christian Education, explained what the youth groups are doing and directed the congregation to the report he had included in the Annual Meeting report. The meeting closed with a prayer.

A motion to adjourn was made, seconded and passed.

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