

Trinity Episcopal Church
2023 Annual Report
As Amended Tuesday, January 30, 2024



JANUARY 2024

9325 West Street, Manassas, Virginia 20110
(703) 368-4231

The Rev. John G. Talk IV, Priest-in-Charge

The Rev. James Hughes, Priest Associate

trinityepiscopalchurch.org

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Agenda

Opening Prayer

Introduction of Vestry

Class of 2024
Virginia Cantu
Stephen Bailey
Carrie Rainoff
Joanne Georg

Class of 2025
Amy Verner
Joanna Ward
Jean Duray
Gene Molinelli

Class of 2026
Anne Burns
Christian Cobb
Craig Davies
Carol McCracken

Report of the Nominating Committee

Introduction of Nominees:

Rich Meyer
Kim Albrecht
Joanne Georg
Carrie Rainoff

We appreciate these people allowing their names to be placed in nomination. Election

Priest-in-Charge Report

Announcements

Closing Prayer

Rules of Election:

Election to the Vestry is by simple majority (50% of ballots cast plus one). If it is necessary to have additional ballots, those people who are elected on previous ballots are removed from the running. The slate is also reduced to no more than two nominees per position by removing those people who received the least number of votes.

When one of the positions being filled is a partial term, this position is determined by drawing lots among all those elected. This is done following the Annual Meeting. Vestry members filling a one year term are eligible to run again for a three year term. Vestry members filling a two year term are not eligible to run again until they have been off the Vestry for two years.

A Note From John

My Dearest Friends,

As always - what a wonderful day to be in Manassas and to be with each other at Trinity!

This year we spent working getting to know each other and working hard to understand our shared space in Manassas. You see, it is here and now that we are called together to share God's work of telling about Forgiveness, Grace, and Love.

Along the way we did a number of important things. I hesitate to start listing all that we did because inevitably I will leave something out - If that something is a ministry or project you are involved in, I deeply apologize for my poor memory! And please know that I deeply appreciate your participation in the work we do together.

Any way, this year I remember working with you to:

1. Make the financial controls a little more secure. We did this by separating the function of "bookkeeper" from the Treasurer's position. We hired Jerry Pankey to take over the bookkeeper functions and the Vestry elected Matt Snyder to be our Treasurer. Many thanks to them both!
2. Reimagined our various Outreach Ministries to be more sustainable, serve more people, and integrate more Trinity Parishioners into providing hands-on help in our work for the people of Manassas and Prince William County. Of special note is the work of the Food Ministry with Pete Trapp and Jennifer Smith's leadership, the Altar of Hope with Christian Cobb and Lisa Wells providing guidance, our work with SERVE (an emergency shelter for families) with Barbara Yow and Sara Woods providing coordination, and our work with Boxes of Basics with Marian Patey providing coordination.
- 3) Said Goodbye to Eric, and Hello to Margaret. Margaret Lacy came to us with a career full of growth, joy, music, and God's love. We are deeply honored to have her with us helping us grow our repertoire, skills and courage.
- 4) Said Goodbye to Carol and Hello to Jennifer (JJ) Cooper. JJ's leadership has helped us expand the number of hours we are available during the week for drop-ins, open to us Reading Programs, Game Nights, and other social events, revamp our functional technology, and continue to bring joy and laughter to our church environment.
- 5) Welcomed Elio Smith to a new position in the Church, that of Porter. Elio is instrumental in helping us expand our fellowship ministry by providing a consistent weekly presence in the church. Through the simple acts of opening the doors, making sure the restrooms are clean, brewing coffee, and baking coffee Elio deepens our welcoming ministry.
- 6) Wrote and Adopted Parish By-Laws that are congruent with the Canons of the Diocese of Virginia. The vestry under the leadership of our Sr. Warden Virginia Cantu and especially

Vestryperson Gene Molinelli, wrote a set of by-laws for our parish. They are designed to be user friendly, while keeping us in compliance with the Canons of the Diocese of Virginia. If you would like a copy please see JJ. There are also copies in the Library and the Church Office for your perusal.

7) Welcomed new leadership with new ideas and direction to our Children's ministry. A new "Godly Play Ethos" whereby the children are encouraged to share and tell the stories of God's love with each other has been adopted. Many thanks to Erin Price for her leadership in this function, we deeply appreciate her clarity, administrative skills, and vision that allow us to build on the hard work that Brenda Smith and Brenda Randall did as we pulled ourselves out of COVID.

8. Redesigned and strengthened our Stewardship Processes. Stewardship Education and engagement is not about the simple act of Fundraising, rather it is the far more complex act of education. Education about finances yes, but also gratitude, joy, and giving, all of which are ultimately rooted in Love. Anne Burns brought her considerable skill and energy to this task. Any parish's Stewardship Journey is complicated by cultural challenges to financial openness and the lack of transparency this brings, but we have put ourselves on a great path!

9) Re-Created our Finance Committee. Our Finance Committee has been re-formed to help the vestry take a deeper look at how we invest our financial resources in God's ministry. They help us think about what our budget should look like, how funds should be invested outside the parish - into equities, etc., how funds should be managed, and how we keep our financial future safe and secure. Many thanks to our Sr. Warden and Treasurer for their work on this program. &

10) We Loved. We loved God in our worship, each other in our listening and care, and our wider world in our work and prayer.

As I said above, I know I've left so much out - but ten is such a good number to end on! Thank you for all your support and work this past year. This is work that never ends, because God's love never ends.

In Christ,
John+

Statement of Activity

January - December 2023	
	Total
Revenue	
4000 Income	
4010 Contributions - Pledges	257,068.00
4015 Contributions - Non-Pledged	121,565.08
4020 Plate Offerings	8,390.24
4025 Food Ministry	15,974.12
4030 Altar of Hope	2,096.40
4200 Thorton Trust	15,133.09
4350 Special Offerings	420.00
4351 Capital Campaign & Building Repairs	2,480.00
Total 4350 Special Offerings	\$ 2,900.00
4400 Other Church Income	3,116.00
4500 Coffee Hour	797.99
4600 In-Kind Donations	673.01
Total 4000 Income	\$ 427,713.93
4026 Serve Dinners	100.00
Total Revenue	\$ 427,813.93
Gross Profit	\$ 427,813.93
Expenditures	
6100 Outreach Expenses	420.00
6101 Diocesan Pledge	25,000.00
6102 Food Ministry	15,974.12

6103 Altar of Hope	2,096.40
6106 Convention & Clergy Conferences	200.00
6145 Online Outreach	
6146 Website	960.00
6147 Online Worship	190.00
6148 Social Media Consultant	750.00
Total 6145 Online Outreach	\$ 1,900.00
6150 Marketing	247.06
Total 6100 Outreach Expenses	\$ 45,837.58
6200 Clergy/Staff Related Expenses	
6201 Salaries - Clergy	86,732.16
6202 Housing/Utility	41,371.86
6203 Bus/Travel Allowances	2.55
6204 Self Employment Taxes	9,799.92
6205 Pension	24,822.72
6206 Life & Health Insurance	9,669.72
6207 Continuing Education	1,500.00
6208 Supply Clergy	2,540.00
6209 Insurance - Workers Comp	857.00
6221 FICA/Taxes - Staff	6,548.59
6222 Salaries - Staff	80,209.07
6224 Other Staff Expenses	0.00
6227 Transition Expenses	1,286.94
Total 6200 Clergy/Staff Related Expenses	\$ 265,340.53
6300 Program Expenses	
6331 Christian Ed (Adult)	26.99

6332 Sunday School (Children)	31.99
6336 Jr. & Senior Youth Group	505.55
6341 Altar Supplies	772.85
6351 Music	138.23
6352 Organ & Piano(s) Maintenance	2,555.00
6353 Substitute Organist	800.00
Total 6351 Music	\$ 3,493.23
6375 Other Programs	104.13
6377 Receptions	311.02
6379 Kitchen Supplies	342.13
6380 Coffee Hour	2,462.23
Total 6300 Program Expenses	\$ 8,050.12
6400 Property Expenses	
6401 Utilities	27,211.65
64015 Utilities - 9323 West Street	294.94
6403 Insurance	15,355.00
6404 Repairs/Maintenance	16,138.34
6405 Repairs & Maintenance - 9323 West Street	739.00
6410 Cleaning Service	15,150.00
Total 6400 Property Expenses	\$ 74,888.93
6500 Administrative & Office Expenses	
6501 Accounting Services	10,285.00
6502 Copier Lease	7,427.17
6503 Office Supplies	2,281.88
6504 Church Management Software Expense	3,124.90
6505 Internet	2,456.78
6506 Telephone	2,560.44

6507 Credit Card Processing Fees	2,439.54
6508 Payroll Processing Expenses	756.00
6509 Computer / IT Services	3,565.99
6510 Bank Service Charges	97.00
6511 Printing/Paper	1,314.16
6512 Postage	1,090.38
6513 Advertising - Employment	315.00
6520 Insurance/Bond - Crime Protection	326.03
Total 6500 Administrative & Office Expenses	\$ 38,040.27
6600 Miscellaneous Expenses	
6610 Other	-0.10
Total 6600 Miscellaneous Expenses	-\$ 0.10
Total Expenditures	\$ 432,157.33
Net Operating Revenue	-\$ 4,343.40
Other Revenue	
7000 Trust Investment Income	
7005 Trust Investments Realized Gain	-1,199.07
7015 Trust Investment Unrealized Gain/Loss	10,987.81
Total 7000 Trust Investment Income	\$ 9,788.74
7200 Other Miscellaneous Revenue	2,973.10
7010 Investment Dividends & Interest	14,556.66
7060 Interest & Dividends	82.16
Total 7200 Other Miscellaneous Revenue	\$ 17,611.92
7300 Flower Guild Income	3,357.00
Total Other Revenue	\$ 30,757.66
Other Expenditures	

6250 Capital Improvements	-20,651.00
6255 Building, Equipment, Furniture & Fixtures	-4,534.00
Total 6250 Capital Improvements	-\$ 25,185.00
6251 Depreciation Expense	9,246.05
6252 Investment Expenses	
6713 Truist Investments Expense	5,817.97
6714 Truist Investment Realized Loss	650.09
Total 6252 Investment Expenses	\$ 6,468.06
6381 Flower Guild Expenses	3,339.55
Total Other Expenditures	-\$ 6,131.34
Net Other Revenue	\$ 36,889.00
Net Revenue	\$ 32,545.60

Invested Funds

Investment Funds	Dec. '21	Dec. '22	Dec. '23
Growth Fund	\$187,310	\$295,649	\$305,468
Housing Fund	\$84,289	\$194,580	\$201,186
Rixey/Coles/Lewis	\$40,583	\$39,716	\$41,145

Special Use Funds:

Special Use Funds	Dec. 2021	Dec. 2022	Dec. 2023
Memorial Fund	\$6,023	\$6,505	\$6,505
Charlotte Brown Library Fund	\$2,207	\$2,207	\$2,207
Building Fund	\$2,950	0	0
Funds For the Future	\$865	0	0
Organ and Piano Fund	\$4,645	\$7,012	\$7,062
Columbarium Fund	\$4,547	\$4,547	\$4,547
Heifer International	\$95	0	0

Trusts:

JBT Thornton Trust **\$1,061,706** \$890,828 \$919,956

Invested Fund Definitions

The Clergy Housing Fund

The Trinity Church Housing Fund is established to enable the parish to supply housing allowances for the clergy home ownership. The Fund was established in 1988 with proceeds of the sale of the rectory. Additional funds were added to the corpus of the fund in 2022 when the shared equity agreement with the Rev. Stuart Schadt was completed. Although the corpus and interest of this Fund is available to be used as designated by the Vestry, the corpus is to be maintained and enabled to grow. The corpus can be invested in clergy housing arrangements that offer the potential for future earnings.

The Mary Rixey, Frances Rixey Coles and Cornelia Lewis Fund

This investment fund was established by a bequest in the will of Mary Rixey. The Fund was established in 1937. The Fund was increased by gifts from Cornelia B. Lewis in 1997. The

interest of the Fund is administered under the direction of the Vestry of Trinity Church. The corpus of this Fund is managed under the guidelines of The Trinity Growth Fund.

The Memorial Fund

The Memorial Fund is used to buy items for the sanctuary and for worship. Contributions are made to the Fund as a memorial to those who have died or as a thanksgiving offering. Expenditures from this Fund are under the direction of the Rector, Altar Guild and Vestry. Sometimes gifts to this Fund are designated for specific items. It is common that members of the church designate this Fund as the fund to receive memorial gifts.

Library Fund

The Charlotte Brown Library Fund was created in December 1993 as a memorial to Charlotte Tiffany Brown. Its purpose is to re-establish and maintain a parish library.

The Organ and Piano Fund

Funds are added as memorials and from other sources occasionally. We hope that this fund will provide for the care and maintenance of the organ and pianos and, when necessary, their eventual replacement.

JBT Thornton Trust

This trust was established in 1918 when the will of J.B.T. Thornton gave a bequest of ten (10) shares of bank stock for its establishment. Judge Thornton had served as judge of the Sixteenth Judicial Circuit of Virginia since 1907 and previous to that time had been Commonwealth's Attorney and superintendent of schools for Prince William County. As a member of Trinity, he served on the Vestry and Senior Warden for many years.

Until 1997, Crestar Bank was the Trustee of the Trust. In 1997, the Vestry of Trinity became the Trustee of the Trust. Trinity is a named beneficiary of the trust and receives fifty percent of the dividend income with no restrictions on how the vestry designates its' use. The other half is distributed for use to benefit the elderly of the greater Manassas area in a manner designated by the Vestry acting as trustee of the funds. The Thornton Trust is invested with the Beach, Blake, and Associates in a portfolio managed by Interactive Financial Advisors.

Food Pantry 2023

After giving out food during the first week of January 2023, the hard decision was made to temporarily close our Food Pantry as we had run out of funding. We quickly regrouped and strategized ways to make this ministry sustainable while still helping to feed our food-insecure neighbors.

Although officially closed, we continued to give out some food to those in need during the winter and spring months. We also continued to receive some packaged food through our partnership with Agape Love in Action (ALIA) during that time. When our Food Pantry was able to reopen in June, our partnership with ALIA ended and we began a new partnership with Northern Virginia Food Rescue (NVFR). NVFR provided us with a great amount of non-perishable packaged foods through October at which time their Covid funding ran out. However, we instead began to receive rescued food such as produce, fruit, dairy products and baked goods from NVFR. In addition, we partnered with St. Thomas United Methodist Church which provides us with bread products on our days of distribution. These partnerships allow us to be better stewards of our funds as we have been able to offset some of our normal costs with the free food.

In November, we began offering assistance to food insecure residents at Quarry Station Seniors Apartments by providing 14 bagged lunches each month. These bags are lovingly packed by Trinity's youth. In addition, we have begun taking food provided by NVFR that is not distributed when our Food Pantry is open to Quarry Station.

Our Food Pantry would not be sustainable without our amazing volunteers and the very generous contributions of both food and financial assistance by the congregation of Trinity for which we are enormously grateful. We also want to acknowledge the very successful food drive at Pennington School spearheaded by Molly Carasco, the food donated by cast, family members and attendees at two of the Oliver performances put on by Prince William Little Theater at the Hylton Center, the food donated by participants in Rebecca Olsen's Perpetual Wellness classes, a cash donation by the Manassas Men's Club, the cash received through the fundraiser at Foster's Grill organized by JJ, the \$315.00 raised through the sale of Jesse Tree ornaments made and donated by Jennifer Smith, and the funds raised through the GotSneaker Campaign which not only provided \$75.00, but also kept 82 sneakers out of the landfill.

Although our Food Pantry was only open for a portion of the year, we distributed an amazing 409 dinner bags and 833 lunches to those in need in 2023. We wish each of you could see what an enormous impact this makes and the gratitude of those we serve. Thank you so much for your support of this vital ministry.

Other Reports

In-person worship Worship was offered at 7:30am, 8:30am, and 11 am on a weekly basis.

Live-streaming: Our 11:00 service is live-streamed every week, as was our 5:30pm and 7:30pm services on Christmas Eve and our 11:00am service on Christmas Day.

Adult Forum: Adult Forum returned this summer with presentations by members, by the VP of Historic Dumfries Inc. and by Boxes of Basics. We also held a Halloween party for the Sunday School, and a scavenger hunt.

Weekday Worship: A service is held on Wednesdays at 12:00 noon.

Home Communions were conducted by clergy and by four lay Eucharistic ministers.

Lay Pastoral Ministry: These teams, headed by Brenda Randall, send out love and greetings, prayers of healing and Happy Birthdays to our whole community! With each card, the love for each other is gently given and even more warmly received. (To get a card, please make sure we have your birthday on record!)

Worship Ministry Volunteers: Lay Readers assist in our worship by reading the lessons and leading the psalm. Prayers leaders lead the prayers printed in the service bulletin. Ushers help seat people, collect the offerings, and direct worshipers to communion. Greeters stand at the door and welcome people to church. And acolytes (young people in grades 5 to 12) serve at the altar. If you are interested in these ministries, please contact the church office.

Flower Guild: The Flower Guild provides the flowers we see at worship services. Mary Delia Stokely is Flower Guild Chairman; contact her at 703-368-1424 if you are interested in joining this Guild.

Altar Guild: The Altar Guild sets up the altar area for worship. Joanne Georg chairs the Altar Guild; if interested in joining, please contact her at 703-754-9401.

Small Groups that meet at Trinity: Trinity Quilters; Coffee, Conversation & Bible Talk; Brotherhood of St. Andrew; Yoga Class, Trinity Book Club, Youth Chess Club, Family Game Night

The Vestry

Our Vestry is made up of the Priest-in-Charge and twelve members of the parish. A treasurer and a secretary are elected by the Vestry; these persons may or may not be elected members of the Vestry. Our Senior Warden is elected on nomination of the Priest in Charge. The Vestry also elects a Junior Warden.

The Charlotte Tiffany Brown Library has books for borrowing and browsing. The Smith family reorganized the library over the past two years, and we invite you to stop in and see the library.

Trinity Church and Social Media

In addition to our website (trinityepiscopalchurch.org), we are also on Facebook, Twitter, Instagram and YouTube. Together, these technologies and online social media presence brings Trinity closer to more people, more effectively.

If you have not visited our website, please do: trinityepiscopalchurch.org

Join us on Facebook: facebook.com/trinityepiscopalchurchmanassas

YouTtube: youtube.com/channel/UClqjoM8O5wdx-yIEkOYYRSQ

Instagram instagram.com/episcotrinity

Organizations Who Used Trinity's Facilities in 2023

- o Delta Kappa Gamma
- o Lifelong Learning Institute
- o Yoga
- o Manassas Mom's Clothing
- o Manassas Art Guild
- o The Mankind Project
- o Prince William Little Theater

Trinity Columbarium

There is a columbarium in Trinity's Garth.

Each columbarium niche provides space for two urns that are included in the purchase of a niche. Cost of the niche and urns is \$1500. For more information contact Dexter Fox (dlfox728@zoho.com) or the church office.

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“Be Swift to Love”