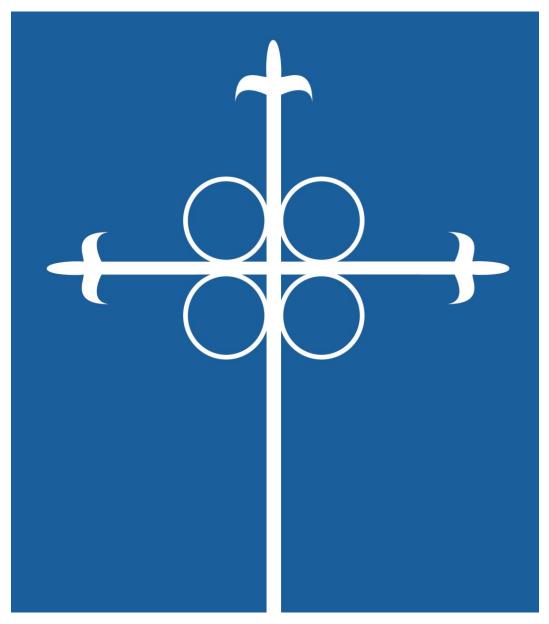
# THE ANNUAL REPORT OF

## CHRIST CHURCH IN BLOOMFIELD & GLEN RIDGE FOR THE

158<sup>TH</sup> ANNUAL MEETING OF THE PARISH



**JANUARY 21, 2018** 

Growing in faith ~ Serving our neighbors ~ Creating community



# CHRIST EPISCOPAL CHURCH BLOOMFIELD & GLEN RIDGE



### TABLE OF CONTENTS

AGENDA	
LEADERSHIP AND STAFF OF CHRIST CHURCH	2
OPENING PRAYER & SCRIPTURE	3
MINUTES OF THE 157 <sup>TH</sup> MEETING OF THE PARISH	4
2018 PARISH ELECTION NOMINEES	6
NOMINATION FOR WARDEN	
NOMINATIONS FOR VESTRY	
Nomination for Diocesan Convention Deputy	7
REPORT OF THE RECTOR	
PAROCHIAL REPORT	
AVERAGE SUNDAY ATTENDANCE	
BAPTISMS	
CONFIRMATIONS	
WEDDINGS	
REPORT OF THE WARDENS	15
REPORT OF THE NURSERY SCHOOL DIRECTOR	17
REPORT OF THE DIRECTOR OF MUSIC	18
REPORT OF THE PARISH OFFICE	19
REPORT OF THE DIRECTOR OF FAMILY MINISTRIES	20
STEWARDSHIP REPORT	22
STEWARDSHIP REPORT- JANUARY 2018	22
PLEDGES FOR 2018	
Pledge Report – Ten Year Overview	
Buildings & Grounds	
Repair & Maintenance	
FINANCE REPORT	
FINANCE COMMITTEE	_
BALANCE SHEET - CHURCH	
APPROVED BUDGET 2018 – CHURCH	
BUDGET TO ACTUALS 2017 – CHURCH	
BALANCE SHEET - NURSERY SCHOOL	
BUDGET TO ACTUALS – NURSERY SCHOOL	
AUDIT NURSERY SCHOOL FY17AUDIT CHRIST CHURCH - 2016	
MINISTRY REPORTS	
GROWING IN FAITH	
Adult Formation	



# CHRIST EPISCOPAL CHURCH BLOOMFIELD & GLEN RIDGE



CLOSING PRAYER & RLESSING	. =
Book Club	64
Youth Group	
CREATING COMMUNITY	
PFLAG-NJ	63
Outreach Group	62
Food Ministry	62
Animal Ministry	
SERVING OUR NEIGHBORS	
Worship Ministries	61
Healing Team	60
Altar Guild	

#### AGENDA

- Call to Order
- Opening Prayer
- † Introduction of Staff & Guests
- Review and Approval of Minutes from the 157<sup>th</sup> Annual Meeting
- **\Phi** Warden's Remarks
- **†** Rector's Address
- Elections & Voting Certification
- **†** Financial Report
  - Stewardship Report
  - Presentation of 2018 Budget
- **♦** Roundtable
- Adjournment
- Closing Prayer, Blessing & Dismissal

#### LEADERSHIP AND STAFF OF CHRIST CHURCH

Wardens: David Drislane and Denise Massay- Williams Clerk of the Vestry: Rick Fox Treasurer: Dan Wing

#### The Vestry

	<u>Class</u>	of 2018	
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Lambert Gibson William Seeman Benjamin Reynolds

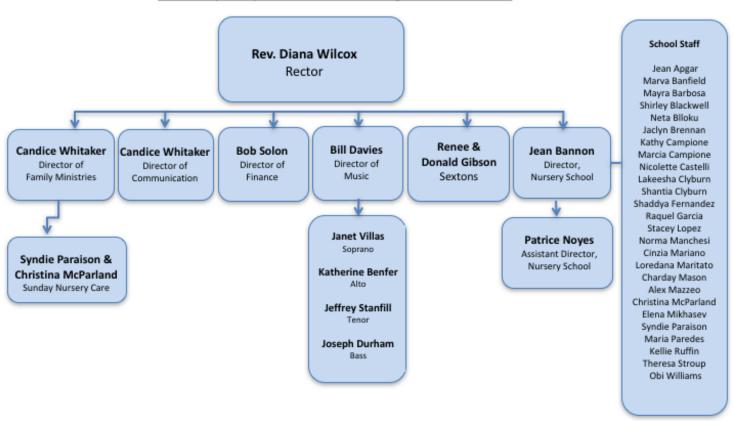
#### **Class of 2019**

Joseph Durham Rick Fox Kevin Treuberg

#### **Class of 2020**

Amy McAllister Bob Plass Mark Richardson

#### Christ Episcopal Church Staff Organization 2018



#### **OPENING PRAYER & SCRIPTURE**

Rector: God be with you.

People: And also with you.

Rector: Let us pray together...

Almighty and ever living God, source of all wisdom and understanding, be present with us as we take counsel in Christ Church in Bloomfield & Glen Ridge for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Savior. Amen.

Lector: A reading from St. Paul's letter to the Ephesians

I therefore, the prisoner in the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as you were called to the one hope of your calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all.

But each of us was given grace according to the measure of Christ's gift... The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ. We must no longer be children, tossed to and fro and blown about by every wind of doctrine, by people's trickery, by their craftiness in deceitful scheming. But speaking the truth in love, we must grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knitted together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love.

### MINUTES OF THE $157^{\text{th}}$ Meeting of the Parish

CALL TO ORDER: The 157th Annual Meeting of the Parish was called to order by William Seeman & David Drislane, Wardens of Christ Church, on Sunday, January 22, 2017 following the 10:30 A.M. Worship Service. After the opening prayer, the minutes of the 155th annual meeting were unanimously approved.

WARDEN'S REMARKS: Wardens David Drislane and William Seeman reported to the meeting, commenting on the growth of the church and the results of the Infrastructure Project. Specifically, they discussed:

- Our financial outlook has improved, and the future appears to be moving to solid ground.
- The new Infrastructure Project was completed, and provided needed space for church programs and nursery school classes, and accessibility to our church offices and meeting spaces.
- We updated our aging phone and data networks to provide both the church and the nursery school with the tools needed to serve our parishioners, parents, and children.
- We updated our aging school camera system to provide increase safety for our students and staff.

RECTOR'S REMARKS: Mtr. Diana Wilcox, highlighted the many initiatives for growth and renewal our parish has undertaken during the past year. They included, but were not limited to:

- Increased our average Sunday attendance by 7%, 42% over the past three years!
- We were the gathering place in the wake of the horrific mass shooting in Orlando, providing an interfaith service of healing and peace.
- We began hosting PFLAG NJ, and continue to offer space to the NJ Reading Orchestra, the Alpha Kappa Alpha sorority, and many more.
- We have become a focal point in our community, hosting a Police-Community relations meeting this past fall, as well as hosting the annual Interfaith Thanksgiving Service.

See our 2016 Annual Report for the full report of both the Wardens and the Rector.

NOMINATIONS FOR PARISH OFFICE: Those retiring from their role were thanked. The nominees for office were:

Warden: Denise Massay-Williams

Vestry (3 yr. terms): Amy McAllister, Bob Plass (2<sup>nd</sup> term), Mark Richarson

Diocesan Convention Deputy: Christopher Dwyer

Retiring from roles were:

Warden: William Seeman (later filled seat vacated by Denise Massay-Williams)

Vestry: Danita Locks and David Brinkerhoff

All nominated were elected. Bill Seeman was presented with a gift for his 2 term service as Warden.

FINANCIAL REPORT AND BUDGET FOR 2017: Dan Wing, our Treasurer, and Robert Solon, our Director of Finance, presented and discussed our current balance sheet, budget for the coming year, and the finances of the Nursery School. See the Report for further details.

COMMITTEE REPORTS: A motion was offered and seconded to accept into record all committee reports as written in the 2016 Annual Report. The motion was passed unanimously.

ROUND TABLE: Mtr. Diana offered the following topic for discussion:

There has been so much growth and new things happening here. Talk among your tablemates about these two questions:

- What excites you about Christ Church, and why?
- What opportunities do you see are here?
- How might we engage you more to volunteer to be a part of our lay ministries to do join in the work of the Holy Spirit here at Christ Church?

Mtr. Diana commended us for thinking outside the box.

ADJOURNMENT: The meeting was adjourned at 1:46 pm. A blessing was offered by Mtr. Diana.

#### 2018 PARISH ELECTION NOMINEES

#### NOMINATION FOR WARDEN



Leamon McKenzie: Leamon has been a parishioner of Christ Church for the last 18 plus years. He previously served on the Vestry, Building and Grounds Comm., Finance Comm., and as Warden for several years. He is committed to the continued development of the church & community, and looks forward to working diligently with the Vestry, church members, and our Nursery School.

#### NOMINATIONS FOR VESTRY



Bill Seeman: I have been attending Christ Church since the late 1990s following my return from a five year corporate assignment in London, England. I chose Christ Church as a life long Episcopalian and stayed because of the worship experience and friendly nature of the congregation. I have been a Vice President and Financial Advisor with Ameriprise Financial Services since 2012 after 12 years with Merrill Lynch. Prior to Merrill, I spent 27 years as a banker specializing in corporate cash management. I have been a resident of Glen Ridge since

1980 following over six years in Bloomfield. I have been active in the Glen Ridge community serving as President of the Taxpayers' Association, President of the Kiwanis Club and as a current member of the Board of Adjustment. At Christ Church I have served as Finance Chair, on the Vestry for two terms and as Warden. Education includes a BA in History from Gettysburg College in 1973 and an MBA in Finance from Seton Hall University in 1980.



#### Stephanie Reynolds

Stephanie has been a member of Christ Church since summer 2014. She sings alto in the choir, co-chairs the Community Outreach program, and has participated in many other church activities. A nurse practitioner and pain management expert, Stephanie heads the Transitions of Care program at Independence Care, a nonprofit insurance provider for people with disabilities and chronic health conditions. Her hobbies include reading (especially mysteries), tae kwon do, and baking. She lives in Bloomfield with her husband Benjamin and her cats, Piper and Tucker.



#### Michelle B. Ryndak, PhD

Michelle joined Christ Episcopal Church less than a year ago and is happy to call Christ Church her spiritual home. Michelle is a research faculty member at the NYU School of Medicine where she studies tuberculosis. In her work, Michelle also mentors and collaborates with scientists from India to facilitate tuberculosis research in an area of the world where it is much needed.

#### NOMINATION FOR DIOCESAN CONVENTION DEPUTY



#### Desiree Noel

I am a lifelong Episcopalian, and I am a member of Christ Episcopal Church, Bloomfield & Glen Ridge. I sing in the choir and I work as an Administrator in Publishing.

#### REPORT OF THE RECTOR



communication throughout the year. In 2017...

We continue to be blessed here at Christ Church. Our journey together as priest and parish has been filled with so many opportunities for renewal and growth. Inside these pages are the stories – our stories – of transition, of new life, of growing to serve and serving to grow. I encourage everyone to read these pages, because they are your story – a story of the Holy Spirit at work here at Christ Churchthrough you.

There truly is so much good news to share, and much of it is part of other reports, but I will try to just highlight a few. Some of these I have already shared in various forms of

- ❖ We added approximately 10 new members, even while attendance at services by our membership has been down (a phenomenon that has been reported across the diocese).
- ❖ We baptized four, adding to the total over the past four years of 18!
- \* Two members were confirmed.
- ❖ We celebrated the 50<sup>th</sup> anniversary of our Nursery School!
- ❖ We replaced our dying out Wednesday noon service with Joyful Noise!, a service for the Nursery School children. We now have over 30 children who participate every week!
- ❖ The Outreach Group held a visioning workshop to determine next steps, and we had a very successful coat drive and Giving Tree (for North Porch), as well as providing much food and support of the Presbyterian Food Bank.
- We installed a Peace Pole in several languages to show our commitment to the gospel in our community.
- ❖ We raised \$12,000 (using \$5200 in matching funds from our own budget) for hurricane relief!
- We are moving closer to our goal of being a center of our local community: We became the host of the local Cub Scout Pinewood Derby,



- we teamed with the Glen Ridge PD to ensure Santa was present at our nursery school Christmas show, we hosted pet adoption events, and so much more.
- \* We invited in the Dzieci Theatre company to perform the Passion on Palm Sunday. It was deeply impactful to all who attended. We then invited them back in Advent for their Fool's Mass – again, giving us all something to really think about with regard to our faith. They will return to do both this year.
- \* Our choir continues to grow, and our Lenten Evensong and Advent Lessons & Carols are well attended and a community favorite. This year, our bishop and his wife attended the Lessons & Carols, with the bishop offering the closing blessing.
- We continued our annual offering of music programs to the community, hosting the Rutgers University Chorus (who will return again this Spring)
- ❖ We continued our new parish wide celebrations for a third year Mass on the Grass with Brass & Parish Picnic and the Fall Founder's Fest - both of which continue to be well attended and received
- \* Our website has reached thousands (over 73,000 views and over 30,000 visitors) and our Facebook page has nearly 800 "likes" – more than any other church in our diocese!
- \* We continued to host diocesan events, including a listening session offered by the Search Committee for our next bishop and the newly formed Episcopal Women Together (a diocesan group that has formed in the place of the former Women's Commission).
- \* Once again we had our Good Friday Stations of the Cross in Community, where we go out into our neighborhoods to find the Christ crucified and risen there.

As your priest, 2017 has been another year packed with community engagement, justice and outreach ministry, and diocesan work.

- ❖ I participated in the 1000 Ministers March in Washington, DC, marches and protests against the immigration enforcement actions, and several other activism events.
- \* I am now a member of both the Kiwanis and Rotary Clubs.
- ❖ I gave the invocation at the dedication of the 9-11 memorial in Glen Ridge.
- \* I was a panelist at the American Conference on Diversity.
- ❖ I have completed Red Cross Disaster Chaplaincy training, allowing me to serve our community in the event of emergencies large and small.

❖ On a diocesan level, I continued to serve as Vice-President of Diocesan Council (the Bishop is the Presiding Officer), and also serve on the Budget & Finance Committee, the Disciplinary Board (formally the Ecclesiastical Court), the Ecumenical & Interfaith Commission, as the diocesan liaison to Episcopal Migration Ministries (refugee work), as a co-leader of Episcopal Women



Together (formally the Women's Commission), on the Board of Directors of Crossroads camp (a new role), and in the newly formed Episcopal Peace Fellowship for the diocese.

❖ There have been many calls and visits, both in homes, and in hospitals, in the past year. July-October was particularly difficult for some parishioners, and created a pastoral visitation schedule that was quite long. We had 12 funerals this year too, adding to the emotional pain of many. This ministry of presence is a privilege and a trust. Spiritual



direction is also a part of pastoral care, and involves meeting with people as they discern where God is calling them.

What does all this mean? Well, our church is growing (more than 30% since 2014), yet, the irregular attendance by our members has dropped our Average Sunday Attendance (ASA – a measurement of parish vitality) to below that of last year. There is no particular pattern to the decline, but it is noticeable and disappointing to church leadership. However, it is also something that has been seen in other churches in 2017, so it is hoped that this is a temporary thing. One way to think of it is that when you are not here on Sunday, we not only miss you, but it affects us as a community. Still, the good news is that we have not lost members, and gained 10 this past year, with more coming all the time.

The rest of my report provides important details about our parish life (see Parochial Report below), and yet, as Christians, it is vital to remember that we do not exist, nor does the church, for ourselves alone, but for God, and we are called to love and serve in the name of Christ.

In the years ahead, we will continue to "grow in faith, serve our neighbors, and create community," that others may know that they are loved unconditionally and for all time. There is much work to do in this dark and weary world, but together we will step boldly forward knowing that in all that we do, because of Christ, there is no darkness that his light cannot overcome, that life is stronger than death.

I am truly humbled to be called to love and serve you, and I pray we



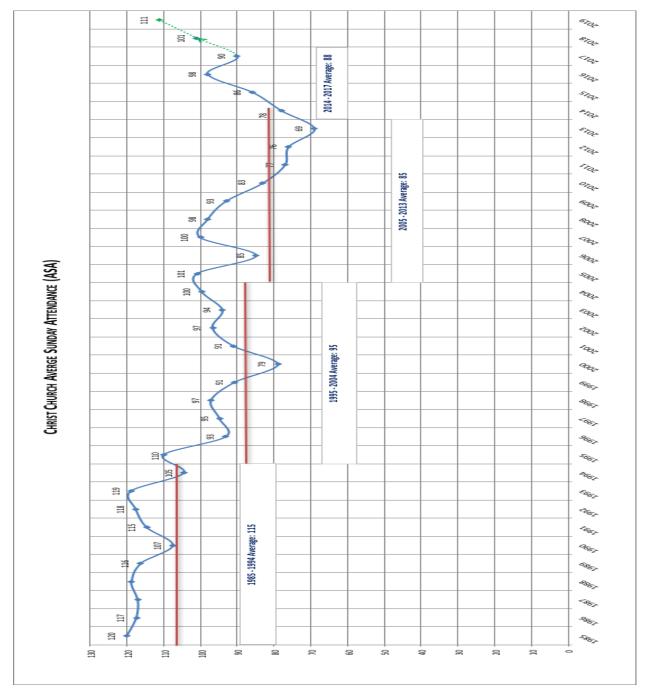
continue to hear and respond to the Holy Spirit in the year ahead.

Blessings, Mother Diana+ Rector

#### PAROCHIAL REPORT

#### AVERAGE SUNDAY ATTENDANCE

Average Sunday Attendance, or ASA, is one of the ways churches are able to understand their overall health as a congregation. It is not the only way we can measure vitality – being Christ in the world (outreach to the community, engagement in justice issues), and financials (plate and pledge) are others. The chart below shows our attendance over 30 years, our growth over the past four years, and where we will be in two years at the current rate of increase (assuming regular attendance returns).





#### **BAPTISMS**

Elizabeth Marie Fay Mia Riley Hucks Brennan Elizabeth Boyd Sean Patrick Boyd

God, the Creator of all, we thank you that by water and the Holy Spirit you have bestowed upon these your servants the forgiveness of sin, and have raised them to the new life of grace. Sustain them, O Lord, in your Holy Spirit. Give them an inquiring and discerning heart, the courage to will and to persevere, a spirit to know and to love you, and the gift of joy and wonder in all your works. Amen. (BCP, p. 308)

#### **CONFIRMATIONS**

Mark Richarson Amy Waldron

Almighty God, we thank you that by the death and resurrection of your Son Jesus Christ you have overcome sin and brought us to yourself, and that by the sealing of your Holy Spirit you have bound us to your service. Renew in these your servants the covenant you made with them at their Baptism. Send them forth in the power of the Spirit to perform the service you set before them; through Jesus Christ your Son our Lord, who lives and reigns with you and the Holy Spirit, one God, now and for ever. Amen. (BCP, p.309)





#### WEDDINGS

Amy Kathie Tarazona & Thomas Lorenzo Reynolds

O gracious and ever living God, you have created us in your image: Look mercifully upon these wedded partners who come to you seeking your blessing, and assist them with your grace, that with true fidelity and steadfast love they may honor and keep the promises and vows they make; through Jesus Christ our Savior, who lives and reigns with you in the unity of the Holy Spirit, one God, for ever and ever. Amen. (BCP, p. 425)



FUNERALS
Hamlet Roy Phillips
Sally Webster
Martin Anthony Seel
Dunbar S. G. King

Mary Sheen Coursen Donald Andrew Johnson Gretchen Brinkerhoff Donald Bruce McShane Donald Ward Castle Michele Anne Gibson

Helen Frye

Carol Saunders Corbin

Mother of all, we pray to you for all those whom we love but see no longer. Grant to them eternal rest. Let light perpetual shine upon them. May their souls and the souls of all the departed, through the mercy of God, rest in peace. Amen. (BCP, p. 498, adapt.)

#### REPORT OF THE WARDENS

My fellow brothers and sister in Christ, it's hard to believe another year is over. For me it was my last year as one of your Wardens. During the past four years I have seen allot of positive growth and development in our parish. During my remarks at our annual meeting, I will share some of my personal thoughts from my time as Warden in greater detail.

As we reflect back on 2017 we can do so, with much pride on what we as a parish community have accomplished here at Christ Church. We continue to renew our parish both spiritually and physically. Your leadership team and vestry had another extremely busy year. Much work was done to ensure we continue to nurture and develop the many seeds we planted back in 2014 when Mother Diana joined us. We are now a congregation that is starting to boldly lead the way for us to live out our mission to grow in faith, serve our neighbors and create community.

A few examples of how we lived out this mission in 2017 were;

Our response to the hurricane victims this past year was truly one of the most touching moments of the year. At our September vestry meeting our Director of Finance Bob Solon made a suggestion that we use our entire outreach budget of \$5,200 to setup a matching fund campaign for Relief Episcopal Development to aid hurricane victims. The resulting matching funds campaign not



only attracted the attention of our congregation and nursery school parents, but other parishes and strangers from across our diocese to ensure the matching goal was achieved. The campaign was so successful, it was oversubscribed, with the church sending a check for more than \$12,000 to Episcopal Relief & Development.

• In 2017 we also celebrated a milestone with the 50th anniversary of our nursery school. When it was founded back in 1967, its purpose was to provide an affordable, safe and nurturing nursery school experience for families from our surrounding communities. Over the past 50 years this vital outreach ministry has certainly done that and has grown significantly, earning a reputation along the way for being one of the top nursery schools in our area. The expanded and upgraded nursery school facilities which we opened in 2016 truly reflect the commitment and investment of our parish community to this vital outreach ministry.

• Christ Church has always been at the forefront of promoting social justice, equality and peace. Our church community is one of tolerance and welcoming of all regardless of gender, skin color, sexual orientation, religious belief or ethnic background. The installation of a Peace Pole in the front courtyard of the church was a reflection of our diversity as a congregation and our all-inclusiveness. This pole displays the message "May Peace Prevail on Earth" which is written in different languages. Our pole has it written in English, Arabic, Creole, German, Hebrew, Korean, Portuguese, Spanish and Braille. The pole is a symbol used around the world to serve as a constant reminder for us to pray for world peace.



- Our now annual Mass on the Grass with Brass was another resounding success. Worship
  does not have to be confined to the four walls of the church. We celebrated mass in the
  Glen across from the church with a brass band accompaniment for our wonderful choir.
  Afterwards our parish family again showed and shared its diversity with a wonderful spread
  of food which we enjoyed at our picnic afterwards.
- This year's Advent Lessons & Carols was the best yet and truly showcased the musical talents of the wonderful choir we are so blessed to have. Afterwards the parish enjoyed a wonderful spread of different foods brought in by our parishioners. The art of cooking is definitely one of the talents in our parish family.
- We were blessed again to have another visit by the Dzieci Theater Company for a performance of "Fools Mass". Those of us who had the opportunity to enjoy the performance we were truly touched by the experience and the celebration of the Eucharist in a truly unique way. The premise of this magnificent performance was a group of "village idiots" who were forced to enact their own Mass due to the untimely death of their pastor. The way this group engaged and included the audience into the celebration of the Eucharist made for a truly unforgettable experience for those who attended.

All of these initiatives and many more in 2017, clearly demonstrated the vitality and commitment of our entire parish. They also provided us great momentum to capitalize on them and do even more work as we move into 2018. We would like to thank all of you for your belief, hard work and commitment to ensure our success as we continue to build our Christ Church community and live out our mission to grow in faith, serve our neighbors and create community.

Respectfully submitted,

David Drislane & Denise Massey Williams, Wardens

#### REPORT OF THE NURSERY SCHOOL DIRECTOR

The Nursery School of Christ Church currently has an enrollment of 98 children. This is a low amount for this time of year, however, we have 7 newly registered students to begin by March 1<sup>st</sup>. Our Infant room has 18 children, our toddler rooms are full to capacity with 21 children. Our preschool 1 class has 18, preschool 2 has 17, preschool 3 has 11, and our Kindergarten class has 13 children. We are constantly giving tours to prospective parents who get our information from parent's posts online, as well as word of mouth.



Our fall session began with our extracurricular activities for the preschoolers. Kiddie Soccer, Dance and Yoga have both fall and spring sessions and they use our gym as well as the Coursen Room. we are also offering a Tennis program from Kids In Motion. The response has been great, so we will probably continue to have tennis in the winter months. The Nursery School provides a weekly music class with Miss Lori from Juice Box Rock on Thursday

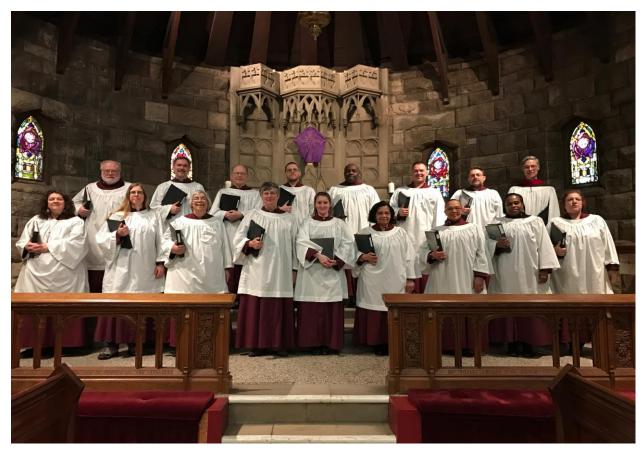
mornings. Miss Lori visits with the Infant Room, and the older children go to the Coursen Room to sing, dance and sometimes limbo to the music. Our Spanish Teacher, Ms. Maria, recently returned from a lengthy medical leave, and has resumed her Spanish lessons with the children.

Other events were our annual Halloween Show and parade in October and our Children's Thanksgiving Feast in November. This year's feast went exceptionally well, as we had many parents helping out in the kitchen. Staff and children prepare, cook and bake a complete turkey dinner with all the trimmings. Parents and staff serve this delicious meal to all of our children, infants included. At some point we all sit down, Mother Diana says grace, and we give thanks for being together, our many blessings, as well as for the good food! December is the busiest month of the year for us with decorating, gathering donations for those less fortunate, and preparation for our Holiday Show. Santa made it to the show with the help of the Glen Ridge Police (who apparently have a connetion to the North Pole!).

Looking ahead, our Graduation ceremony this year will be on Friday, June 15<sup>th</sup> at 2:00pm in the Church. All are welcome!

Respectively Submitted, Jean Bannon Director

#### REPORT OF THE DIRECTOR OF MUSIC



The music program has continued, over the past year, to continue to focus on developing the choral resources we enjoy in worship. The choir has expanded its repertoire and also become ever more expert at singing that repertoire. The group has worked hard at developing the musicianship needed to sing more complex and interesting pieces. Those anthems and other music have enhanced not only the usual Sunday service and other of the regular church year, but also helped build the traditions of Advent Lessons and Carols and Lenten Evensong.

Several years ago, the choir enjoyed the help of only one paid section leader. In subsequent years, we began a pilot program, using what was then money from the Trinity fund, to add tenor and bass section leaders. We have been fortunate for the last few years to be able to fund those positions out of the regular budget and thus retain the services of three section leaders. In 2017, we completed this picture by adding an alto section leader, thus providing section support for all four voices. Unfortunately, the very fine section leader we enjoyed for several months moved away in December, so we are now in the process of a search for a replacement. We hope to have someone in place in the near future.

Respectfully Submitted, William Davies Director of Music

#### REPORT OF THE PARISH OFFICE

The Parish Office is responsible for all communications and the management of the facilities. It is also often (typically) the first point of contact for vendors, visitors, and others looking to know more about the church.

We have continued to work to ensure that all the good things happening in and out of Christ Church are well-known in our surrounding communities. We have ongoing Facebook and newspaper ads, had sign displays on Bloomfield Avenue near the Glen Ridge train station, and brightly colored banners alongside the church on



Bloomfield Avenue that are regularly updated. Press releases are always sent out to local media for our events, and our big events are also submitted and posted on the Diocesan calendar and events page.

We have recently started sending out weekly emails to help you stay better connected. Most of this information is also (usually) in the Sunday Paper, which we provide as an insert with the bulletin each week. However, I don't want you to miss out on any of the information so this is just one more way to have the latest news! If you have not been getting the emails, please let me know and I will add you to our mailing list so you receive the next one!

Creating a photo directory has been an ongoing project. We now have an updated directory, which was long over-due. We are still wanting to do a photo directory, but still do not have enough of your photos. Please get those photos in to Candice Whitaker ASAP. She can take your picture any Sunday. There is also a link in the weekly email where you can update your information and upload a photo, which then comes directly to me. Thank you to those who have utilized it!

We also offer a text service to provide you with last-minute updates, closings, news, events, etc. If you haven't done so, text **CHRISTCHURCH** to **313131** to receive these messages.

As always, we produce the bulletins and Sunday Papers for every worship service, all of which are loaded online each week, as is the quarterly newsletter. There are plenty of ways to stay connected at Christ Church; don't miss out!

Respectfully Submitted, Candice Whitaker Director of Communications

#### REPORT OF THE DIRECTOR OF FAMILY MINISTRIES

We have such amazing people at Christ Church. I am truly grateful for the kids (and the parents who bring them!) who make it to church, and the young people who come to youth group.

Sunday School is offered every Sunday morning during the 10:30am service. We follow the Whirl Classroom Curriculum, which covers the stories of the Bible. Because our ages are so varied, we have had to be very flexible with the lesson plans and adjust them accordingly. However, this curriculum does provide lessons for ages Pre-K/K, 1st/2nd Grade, 3rd/4th Grade, and 5th/6th Grade. The goal is to be able to offer multiple classrooms each week. We have the space; we just need more volunteers and regular attendance. I am very hopeful that we will



get there in the next few years. We have a lot of little ones right now, which means we are already in the perfect position to keep growing!

We have a great space for the youth to meet (the 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month, unless otherwise noted). Thanks to a very generous donation by Charles and Ann Nicol, we now have a huge 60 inch TV in the youth room. We just added a ping-pong table, and it is so nice having a space completely dedicated for our youth to make it their own.



Our children and youth have been working on a "Kindness Rocks" project. This is a nationwide project, and although not a new concept, a really fun thing to be a part of and contribute to. It has taken a little longer than expected, but when they are done, they are going to be awesome! The idea is to paint rocks with inspiring messages on them, and leave them around the community. When people see them, they can pick them up and leave them in a new place, or leave them for the next person. Who doesn't like finding a little note of

encouragement? It is an easy and fun way to spread the love. Keep an eye out for our rocks soon. I've been so impressed with the creativity and positive messages they have come up with, and the ones that are finished look amazing!

In August, we hosted Cross Roads for our 3<sup>rd</sup> Annual Day Camp. We have had a different group of kids every year, including children of our church, children from other churches, and children of our community. The word is finally getting out and it will continue to grow! We had so many more volunteers this year, which was amazing, and a very clear sign of growth and support for this ministry. It is always my favorite week of the summer and we all have so much fun.



In November, the youth group did an Escape Room in Montclair. It is a great community-building activity for any group! These "escape rooms" are all over the rooms have different themes and you have one hour to "escape" by solving

rooms" are all over; the rooms have different themes and you have one hour to "escape" by solving puzzles, riddles, and finding clues that lead you closer to the goal. It was really fun watching our youth work as a team, and yes, we did escape (with seconds to spare!).



Our Christmas pageant was Sunday, December 17<sup>th</sup>. We had a new script this year, so it was fun to switch things up a little. The biggest thank you to Danielle Treuberg, who brought so much energy, creativity, and talent in directing this pageant. We had so much fun working and collaborating with the kids to make the pageant something they had a voice in. I'm so proud of all the kids and our youth who stepped up to play these roles. They did a fantastic job and I hope you all enjoyed it, too!

We are still wanting to develop and grow a consistent youth choir. We have so many young kids who want to participate, so we are hoping to start a choir with just the young children as well. This is a great way to get the kids and youth of our congregation to be active participants in our worship. I really hope this is the year to get it going strong!

The ministry for children and youth continues to grow, and I can not thank everyone enough for all the support. I have the best job as Director of Family Ministries, and it is because of all the fantastic kids, parents, parishioners, and staff with whom I get to work. We will keep growing, and I look forward to all the fun we will have again this next year!

Respectfully Submitted, Candice Whitaker Director of Family Ministries

#### STEWARDSHIP REPORT

#### STEWARDSHIP REPORT- JANUARY 2018

As of Jan. 17, 2018, we have received 51 pledges totaling \$83,860, as compared with \$92,840 from 59 pledgers in 2017. The most recent ten years of pledge data are on page 23.

#### Things to note:

- Pledgers in 2018 who pledged in 2017: 37 of 49
  - Of the pledges received from those same people: 19 increased, 6 decreased, 12 remained the same.
- We received 14 pledges from people who did not pledge in 2017, or who are new to the parish.
- The Vestry is at 100% in pledging.
- Total of 2017 pledges not yet renewed: 19 pledges totaling \$11,900. If all remaining 2017 pledgers renewed at the same amount, we'd be at an annualized total of ~\$95,750, putting us within 5 per cent of the 2018 budget goal for pledge income.

Respectfully submitted,

Bob Solon Director of Finance

#### PLEDGES FOR 2018

#### THANK YOU!

The following people have pledged their commitment to serving Christ through the mission and ministries of Christ Church, their parish home:

Hillary Alleyne Pearl Anderson Ellen Anello

Henry & Priscilla Arnold

Gwenda Barnes Roly & Linda Cortes

David Drislane & Leo Toledo

Judith Dunkley

Joseph and Jane Durham

Christopher Dwyer & Amy Waldron

Nancy Fairty

Shirley Farquharson

Rick Fox & Debbie Bloomer

Nadine Gaita Elmer Hill

Dwight & Gail Jackson David & Dorothy Johnson

Barbara Kaplan Richard Lamb Maria Marin Dona Marino

Denise Massey-Williams Kelly & Amy McAllister Patrine McKenzie Clara & Curtis Mitchell Elise Mitchell Jeanelle Mitchell Frances Myrill Desiree Noel Marilyn Olson

Robert & Simone Plass

Cheryl Restaino Mark Richardson Juliet Robinson Michele Ryndak Faith Salaash Catherine Seel William Seeman Nadine Sempier

Kevin & Danielle Treuberg

Margaret Voorhies Emmanuel Wakhata,

Vera Wallace Rhonda Watson Robert & Joan White Dan Wing and Yvette Lucas

The Rev. Diana Wilcox Obiama Williams Permelia Wright

Elizabeth Yarborough

















Christ Church Bloomfield-Glen Ridge Pledge Report and Trends 2007-2017

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Number of pledges	77	79	59	83	76	89	41	64	89	58	49
Amount pledged	\$140,611	\$135,056	\$106,823	\$139,299	\$134,299	\$121,605	\$87,581	\$105,426	\$111,273	\$92,540	\$83,100
Average pledge	\$1,826	\$1,710	\$1,811	\$1,684	\$1,767	\$1,788	\$2,136	\$1,647	\$1,636	\$1,595	\$1,696
Total Vestry and Clergy pledge	\$50,120	\$56,100	\$53,511	\$58,204	\$44,904	\$25,764	\$27,732	\$34,150	\$39,771	\$34,196	\$27,710
% of Vestry Pledging	,			,	,		,	100%	100%	100%	100%
INCREASES											
Number of increased pledges	29	19	15	27	22	26	13	20	18	15	19
Number of new pledges	21	19	6	27	12	6	9	23	15	6	14
New income from increased pledges	\$12,059	\$3,990	\$5,200	\$9,945	\$8,396	\$7,309	\$7,541	\$5,918	\$8,977	\$2,482	\$5,886
New income from new pledges	\$22,030	\$19,138	\$6,055	\$33,476	\$11,541	\$4,552	\$2,750	\$23,448	\$11,385	\$6,340	\$9,144
TOTAL NEW INCOME	\$34,089	\$23,128	\$11,255	\$41,421	\$19,937	\$11,861	\$9,805	\$29,366	\$20,362	\$8,822	\$15,030
DECREASES											
Number of decreased pledges	4	6	13	7	12	6	10	9	10	8	9
Number of pledges unrenewed	∞	17	29	1	2	3	22	10	∞	11	14
Lost income from decreased pledges	-\$570	-\$4,295	-\$6,089	-\$6,800	-\$6,590	-\$2,028	-\$7,184	-\$4,284	-\$5,110	-\$6,980	-\$7,910
Lost income from unrenewed pledges	-\$6,826	-\$24,388	-\$33,398	-\$1,200	-\$1,140	-\$4,200	-\$30,550	-\$16,280	-\$6,240	0\$	-\$2,700
TOTAL LOST INCOME	-\$7,396	-\$28,683	-\$39,487	-\$8,000	-\$7,730	-\$6,228	-\$37,734	-\$20,564	-\$11,350	086'9\$-	-\$10,610

#### **BUILDINGS & GROUNDS**

#### Repair & Maintenance

We took great care of our buildings, and accomplished the following this year (this is only the major repair items):

- Fixed a problem with the low water cut off for the boiler in 74 Park.
- Had to pull up all the flooring in the entryway of 74 Park location due to a leak from the radiator that left a little lake underneath the floor.
- Had to replace the hot water heater in 74 when it failed.
- Lights were needed to be replaced in the church...and the electrician did not charge us for them!
- Repaired a leak in one of the pipes in 74, which caused staining in one of our new ceiling tiles
- Repaired and repaved the driveway and parking lot after the potholes became a hazard to safety.
- Replaced the boiler in the church after it failed. Discovered additional flooring problems under the old steam pipes that line the walls. We are applying for a diocesan grant to cover 50% of the cost. Identified a problem with the loop going through the Altar Guild room, and that has also been fixed.
- Renewed contract for boiler maintenance and for organ maintenance
- Renewed our snow plowing contract

We are ever grateful to our sextons, Don and Renee Gibson, for their work. Don is primarily responsible for a great deal of the maintenance work done around these buildings. There is more work to do, but we are well on our way to keeping our buildings and grounds in top shape. In particular, we will need to address the following in the next year or two:

- Pointing in the church tower
- Address the pipe issues creating continually clogged toilets in the Parish Hall Ladies Room.
- We have a columbarium issue, in that we are full, and need more space. Also, we need to properly etch the doors with the names of those interred.
- The flooring in the church by the walls, damaged by the old steam pipes, are in need of repair/replacement.
- Repairing other roof leaks
- Removing old paint and repainting the wood framing around the windows of 74 Park and the Church to ensure the wood does not rot
- Relining the pipes in the undercroft
- Replacing the projector screen in the parish hall

#### FINANCE REPORT

#### FINANCE COMMITTEE

#### Committee

David Drislane
Denise Massey-Williams
Leamon McKenzie
William Seeman
Robert Solon
The Rev. Diana Wilcox
Daniel Wing

We began 2017 expecting improved financial results for both the church and the nursery school as a result of the efforts made to expand enrollment in the nursery school through the infrastructure project. We also expected to see some growth in pledges. Unfortunately, progress to our goals has been slower than expected but we are making progress nonetheless.

Total income was \$313,090 in 2017, down from \$346,179 in 2016. This drop was primarily attributable to declines of \$11,713 in parish generated income and \$21,635 in fund and endowment income (this is a positive as fund and endowment income is generated by draws against our endowment funds). A major component of parish generated income is pledge and plate which was off by \$18,577. This is a continuing area of concern that we will monitor closely. The drop was caused by economic factors such as employment events, as opposed to parishioners leaving the parish.

Total expenses were down by \$18,166 to \$320,876. As a result we generated a net operating loss of \$7,786. This small loss was made possible through excellent expense control.

The highlight of the financial year was undoubtedly the performance of our investment portfolio managed by UBS. During the year we drew \$141,267 from our endowment funds to meet operating expenses of the church and we recovered all but \$12,016 of this draw through returns on investment. While we do not want to continue to rely on the portfolio for operating income and have taken steps to avoid this, investment returns were certainly important in 2017.

Before closing, I would be remiss not to thank the Finance Committee for all their hard work done on behalf of Christ Church and our parishioners.

Faithfully submitted,

William Seeman Finance Chair

#### BALANCE SHEET - CHURCH

### Christ Episcopal Church Bloomfield/Glen Ridge

#### BALANCE SHEET - PRELIMINARY

As of December 31, 2017

	TOTAL				
	AS OF DEC 31, 2017	AS OF DEC 31, 2016 (PY)	CHANGE		
ASSETS					
Current Assets					
Bank Accounts					
AL100 PNC Checking	-14,195.74	951.57	-15,147.31		
AL100-a Capital Fund Cash	3,176.01	3,176.01	0.00		
AL100-b Other fund Cash	11,587.28	7,912.28	3,675.00		
Total AL100 PNC Checking	567.55	12,039.86	-11,472.31		
AL106 Rector's Discretionary Fund	561.23	767.54	-206.31		
AL111 PNC MM 9449 (Trinity)	27,884.97	27,863.63	21.34		
Total Bank Accounts	\$29,013.75	\$40,671.03	\$ -11,657.28		
Other Current Assets					
1499 Undeposited Funds	7.655.58		7,655.58		
AL132 Due from Nursery Sch- Utilities	285.00	0.00	285.00		
AL133 Due from Nursery School - Other	529.35	310.71	218.64		
AL139 Misc Rec'bles and Clearing	0.00	4,771.25	-4,771.25		
AL140 Prepaid Expenses	-1,309.53	1,730.00	-3,039.53		
Total Other Current Assets	\$7,160.40	\$6,811.96	\$348.44		
Total Current Assets	\$36,174.15	\$47,482.99	\$ -11,308.84		
Other Assets					
AL141 NSCC Infrastructure Project Loan	393,543.26	393,543.26	0.00		
AL160 UBS Portfolio					
AL161 BL 37260 Cash	6,704.02	5,173.81	1,530.21		
AL162 BL 37257 TCW	279,295.22	247,505.41	31,789.81		
AL163 BL 37258 Delaware	183,582.49	152,844.07	30,738.42		
AL165 BL 22611 Kayne Anderson	200,418.77	149,859.98	50,558.79		
AL167 BL 19648 Rectory-Investment	435,410.38	517,572.19	-82,161.81		
AL168 BL 19649 Rectory-Cash	0.00	8,018.77	-8,018.77		
AL169 BL 23392 Vanguard HCF	120,872.22	112,919.63	7,952.59		
AL170 BL 23393 Vanguard LT	64,777.21	71,558.47	-6,781.26		
AL171 BL 23362 Nursery PMP	102,473.52	140,290.28	-37,816.76		
AL172 BL 23363 Nursery Pace	24,788.73	24,595.78	192.95		
Total AL160 UBS Portfolio	1,418,322.56	1,430,338.39	-12,015.83		
Total Other Assets	\$1,811,865.82	\$1,823,881.65	\$ -12,015.83		
TOTAL ASSETS	\$1,848,039.97	\$1,871,364.64	\$ -23,324.67		
IABILITIES AND EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
2000 Accounts Payable	11,987.66	9,909.98	2,077.68		
Total Accounts Payable	\$11,987.66	\$9,909.98	\$2,077.68		
Other Current Liabilities					

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		TOTAL	
	AS OF DEC 31, 2017	AS OF DEC 31, 2016 (PY)	CHANGE
AL200 Prepaid Pledges	0.00	915.00	-915.00
AL228 Other Accounts Payable	0.00	0.00	0.0
AL 228g U.T.O. Fund	184.90	184.90	0.00
AL228-b A/P Lay Pensions	272.87	0.00	272.87
AL228-h Outreach Prior Year Carryover	0.00	5,779.00	-5,779.00
Total AL228 Other Accounts Payable	457.77	5,963.90	-5,506.13
Total Other Current Liabilities	\$457.77	\$6,878.90	\$ -6,421.13
Total Current Liabilities	\$12,445.43	\$16,788.88	\$ -4,343.4
Long-Term Liabilities			
AL 254 UBS Line of Credit	393,427.73	393,543.26	-115.50
Total Long-Term Liabilities	\$393,427.73	\$393,543.26	\$ -115.5
Total Liabilities	\$405,873.16	\$410,332.14	\$ -4,458.9
Equity			
3900 Retained Earnings	-1,213.07	36,105.79	-37,318.8
AL 223 Rector's Disc Fund	556.47	867.54	-311.0
AL Designated Funds			
AL 234 Memorial Funds	19,012.72	12,880.52	6,132.2
AL 238a Music Fund	9,206.56	4,808.73	4,397.8
AL 241a Education Fund	34,850.14	31,142.25	3,707.8
AL 243 Trinity	28,508.72	27,863.63	645.0
AL 244 Youth Group Fund	7,274.48	8,036.02	-761.5
AL 252 Capital Fund	124,048.23	116,095.64	7,952.5
AL 255b J. Arnot Endow. Fund (Interest and growth)	181,438.50	66,821.27	114,617.2
AL 258 Housing Fund	435,410.38	525,590.96	-90,180.5
AL 260 Accessibility Fund	1,002.52	14,690.95	-13,688.4
AL261 Nursery School Investment Funds	127,262.25	164,886.06	-37,623.8
AL263 Rector Sabbatical Fund	2,500.00		2,500.0
Total AL Designated Funds	970,514.50	972,816.03	-2,301.5
AL Restricted Funds - Investmt			
AL 255 Endowments			
AL255-a J. Arnot Endowment Fund	488,562.00	488,562.00	0.0
Total AL 255 Endowments	488,562.00	488,562.00	0.0
Total AL Restricted Funds - Investmt	488,562.00	488,562.00	0.0
AL280 Designated Funds Net Change	2,607.79		2,607.7
Net Income	-18,860.88	-37,318.86	18,457.9
Total Equity	\$1,442,166.81	\$1,461,032.50	\$ -18,865.6
TOTAL LIABILITIES AND EQUITY	\$1,848,039.97	\$1,871,364.64	\$ -23,324.67

#### APPROVED BUDGET 2018 - CHURCH

#### Christ Episcopal Church Bloomfield/Glen Ridge Budget Forecast 2016 - 2021

	ACTUAL	BUDGET	Budget	Change from
	2016	2017	2018	2017
Income				
A. Parish Generated Income				
301 Plate	3,012	3,100	3,147	46
310 Pledges and non pledge \$'s				
310-01 Current Year	123,542	120,000	100,000	-20,000
NEW PLEDGE AND PLATE	0	0	750	750
Total 310 Pledges and non pledge \$'s	123,542	120,000	100,750	-19,250
315 Special Envelopes	=11		044	40
315-01 Christmas	511	900	914	13
315-03 Easter	984	1,000	1,015	15
315-06 Initial Offering/Other	1,400	200	203	3
315-07 Flower Donations	1,124	600	609	9
Total 315 Special Envelopes 319 Outreach Contributions	4,019	2,700	2,741	40
	690 885	0 1,000	450 0	450 -1,000
319 -01 Outreach/Day Camp Total 319 Outreach Contributions	1.575	1,000	450	-1,000 - <b>550</b>
325 Parish Fund Raising	1,373	1,000	2.500	2,500
Total A. Parish Generated Income	132,148	126,800	109.587	-17,213
B. Income from Building Users	132,140	120,000	109,307	-17,213
340-01 Centro Cristiano de Bloomfield				
340-09 CC Nursery Sch. Building Usage	42,222	43,500	44,696	1,196
340-10 Management Fees - N.S.	6,228	6,400	6,576	176
340-30 Other Users	2,441	2,100	3,300	1,200
Total B. Income from Building Users	50,891	52,000	54,572	2,572
	,	,	,	0
				0
C. Fund & Endowment Income				0
350 Misc Revenue-Endowment	116,218	126,000	174,819	48,819
351 Misc Revenue- Housing Fund				0
354 Misc Rev - Designated funds	15,691			0
353 Nursery School Equity Draw	30,000	5,000	0	0
365 Rector Disc Fund Income	1,500	0	0	0
Total C. Fund & Endowment Income	163,409	131,000	174,819	43,819
Total Income	346,448	309,800	338,979	29,179
Expenses				
A. Clergy Expense				
401p Payroll Cost- Rector	70.050	75.000	70.050	4.050
401-01p Gross Payroll	73,859	75,000	76,050	1,050
401-02p Offset FICA	5,773	5,737	5,880	143
403-01 Pensions Clergy	13,805	14,532	14,895	363
Total 401p Payroll Cost- Rector	93,437	95,269	96,826	1,557
404 Auto and Business Expenses	735	3,100	3,178	77 64
404-01 Supply & Substitute Priest 406 Health Insurance	2,337 11,526	2,550	2,614	307
436 Continuing Education/Sabbatical	11,526	12,065 3,100	12,372 3,178	307 77
3	108.050	116.084		2.082
Total A. Clergy Expense B. Building Expense	100,000	110,084	118,166	2,082
D. Dulluling Expense				

#### Christ Episcopal Church Bloomfield/Glen Ridge Budget Forecast 2016 - 2021

	ACTUAL	BUDGET	Budget	Change from
	2016	2017	2018	2017
401b Payroll Cost				
401-01b Gross Payroll	9,864	10,111	10,363	253
402b Fed/State Taxes	803	773	792	19
403b Sexton Pensions	1,746	2,206	2,261	55
Total 401b Payroll Cost	12,413	13,090	13,417	327
409b Insurance - Building				
409-01 Comprehensive Coverage	21,741	10,000	10,250	250
Total 409b Insurance - Building	21,741	10,000	10,250	250
410 Maintenance				
410-a Replacement and repair	8,867	7,500	7,688	187
410-b General Maintenance	3,847	7,500	7,688	187
410-c Landscaping	64	500	513	13
Total 410 Maintenance	12,778	15,500	15,888	387
410-01 Sexton Substitute	150	1,000	1,025	25
410-02 Sexton costs for Users	150	400	410	10
412 Gas & Electricity	8,844	10,000	10,150	150
413 Water	513	500	508	7
414 Janitorial and Kitchen				
414-01 Janitorial	0	0	0	0
414-02 Kitchen	0	0	0	0
Total 414 Janitorial and Kitchen	0	0	0	0
Total B. Building Expense	56,589	50,490	51,647	1,157
C. Administration Expense	•	•	•	•
401a Payroll Cost				
401-01a Gross Payroll	24,805	15,722	20,126	4,404
402a Fed/State Taxes	2,021	1,203	1,426	223
402c Pension	2,251	1,415	1,677	262
Total 401a Payroll Cost	29,077	18,340	23,229	4,889
405a Health Insurance	0	5,418	7,946	2,528
409a Insurance - Admin & General		.,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_,
409-04 Workmens Compensation	818	800	812	12
Total 409a Insurance - Admin & General	818	800	812	12
421 Payroll Service Fees	1,652	1.500	1.523	22
422 Vanco Service Fees	669	600	609	9
423 Office Supplies/Expenses	7.379	4.000	4,060	60
425 Computer Expenses	160	1,000	1,015	15
426 Copier expenses	10,591	11,631	11,805	174
427 Telephone/Data	5,370	7.423	7.534	111
432 Miscellaneous	839	150	152	2
453 Audit Fees	4,500	4,500	4,568	68
Total C. Administration Expense	61,055	55,362	63,253	7,892
D. Outreach Expense	01,000	00,002	00,200	1,002
408 Diocesan Pledge	16,791	16,791	9,850	-6.941
422-01 Outreach - Church	6,539	5,970	5,894	-0,941
422-01 Outreach - Church 422-02 Outreach - Investing in Local	0,009	5,570	5,034	
Comm/Day Camp	4,374	3,594	3,469	-125
422-03 Outreach -Rector Disc fund	1,048	944	0	-944
Total D. Outreach Expense	28,752	27,299	19,212	-8,087

#### Christ Episcopal Church Bloomfield/Glen Ridge Budget Forecast 2016 - 2021

	ACTUAL	BUDGET	Budget	Change from
E Warshin Evnance	2016	2017	2018	<b>2017</b> 0
E. Worship Expense 401c Payroll Cost- Choirmaster				0
402p Gross Payroll	19,218	19,698	20,191	492
402p Gross Payroll 403p Fed/State Taxes	1,566	1,507	1,545	38
Total 401c Payroll Cost- Choirmaster	20,784	21,205	21,736	530
415 Musicians	20,704	21,203	21,730	330
415-a Hired Music	16,532	17.916	18,364	448
Total 415 Musicians	16,532	17,916	18,364	448
415-c Sheet Music and Misc	2,308	2,880	2,923	43
415-d Organist costs for users	400	400	406	6
415-s Music director substitute	1,200	1,200	1,218	18
416 Worship Supplies	6,740	5,500	5,583	82
Total E. Worship Expense	47,964	49,101	50,229	1,128
F. Education Expense	,	,	00,220	.,0
401y Payroll Cost - Youth Director				
402y Gross Payroll	19,162	19,641	20,126	485
403y Fed/State Taxes	1,561	1,502	1,593	91
404y Pension	1,326	1,767	1,811	44
Total 401y Payroll Cost - Youth Director	22,049	22,910	23,531	621
417 Christian Ed - Youth	182	800	812	12
417-01 Christian Ed-Sunday School	772	800	812	12
418 Christian Ed Adult	0	500	508	7
435 Sunday Child Care	2,875	2,900	2,973	72
Total F. Education Expense	25,878	27,910	28,635	725
G. Community Building Expense				0
419 Parish Life	2,054	1,750	1,776	26
420 PR & Communication	3,645	4,000	4,060	60
Total G. Community Building Expense	5,699	5,750	5,836	86
H. Other Expense				
440 Conventions/Meetings	3,409	3,500	2,000	-1,500
DEBT SERVICE EXPENSE				
PRINCIPAL REPAYMENT			0	0
Total H. Other Expense	3,409	3,500	2,000	-1,500
Total Expenses	337,396	335,495	338,979	3,483
Net Operating Income	9,052	-25,695	0	

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#### BUDGET TO ACTUALS 2017 - CHURCH

### Christ Episcopal Church Bloomfield/Glen Ridge

## PRELIMINARY BUDGET VS. ACTUALS: 2017 V1 - FY17 P&L January - December 2017

		ТОТ	AL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
A. Parish Generated Income				
301 Plate	3,569.15	3,100.00	469.15	115.13387%
310 Pledges and non pledge \$'s				
310-01 Current Year	104,676.07	120,000.00	-15,323.93	87.23006%
310-02 Prior Year	290.00		290.00	
Total 310 Pledges and non pledge \$'s	104,966.07	120,000.00	-15,033.93	87.47173%
315 Special Envelopes				
315-01 Christmas	1,202.00	900.00	302.00	133.55556%
315-03 Easter	915.00	1,000.00	-85.00	91.50%
315-06 Initial Offering	336.00	100.00	236.00	336.00%
315-07 Flower Donations	1,408.00	600.00	808.00	234.66667%
315-08 Other Contributions	1,800.00	100.00	1,700.00	1,800.00%
Total 315 Special Envelopes	5,661.00	2,700.00	2,961.00	209.66667%
317 Designated Contributions	145.00		145.00	
319 Outreach Contributions				
319-03 Outreach fund raising	5,042.42		5,042.42	
Total 319 Outreach Contributions	5,042.42		5,042.42	
321 Day Camp Income	660.00	1,000.00	-340.00	66.00%
325 Parish Fund Raising	624.00	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	624.00	00.0070
Total A. Parish Generated Income	120,667.64	126,800.00	-6,132.36	95.16375%
B. Income from Building Users				
340-09 CC Nursery Sch. Building Usage	43,500.00	43,500.00	0.00	100.00%
340-10 Management Fees - N.S.	6,399.96	6,400.00	-0.04	99.99938%
340-30 Other Users	1,255.00	2,100.00	-845.00	59.7619%
Total B. Income from Building Users	51,154.96	52,000.00	-845.04	98.37492%
C. Fund & Endowment Income				
350 Misc Revenue-Endowment	111,000.00	76,000.00	35,000.00	146.05263%
351 Misc Revenue- Housing Fund	24,200.00	25,000.00	-800.00	96.80%
353 Nursery School Equity Draw	5,000.00	60.000.00	-55.000.00	8.33333%
365 Rector Disc Fund Income	1,067.00	943.50	123.50	113.08956%
Total C. Fund & Endowment Income	141,267.00	161,943.50	-20,676.50	87.23228%
Total Income	\$313,089.60	\$340,743.50	\$ -27,653.90	91.88425%
GROSS PROFIT	\$313,089.60	\$340,743.50	\$ -27,653.90	91.88425%
Expenses				
A. Clergy Expense				
401p Payroll Cost- Rector				
401-01p Gross Payroll	75,441.67	75,000.00	441.67	100.58889%
401-02p Offset FICA	5,425.64	5,737.50	-311.86	94.56453%
403-01 Pensions Clergy	13,805.16	14,532.75	-727.59	94.99345%
Total 401p Payroll Cost- Rector	94,672.47	95,270.25	-597.78	99.37254%

		TOT	AL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGE
404 Auto and Business Expenses	1,074.70	3,100.00	-2,025.30	34.667749
404-01 Supply & Substitute Priest	1,625.00	2,550.00	-925.00	63.725499
406 Health Insurance	12,126.16	12,065.16	61.00	100.505599
436 Continuing Education	175.00	500.00	-325.00	35.009
437 Sabbatical Contribution		2,600.00	-2,600.00	
Total A. Clergy Expense	109,673.33	116,085.41	-6,412.08	94.47641
B. Building Expense				
401b Payroll Cost				
401-01b Gross Payroll	10,111.42	10,111.42	0.00	100.00
402b Fed/State Taxes	823.92	773.51	50.41	106.51705
403b Sexton Pensions	2,205.99	2,206.00	-0.01	99.99955
Total 401b Payroll Cost	13,141.33	13,090.93	50.40	100.385
409b Insurance - Building				
409-01 Comprehensive Coverage	7,715.37	10,000.00	-2,284.63	77.1537
Total 409b Insurance - Building	7,715.37	10,000.00	-2,284.63	77.1537
410 Maintenance	.,	,		
410-a Replacement and repair	9,880.11	7,500.00	2,380.11	131.7348
410-b General Maintenance	5,424.24	7,500.00	-2.075.76	72.3232
410-c Landscaping	360.24	500.00	-139.76	72.048
Total 410 Maintenance	15,664.59	15,500.00	164.59	101.06187
410-01 Sexton Substitute	10,004.00	•	-1.000.00	101.00107
410-01 Sexton Substitute 410-02 Sexton costs for Users	450.00	1,000.00	,	110.50
	450.00	400.00	50.00	112.50
412 Gas & Electricity	8,918.86	10,000.00	-1,081.14	89.1886
413 Water	501.22	500.00	1.22	100.244
Total B. Building Expense	46,391.37	50,490.93	-4,099.56	91.8806
C. Administration Expense				
401a Payroll Cost	40.005.00	04.407.00		
401-01a Gross Payroll	16,265.92	24,487.00	-8,221.08	66.42676
402a Fed/State Taxes	1,318.94	1,873.26	-554.32	70.40881
402c Pension	1,466.95	2,203.83	-736.88	66.56366
Total 401a Payroll Cost	19,051.81	28,564.09	-9,512.28	66.69847
409a Insurance - Admin & General				
409-04 Workmens Compensation	932.85	800.00	132.85	116.60625
Total 409a Insurance - Admin & General	932.85	800.00	132.85	116.60625
421 Payroll Service Fees	1,628.03	1,500.00	128.03	108.53533
423 Office Supplies/Expenses	7,179.81	4,000.00	3,179.81	179.49525
425 Computer Expenses	327.09	1,000.00	-672.91	32.709
426 Copier expenses	10,917.73	11,631.00	-713.27	93.86751
427 Telephone/Data	5,371.03	7,423.00	-2,051.97	72.35659
432 Miscellaneous	50.00	150.00	-100.00	33.33333
452 Vanco Fees	914.84	600.00	314.84	152.47333
453 Audit Fees	5,046.00	4,500.00	546.00	112.13333
Total C. Administration Expense	51,419.19	60,168.09	-8,748.90	85.45924
D. Outreach Expense				
408 Diocesan Pledge	16,791.00	16,791.00	0.00	100.00
422-01 Outreach - Church	5,220.00	5,970.00	-750.00	87.43719
422-02 Outreach - Investing in Local	105.00	1,194.00	-1,089.00	8.79397

		TOT	AL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
422-03 Outreach -Rector Disc fund	1,067.00	943.50	123.50	113.08956%
422-04 Day Camp	2,509.73	2,000.00	509.73	125.4865%
Total D. Outreach Expense	25,692.73	26,898.50	-1,205.77	95.51733%
E. Worship Expense				
401c Payroll Cost- Choirmaster				
402p Gross Payroll	19,698.94	19,699.48	-0.54	99.99726%
403p Fed/State Taxes	1,605.50	1,507.01	98.49	106.53546%
Total 401c Payroll Cost- Choirmaster	21,304.44	21,206.49	97.95	100.46189%
415 Musicians				
415-a Hired Music	19,108.00	17,916.00	1,192.00	106.65327%
Total 415 Musicians	19,108.00	17,916.00	1,192.00	106.65327%
415-c Sheet Music and Misc	2,691.31	2,880.00	-188.69	93.44826%
415-d Organist costs for users	1,200.00	400.00	800.00	300.00%
415-s Music director substitute	1,000.00	1,200.00	-200.00	83.33333%
416 Worship Supplies	4,978.02	5,500.00	-521.98	90.50945%
Total E. Worship Expense	50,281.77	49,102.49	1,179.28	102.40167%
F. Education Expense				
401y Payroll Cost - Youth Director				
402y Gross Payroll	21,691.04	19,641.00	2,050.04	110.43755%
403y Fed/State Taxes	1,756.77	1,502.55	254.22	116.91924%
404y Pension	1,938.26	1,767.35	170.91	109.67041%
Total 401y Payroll Cost - Youth Director	25,386.07	22,910.90	2,475.17	110.80346%
417 Christian Ed - Youth	1,507.05	800.00	707.05	188.38125%
417-01 Christian Ed-Sunday School	1,175.20	800.00	375.20	146.90%
418 Christian Ed Adult	335.00	500.00	-165.00	67.00%
435 Sunday Child Care	2,465.00	2,900.00	-435.00	85.00%
Total F. Education Expense	30,868.32	27,910.90	2,957.42	110.59593%
G. Community Building Expense				
419 Parish Life	1,509.48	1,750.00	-240.52	86.256%
420 PR & Communication	4,433.86	4,000.00	433.86	110.8465%
429 Stewardship	222.93	300.00	-77.07	74.31%
440 Conventions/Meetings	383.00	3,500.00	-3,117.00	10.94286%
Total G. Community Building Expense	6,549.27	9,550.00	-3,000.73	68.57874%
Total Expenses	\$320,875.98	\$340,206.32	\$ -19,330.34	94.31805%
NET OPERATING INCOME	\$ -7,786.38	\$537.18	\$ -8,323.56	-1,449.49179%
Other Income	\$17,679.01	\$0.00	\$17,679.01	0.00%
Other Expenses	\$28,753.51	\$0.00	\$28,753.51	0.00%
NET OTHER INCOME	\$ -11,074.50	\$0.00	\$ -11,074.50	0.00%
NET INCOME	\$ -18,860.88	\$537.18	\$ -19,398.06	-3,511.09125%

## BALANCE SHEET - NURSERY SCHOOL

## Nursery School of Christ Church

### BALANCE SHEET As of June 30, 2017

		TOTAL	
	AS OF JUN 30, 2017	AS OF JUN 30, 2016 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
AL101 Checking Account	24,956.49	29,116.86	-4,160.37
AL102 Money Market AccPNC	2,650.22	4,956.38	-2,306.16
AL109- Savings M/M Acc PNC	62,435.18	62,357.87	77.31
Total Bank Accounts	\$90,041.89	\$96,431.11	\$ -6,389.22
Accounts Receivable			
1200 AL105 Accounts Receivable	2,778.76	23,078.17	-20,299.41
Total Accounts Receivable	\$2,778.76	\$23,078.17	\$ -20,299.41
Other Current Assets			
1499 Undeposited Funds	0.00	-880.00	880.00
AL111 Due from Christ Church - Util	0.00	148.58	-148.58
AL132 Tuition Receivable	7,860.00	0.00	7,860.00
AL137 Prepaid Expenses	7,643.39	6,529.35	1,114.04
Total Other Current Assets	\$15,503.39	\$5,797.93	\$9,705.46
Total Current Assets	\$108,324.04	\$125,307.21	\$ -16,983.17
Fixed Assets			
AL135 Furniture & Equipment	502,345.66	453,244.17	49,101.49
AL250 Accumulated Depreciation	-66,923.22	-48,996.19	-17,927.03
Capital Purchases	3,530.91		3,530.91
Total Fixed Assets	\$438,953.35	\$404,247.98	\$34,705.37
Other Assets			
AL133 UBS BL19690	14.51	14.51	0.00
AL134 UBS BL19689	4.63	4.63	0.00
Total Other Assets	\$19.14	\$19.14	\$0.00
TOTAL ASSETS	\$547,296.53	\$529,574.33	\$17,722.20
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	29,477.88	74,591.29	-45,113.41
Total Accounts Payable	\$29,477.88	\$74,591.29	\$ -45,113.41
Other Current Liabilities			
AL230 Other Payables	0.00	4,222.27	-4,222.27
AL260 Tuition -Security Deposit	77,982.50	65,830.00	12,152.50
Payroll Liabilities			
AL240 Payroll Liabilities	18,082.04	13,831.79	4,250.25
AL242 Pensions Payable	-609.52	-669.52	60.00
AL244 Cafeteria Plan Payables	-1,256.91	-642.66	-614.25

Accrual Basis Saturday, January 13, 2018 09:51 AM GMT-8

		TOTAL	
	AS OF JUN 30, 2017	AS OF JUN 30, 2016 (PY)	CHANGE
Total Payroll Liabilities	16,215.61	12,519.61	3,696.00
Total Other Current Liabilities	\$94,198.11	\$82,571.88	\$11,626.23
Total Current Liabilities	\$123,675.99	\$157,163.17	\$ -33,487.18
Long-Term Liabilities			
AL245 UBS Loan Payable to CC	391,999.00	263,429.00	128,570.00
Total Long-Term Liabilities	\$391,999.00	\$263,429.00	\$128,570.00
Total Liabilities	\$515,674.99	\$420,592.17	\$95,082.82
Equity			
3900 AL281-01 Retained Earnings	99,866.83	122,187.25	-22,320.42
3910 Equity Draw to Christ Church	-5,000.00	-30,000.00	25,000.00
AL Restricted Funds			
AL271 Nursery School Bldg Fund	1,544.26	0.00	1,544.26
AL274 N.S Fundraiser/playground	6,592.13	9,115.33	-2,523.20
Total AL Restricted Funds	8,136.39	9,115.33	-978.94
Net Income	-71,381.68	7,679.58	-79,061.26
Total Equity	\$31,621.54	\$108,982.16	\$ -77,360.62
OTAL LIABILITIES AND EQUITY	\$547,296.53	\$529,574.33	\$17,722.20

## BUDGET TO ACTUALS - NURSERY SCHOOL

## Nursery School of Christ Church

BUDGET VS. ACTUALS: V1 - FY17 P&L July 2016 - June 2017

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
301 Tuition	866,474.32	961,742.00	-95,267.68	90.09426%
302 Registration Fees	10,650.00	10,980.00	-330.00	96.99454%
303 Extended Care	228,790.00	243,162.00	-14,372.00	94.08954%
304 Late Fees	2,250.00	1,500.00	750.00	150.00%
320 Scholarships/Financial Aid	4,350.00	2,520.00	1,830.00	172.61905%
332 Miscellaneous Income	7,381.00	6,792.00	589.00	108.67197%
340 Fundraising Income	5,450.48		5,450.48	
Total Income	\$1,125,345.80	\$1,226,696.00	\$ -101,350.20	91.73795%
GROSS PROFIT	\$1,125,345.80	\$1,226,696.00	\$ -101,350.20	91.73795%
Expenses				
A. Instruction	666,727.83	690,902.00	-24,174.17	96.50107%
B. Personnel	116,326.15	113,605.00	2,721.15	102.39527%
C. Infrastructure	173,890.43	155,128.00	18,762.43	112.09481%
D. Administration	214,135.71	204,001.00	10,134.71	104.96797%
E. Miscellaneous	3,299.76	5,651.00	-2,351.24	58.3925%
Total Expenses	\$1,174,379.88	\$1,169,287.00	\$5,092.88	100.43555%
NET OPERATING INCOME	\$ -49,034.08	\$57,409.00	\$ -106,443.08	-85.41183%
Other Income				
330 Interest Income	79.15		79.15	
Total Other Income	\$79.15	\$0.00	\$79.15	0.00%
Other Expenses				
434 Depreciation	17,927.03	6,560.40	11,366.63	273.26123%
455 Transfer to Christ Church	0.00	82,862.00	-82,862.00	0.00%
Reconciliation Discrepancies-1	4,499.72		4,499.72	
Total Other Expenses	\$22,426.75	\$89,422.40	\$ -66,995.65	25.07957%
NET OTHER INCOME	\$ -22,347.60	\$ -89,422.40	\$67,074.80	24.99105%
NET INCOME	\$ -71,381.68	\$ -32,013.40	\$ -39,368.28	222.97438%

## **AUDIT NURSERY SCHOOL FY17**

The Nursery School of Christ Church Financial Statements for the Year Ended June 30, 2017 With Summarized Financial Information for the Year Ended June 30, 2016

## The Nursery School of Christ Church Financial Statements for the Year Ended June 30, 2017 With Summarized Financial Information for the Year Ended June 30, 2016

### **Table of Contents**

Independent Accountants' Report	2-3
Financial Statements:	
Statements of Financial Position	4
Statements of Activities	5
Statements of Cash Flows	6
Notes to Financial Statements	7-10

## LEAVER & GONZALEZ, CPA's

Certified Public Accountants & Business Advisors, LLC

### ACCOUNTANTS' REPORT

To the Vestry, Christ Church Bloomfield-Glen Ridge, 74 Park Avenue The Nursery School of Christ Church 74 Park Avenue Glen Ridge, NJ 07028

We have audited the accompanying financial statements of **The Nursery School of Christ Church** (a nonprofit organization), which comprise the statements of financial position as of June 30, 2017, and June 30, 2016 and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Report on Summarized Comparative Information

We have previously audited the The Nursery School of Christ Church's 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated July 14, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **The Nursery School of Christ Church** as of June 30, 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basking Ridge, New Jersey

September 28, 2017

## The Nursery School of Christ Church Statements of Financial Position June 30,

ASSETS	2017		2016	
Current Assets				
Cash and cash equivalents	\$	89,911	\$ 96,450	
Accounts Receivable		10,639	21,455	
Prepaid Expenses		7,643	6,529	
Fixed Assets		438,953	404,248	
Investments			 -	
TOTAL ASSETS	\$	547,146	\$ 528,682	
LIABILITIES AND NET ASSETS				
Current Liabilities				
Accounts Payable and Accrued Expenses	\$	44,714	\$ 90,440	
Tuition and Fees Paid in Advance		77,983	65,830	
Total Current Liabilities		122,697	156,270	
Noncurrent Liabilities				
Loan from Christ Church		391,999	263,430	
Total Noncurrent Liabilities		391,999	263,430	
TOTAL LIABILITIES		514,696	419,700	
Net Assets				
Net Assets Without Donor Restrictions		32,450	108,982	
Net Assets with Donor Restrictions			 -	
Total Net Assets		32,450	108,982	
TOTAL LIABILITIES AND NET ASSETS	\$	547,146	\$ 528,682	

The Nursery School of Christ Church Statements of Activities For the year ended June 30,

	Net Assets	Net Assets with	т	otal
	Without Donor Restrictions	Donor Restrictions	2017	2016
Revenues				
Tuition (net of discounts & financial aid)	\$ 823,096	\$ -	\$ 823,096	\$ 771,940
Registration Fees	10,650	-	10,650	9,675
Extended Care	228,790	-	228,790	205,969
Interest and Dividend Income	79	-	79	63
Scholarships and Financial Aid	4,350	-	4,350	2,550
Other Income	-	-	-	130
Fundraising Income	5,300		5,300	3,994
Total revenues	1,072,265		1,072,265	994,321
Expenses				
Salaries	715,366	-	715,366	658,352
Payroll Taxes	63,095	-	63,095	66,925
Benefits	114,310	-	114,310	91,420
Advertising	932	-	932	165
Entertainment	-	-	-	448
Management and Professional Fees	20,522	-	20,522	6,140
Depreciation	17,927	-	17,927	13,842
Fund Raising Expense	1,300	-	1,300	3,684
Supplies and Office Expense	42,844	-	42,844	37,693
Telephones	6,382	-	6,382	3,112
Repairs and Maintenance	33,165	-	33,165	29,894
Utilities	30,837		30,837	27,705
Insurances	38,638	-	38,638	7,674
Rent	42,864	-	42,864	41,604
Interest Expense	15,615		15,615	2,205
Total expenses	1,143,797		1,143,797	990,863
Change in Net Assets from Operations	(71,532)	-	(71,532)	3,458
Net Asset Distribution to Christ Church				
Distribution	(5,000)		(5,000)	(217,732)
Total change in net assets	(76,532)	-	(76,532)	(214,274)
Net assets at beginning of year	108,982		108,982	323,256
Net assets at end of year	\$ 32,450	\$ -	\$ 32,450	\$ 108,982

### The Nursery School of Christ Church Notes to Financial Statements

#### NOTE 1 NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### **Nature of Organization**

The Nursery School of Christ Church (the "Nursery School" or the "School") is a nonprofit day care center serving the community in and around Bloomfield and Glen Ridge, New Jersey. It is affiliated with Christ Episcopal Church of Bloomfield and Glen Ridge, a non-profit religious institution incorporated in the State of New Jersey. Established in 1967, the School provides half day and full day nursery school programs. The Nursery School offers families a complete childcare program for infants to kindergarten designed to meet their educational, emotional and spiritual needs in a safe environment. The Nursery School is supported by the day care and extended care fees it charges for services.

### **Basis of Accounting**

The financial statements of The Nursery School of Christ Church have been prepared on the accrual basis of accounting and reflect all significant receivable, payables and other liabilities.

### **Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations. Under SFAS No. 117, the school is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

### **Revenue Recognition**

The Nursery School records contributions received and unconditional promises to give as unrestricted, temporarily restricted or permanently restricted support depending on the existence and/ or nature or donor imposed restrictions. The Nursery School has not received contributions that would result in temporarily or permanently restricted net assets.

The Nursery School recognizes tuition revenue and registration fees in the period that the related educational instruction is performed. Accordingly, tuition and fees received in advance of the next school term are recorded as tuition paid in advance until instruction commences. Contributions are recognized when cash is received or ownership of donated assets is transferred. Expenses are recorded when costs are incurred.

### **Income Taxes**

The Nursery School is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3). The Nursery School also qualifies as a religious institution and is exempt from filing federal Form 990, Return of Organization Exempt from Income Tax.

### Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months from date purchased. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial statements.

## The Nursery School of Christ Church Statements of Cash Flows For the year ended June 30,

	 2017	2016
Cash flows from operating activities		
Change in Net Assets	\$ (71,532)	\$ 3,458
Adjustments to reconcile change in net assets to net		
cash provided by operating activities:		
Accounts receivables	10,816	(7,337)
Prepaid Expenses	(1,114)	(2,112)
Accumulated Depreciation	17,927	6,560
Accounts payable and Accrued Expenses	(33,573)	54,514
Prior Period adjustment	 -	-
Net cash provided (used) by operating activities	 (77,476)	55,083
Cash Flows from Investment Activities		
Loan From Christ Church	128,570	263,430
Purchase of Fixed Assets	(52,633)	(344,639)
Decrease in Investments	-	184,097
Transfer of Investments to Church	(5,000)	(217,732)
Net cash provided (used) by financing activities	70,937	(114,844)
Net decrease in cash and cash equivalents	(6,539)	(59,761)
Cash and cash equivalents, beginning of year	96,450	156,211
Cash and cash equivalents, end of year	\$ 89,911	\$ 96,450

### The Nursery School of Christ Church

### **Notes to Financial Statements**

#### NOTE 1 NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -CONTINUED

Accounts receivable consist primarily of fees dues from program services and are non-interest bearing. At June 30, 2017 the allowance for doubtful accounts balance was \$0.

### **Property and Equipment**

Christ Episcopal Church of Bloomfield and Glen Ridge owns the facility used in the Nursery School operations and accordingly, the value of the property is not presented in these financial statements. Other property and equipment are recorded at cost or if donated, at fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which range from 5 - 30 years

### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### NOTE 2 TUITION RECEIVABLES

Tuition receivables are stated as unpaid balances. The Nursery School does not record an allowance for estimated uncollectible tuition. Management periodically reviews accounts for collectability and when an account is deemed uncollectible, the balance is deducted from tuition receivable and charged to operations. As of June 30, 2017 and 2016 tuition receivables is \$10,639 and \$21,455, respectively.

### NOTE 3 EQUIPMENT

Equipment used in The Nursery School operations consisted of the following at June 30,

	2017		2016	
Computers	\$	3,086	\$	3,086
Telephone System		30,000		30,000
Leasehold Improvements		395,164		344,612
Other Equipment		77,626		77,626
		505,876		455,324
Less Depreciation		(66,923)		(50,896)
Total	\$	438,953	\$	404,428

## The Nursery School of Christ Church

### **Notes to Financial Statements**

### NOTE 4 PROGRAMS AND SUPPORTING SERVICES

The following is a schedule of the Nursery School's Program and supporting services for the year ended June 30, 2017 and 2016.

Program Services		2017		2017 20		2016
Day Car Services	\$	774,637	\$	671,062		
Extended Care Services		249,659		216,278		
		1,024,296		887,340		
Management and General		119,501		103,522		
	\$	1,143,797	\$	990,863		

### Day Care Services

This program offers complete child services for infants to kindergarten. It is designed to meet the educational, emotional and spiritual needs of the children. Activities include opportunities for self-expression through, art, dance, music and drama; discovery programs in natural sciences; developing social, verbal and listening skills; introduction to basic reading readiness, mathematics and computer skills; developing motor dexterity.

### Extended Care

This program offers day care services before and after normal operating hours.

### Management and General

These expenses are not directly identifiable with program services but provide overall support and direction of the Nursery School. They include general management, record keeping and budgeting.

### NOTE 5 RELATED ENTITY

The Nursery school receives annual contributions from Christ Church in Bloomfield and Glen Ridge of cash and in-kind support for the operation of the Nursery School of Christ Episcopal Church, an organization over which the Church has significant control and an economic interest.

### NOTE 6 NET ASSETS

Net assets at June 30, 2017 and June 30, 2016 consisted of the following components

	2017	2016
Not Designated for a Specific Purpose	32,450	108,982
Total Net Assets	\$ 32,450	\$ 108,982

## The Nursery School of Christ Church Notes to Financial Statements

### NOTE 7 CONTINGENCIES

The Nursery School is subject to legal claims and other litigation arising out of the ordinary course of business. Such claims, even those without merit, could require the use of significant financial and management resources. At June 30, 2017 there were no outstanding claims or litigation that would materially affect the financial statements.

### NOTE 8 DISTRIBUTIONS

The Nursery School evaluates on a monthly basis an amount to be transferred to Christ Church in Bloomfield and Glen Ridge. As of June 30, 2017 and 2016 The Nursery School transferred \$5,000 and \$30,000, respectively. Christ Church in Bloomfield and Glen Ridge has variance power over the funds and recognizes the distributions as Assets in their financial statements.

### NOTE 9 SUBSEQUENT EVENTS

There are no events or transactions that occurred subsequent to the date of the financial statements that would require adjustment to, or disclosure in the financial statements. Subsequent events have been evaluated through September 28, 2017.

## **AUDIT CHRIST CHURCH - 2016**

# CHRIST CHURCH IN BLOOMFIELD AND GLEN RIDGE

Financial Statements for the Year Ended December 31, 2016
With Summarized Financial
Information for the Year Ended December 31, 2015

## CHRIST CHURCH IN BLOOMFIELD AND GLEN RIDGE

Financial Statements
For the Year Ended December 31, 2016
Information for the Year Ended December 31, 2015

## **Table of Contents**

Accountants' Report	2-3
Financial Statements:	
Statements of Financial Position	4
Statements of Activities	5
Statements of Cash Flows	6
Notes to Financial Statements	7-9

## LEAVER & GONZALEZ, CPA's

Certified Public Accountants & Business Advisors, LLC

### ACCOUNTANTS' REPORT

To the Vestry of Christ Church in Bloomfield and Glen Ridge 74 Park Avenue Glen Ridge, NJ 07028

We have audited the accompanying financial statements of Christ Church in Bloomfield and Glen Ridge (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Christ Church in Bloomfield and Glen Ridge as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Report on Summarized Comparative Information

We have previously audited the Christ Church in Bloomfield and Glen Ridge's 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated August 17, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Basking Ridge, New Jersey

Leaver & Hongal

May 2, 2017

# CHRIST CHURCH IN BLOOMFIELD AND GLEN RIDGE

Statements of Financial Position December 31,

ASSETS	2016		2015
Current Assets			
Cash and cash equivalents	\$ 40,715	\$	55,674
Accounts Receivable	5,082		68
Prepaid Expenses	1,730		805
Investments	1,430,338		1,464,727
Total Current Assets	1,477,865		1,521,274
Noncurrent			
Nursery School Loan	393,543		
Total Noncurrent Assets	 393,543		
TOTAL ASSETS	\$ 1,871,408	\$	1,521,274
LIABILITIES AND NET ASSETS			
Current Liabilities			
Accounts Payable and Accrued Expenses	\$ 18,289	\$	23,736
Prepaid Pledges	 915		643
Total Current Liabilities	 18,289		24,379
Noncurrent Liabilities			
UBS Line of Credit	 393,543		
Total Noncurrent Liabilities	 393,543		-
TOTAL LIABILITIES	411,832		24,379
Net Assets			
Unrestricted	65,018		196,032
Temporarily Restricted	1,394,558		1,300,863
Permanently Restricted	 -		-
Total Net Assets	 1,459,576	_	1,496,895
TOTAL LIABILITIES AND NET ASSETS	\$ 1,871,408	\$	1,520,631

# CHRIST CHURCH IN BLOOMFIELD AND GLEN RIDGE

Statements of Activities
For the year ended December 31,

						Γotal	
	Unrestric	ted	Temporarily Restricted	Permanently Restricted	2016		2015
Revenues							
Tithes and offerings	\$ 129	,574	\$ -	\$ -	\$ 129,574	\$	124,777
Building Users	50	,895	-	-	50,895		49,927
Other Contributions	2	2,807	-	-	2,807		6,934
Interest and Dividend Income	48	3,464	-	-	48,464		42,724
Gain (loss) on investments	114	,438_		-	114,438		109,329
Total revenues	346	5,178		-	346,178		333,691
Expenses							
Salaries	125	,093	21,818		146,911		160,695
Payroll Taxes	9	,546	2,182		11,728		8,788
Benefits	19	,567	-	-	19,567		19,354
Professional Fees	28	3,074	-	-	28,074		19,282
Contributions and Support	28	3,753	-	-	28,753		32,716
Program Expenses	44	,703	-	-	44,703		31,070
Supplies and Office Expense	25	,956	-	-	25,956		20,867
Telephones	5	,370	-	-	5,370		2,115
Repairs and Maintenance	24	,037	-	-	24,037		28,591
Utilities	9	,358	-	-	9,358		9,717
Insurances	34	,086	-	-	34,086		39,182
Interest Expense	1	,544	-	-	1,544		-
Conventions and meetings	3	,410			3,410		2,314
Total expenses	359	,497	24,000		383,497		374,691
Change in Net Assets	(13	3,319)	(24,000)	-	(37,319)		(41,000)
Net assets at beginning of year	196	5,032	1,300,863	-	1,496,895		1,537,895
Reclassification of Restricted Assets	s(117	,695)	117,695				-
Net assets at end of year	\$ 65	5,018	\$ 1,394,558	\$ -	\$ 1,459,576	\$	1,496,895

# CHRIST EPISCOPAL CHURCH OF BLOOMFIELD AND GLEN RIDGE

Statements of Cash Flows December 31,

Cash flows from operating activities	 2016	 2015
Change in Net Assets	\$ (37,319)	\$ (41,000)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized gain on investments	34,389	(18,772)
Accounts receivables	(5,014)	3,384
Prepaid Expenses	(925)	1,029
Line of Credit	393,543	-
Loan Receivables	(393,543)	-
Prepaid Pledges	272	-
Accounts payable and Accrued Expenses	(6,362)	(3,374)
Cash Flows provided by operating activities	(14,959)	(58,733)
Cash and cash equivalents, beginning of year	55,674	114,407
Cash and cash equivalents, end of year	\$ 40,715	\$ 55,674

## CHRIST CHURCH IN BLOOMFIELD AND GLEN RIDGE

**Notes to Financial Statements** 

### NOTE 1 NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Nature of Organization

Christ Church in Bloomfield and Glen Ridge (the "Church") is a nonprofit religious organization serving the community in and around Bloomfield and Glen Ridge, New Jersey. In addition to its regular Sunday services, the Church offers Christian education, outreach and other ministries. It also operates a Nursery School serving families in Bloomfield, Glen Ridge and surrounding communities. Christ Episcopal Church falls under the jurisdiction of the Diocese of Newark, New Jersey and it is supported primarily through the contributions of its members.

### **Basis of Accounting**

The financial statements of Christ Episcopal Church have been prepared on the accrual basis of accounting and reflect all significant receivable, payables and other liabilities.

### **Basis of Presentation**

The accompanying financial statements have been prepared using the standards established by the American Institute of Certified Public Accountants in its published Audit Guide - "Audits of Not-For-Profit Organizations".

### Revenue Recognition

Contributions are recorded when received.

### Contributed Services

The **Church** receives a substantial amount of services donated by its members in carrying out the **Church's** ministry. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under SFAS No. 116, Accounting for Contributions Received and Contributions Made.

### **Income Taxes**

The Church is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3).

### Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months from date purchased. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial statements.

## CHRIST CHURCH IN BLOOMFIELD AND GLEN RIDGE

**Notes to Financial Statements** 

### NOTE 1 NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -CONTINUED

#### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### NOTE 2 INVESTMENTS

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values based on quoted prices in active markets (all Level 1 measurements) in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities. Investments at December 31, 2016 were comprised of the following:

Investments are summarized as follows as of December 31;

	<u> </u>	2016	3	2015
Fixed Income Funds	\$	266,664		694,161
Equity funds		1,073,658		770,566
25 S	\$	1,340,322	\$	1,464,727
	***************************************			

### Investment

	2016	2014
Interest and dividends	\$ 48,464	\$ 42,724
Net realized and unrealized gains	114,438	109,329
<u></u>	\$ 162,902	\$ 152,053

### NOTE 3 CONCENTRATIONS

### Cash and Cash Equivalents

Financial instruments that potentially subject the Church to concentrations of credit risk consist principally of cash and investments held in federally insured financial institutions. From time to time the balances in these accounts may exceed the Federal Deposit Insurance Corporation limit of \$250,000 or the Securities Investor Protection Corporation Insurance of \$500,000. The Church has not experienced any loss on these accounts and believes it is not exposed to any significant credit risk on cash. At December 31, 2016 there were no uninsured balances.

### Contributions

The Church receives contributions in various amounts from a significant number of individuals. The potential loss of a single contributor would not cause a severe impact in the short term.

### CHRIST EPISCOPAL CHURCH OF BLOOMFIELD AND

### **GLEN RIDGE**

### **Notes to Financial Statements**

### NOTE 4 ENDOWMENT

In the year ended December 31, 2004 the Church received a contribution of \$488,562 from the estate of a parishioner. The Vestry decided by resolution to restrict the use of the endowment to income and appreciation only, while preserving the principle of the bequest itself. The principle is reported as temporarily restricted while accrued interest and appreciation are reported as unrestricted.

### NOTE 5 RELATED ENTITY

The Church makes annual contribution of cash and in-kind support to the operation of the Nursery School of Christ Church, an organization over which the Church has significant control and an economic interest. A Board governs the Nursery School whose members are members of the Church or parents of enrolled Children.

### NOTE 6 NET ASSETS

Net assets consisted of the following components as of December 31,

Designated for a specific purpose (Temporarily Restricted)	2016	2015
Memorial Funds	\$ 12,881	\$ 11,965
Music and Choir Funds	4,809	4,467
Education Fund	31,142	28,930
Trinity Fund	27,864	27,846
Youth Group Fund	8,036	7,465
Capital Fund	116,096	153,933
Martinak Fund	-	55,364
Housing Fund	525,591	508,684
Accessibility Fund	14,691	13,647
The Nursery Investment Fund	164,886	-
J. Arnot Endowment	 488,562	 488,562
	1,394,558	1,300,863
Unrestricted	65,018	196,032
Total Net Assets	1,459,576	1,496,895

## CHRIST EPISCOPAL CHURCH OF BLOOMFIELD AND GLEN RIDGE

**Notes to Financial Statements** 

### NOTE 7 FUNCTIONAL ALLOCATION

The following is a breakdown of the Church's program and supporting services for the year ended December 31,

Program Services	2016	2015
Clergy	\$ 108,052	\$ 116,994
Music and Worship	64,372	41,160
Education	25,950	20,930
Outreach	28,753	32,716
	227,127	211,800
Support Services		
Facilities	71,953	88,543
Management and General	60,417	74,348
	\$ 359,497	\$ 374,691

### NOTE 8 RETIREMENT PLANS

The Church participates in a defined contribution plan for laity and a defined benefits plan for clergy. The church makes monthly contributions to the plan equal to 18% of the total covered compensation received by clergy and 5% for all lay people. Lay people may make voluntary contributions to the defined contribution plan up to the limit allowed by the Internal Revenue Code. The Church will match up to 4% of the amount contributed by lay employees. Contributions to the plans by the Church was \$22,607 and \$19,354 for the years ended December 31, 2016 and 2015, respectively.

### NOTE 9 SUBSEQUENT EVENTS

There are no events or transactions that occurred subsequent to the date of the financial statements that would require adjustment to, or disclosure in the financial statements. Subsequent events have been evaluated through May 2, 2016

### MINISTRY REPORTS

The following reports are not inclusive of all ministries at Christ Church, but those that submitted reports to the office in time for inclusion in this Annual Report. They are grouped by our mission of "growing in faith, serving our neighbors, creating community."

### **GROWING IN FAITH**

### **Adult Formation**

Christ Church isn't only for the young, but the young at heart too! Adult Formation is an important part of living into our baptismal covenant. This year, we had forums on Women at the Well (Bible-type scenes), The Gospel of Matthew, The 500<sup>th</sup> Anniversary of the Reformation, and the 7 Week Advent. Mother Diana also did an Instructed Eucharist, which covered what we do in church, why we do it, and so much more. The Instructed Eucharist booklet handed out that morning are available to take home (ask an usher for a copy). Coming up this Spring will be forums on: The Gospel of Mark (because we are in Year B, where we hear from this gospel), and other topics.

### Altar Guild

Throughout 2017, the Altar Guild Committee continued to ensure that the Altars at Christ Church were set up and prepared for worship services every week, as well as for special events, such as weddings, funerals, and other special services, making sure that everything needed was in place and that the Altars and the areas around them were in proper order. Particular attention was paid in setting up for the major festivals at Christmas and Easter. The



membership consists of: Sheila Jackson, Frances Myrill, Juliet Robinson, Simone Plass, Christopher Dwyer, and Michelle Ryndak.

## **Healing Team**

Healing prayers continues at the 10:30 am service at Saint Mary's Chapel during communion most Sundays. We welcome everyone to come pray with us at St. Mary's Chapel after communion. Anyone who would like to be a part of this ministry should contact Yvette Lucas (973-744-0217) for more information.

## **Worship Ministries**

Worship takes a community of people who read the word, offer the sacrament, provide



healing prayer, carry symbols of our faith (the cross and candles), greet people as they enter the church, count the offering we give to God, and so very much more.

We are always grateful to Leo Toledo for his scheduling of these teams, and for his leadership of the acolytes, lectors, and other worship assistants. This year we focused on engaging

more of the children and youth in the service, and there is always room for more (and for adults too!).

### SERVING OUR NEIGHBORS

## **Animal Ministry**

Once again we have partnered with PAWS Montclair, the local animal shelter, to provide

needed food and supplies. We collect each week, and once per month bring those items to PAWS.

During our annual Blessing of the Animals in October, we presented checks and supplies to PAWS Montclair Animal Shelter. We are always so grateful to our Warden, David Drislane, who organizes this service. The donations were from the parish, but the



blessing of animals brings in people from all over our community, and is itself an outreach program.

## **Food Ministry**

This past year we continued our food ministry to those in need by working in cooperation with the Food Pantry of the Presbyterian Church on the Green in Bloomfield. We collect donations each week, and then once per month move those donations over to their food pantry. That pantry serves an average of 50-60 families per month, which ranges between 75 and 165 individuals. We also had a huge Thanksgiving food drive that took several trips to bring to their food pantry.



## **Outreach Group**

Our Outreach Group is responsible for helping us to engage in the work God is already doing in the world – helping us all to remember that church is not a destination, but where we are given strength for the journey. That journey is one that calls us to follow the Holy Spirit outside of our walls, and to be the Christ in the world, living into our baptismal covenant to love and serve others.



In 2017, the Outreach Group offered us all a chance to explore this, and be a part of planning how we, as parishioners, may live into out baptismal covenant to

- seek and serve Christ in all persons, loving our neighbor as ourselves
  - to strive for justice and

peace among all people, respecting the dignity of every human being

• to proclaim by word and example the Good News of God in Christ

As part of that process, the Outreach Group held a visioning workshop to determine next steps. It was a great success, and resulted in some new ideas about how we can love and serve Christ in the world.

Other Outreach efforts included:

- There was also a very successful coat drive and Giving Tree (for North Porch), as well as providing much food and support of the Presbyterian Food Bank.
- We installed a Peace Pole in several languages to show our commitment to the gospel in our community.
- We raised \$12,000 (using \$5200 in matching funds from our own budget) for hurricane relief!

## PFLAG-NJ



The PFLAG NJ meets at Christ Church on the second Thursday of the month. Founded in 1972 with the simple act of a mother publicly supporting her gay son, PFLAG is the nation's largest family and ally organization. Made up of parents, families, friends, and allies united with people who are lesbian, gay, bisexual, and transgender (LGBT), PFLAG is committed to advancing equality and full societal affirmation of LGBT people through its threefold mission of support, education, and advocacy. PFLAG has over 350 chapters and 200,000 members and supporters crossing multiple generations of American families in major urban centers, small cities, and rural areas in all 50 states.

### **CREATING COMMUNITY**

## Youth Group



We have an active participation of junior and senior high youth currently ranging in age from 12 to 16. The group typically meets the 1<sup>st</sup> and third Sundays of the month, right after the 10:30am service. Through a variety of activities (movies, games, discussions) social, moral and spiritual topics are explored. The youth group also goes on special trips as occasions arise. See Candice Whitaker if your child is interested in getting involved with the youth group!

### **Book Club**

The Christ Church Book Club was established in February 2015. Meetings are held at the home of Debbie Bloomer and Rick Fox. It's a great opportunity for fellowship, stimulating discussion, and indulging in delicious food! A new book is chosen by the group each month and it is published in the Christ Church Sunday Paper. If a particular book interests you, feel free to join the discussion. Contact Debbie or Rick to let them know you plan to attend. The phone number is 973-743-6107, or email debbiebloomer@comcast.net.

The Chart below shows the meeting dates, books read, authors, and number of participants in 2017. In addition to the 8 books read, we had a movie night in July, a barbecue in August, and a holiday celebration in December. Our average attendance has increased from 8 in 2016 to 9 in 2017. We are looking forward to continued spiritual growth and social interaction in 2018.

Date	Book & Author	Number of participants
January 30	You Are What You Love by James Edward Smith	8
March 6	Gilead by Marilynne Robinson	9
March 27	The Practice of the Presence of God by Brother Lawrence	8
April 24	The Book of Joy by Desmond Tutu, the 14th Dalai Lama & Douglas Carlton Abrams	9
June 5	Fire Shut Up In My Bones by Charles M. Blow	9
July 10	Wish You Well by David Baldacci	10
September 25	Radical Optimism by Beatrice Bruteau	9
October 30	The Noticer by Andy Andrews	10

Respectfully submitted: Debbie Bloomer

### **CLOSING PRAYER & BLESSING**

Rector: God be with you. **People: And also with you.**Rector: Let us pray together...

Almighty and everliving God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life, and bring us all to be of one heart and mind within your holy Church; through Jesus Christ our Lord. Amen.

Thank you for being a part of our celebration of all that has been happening here at Christ Church in 2017. We hope that you leave here excited for the future, and ready to go wherever the Spirit leads us.

If you are able, we will need help with clean-up, so please join with others in getting the parish hall ready for tomorrow for our nursery school children.

