



**ST. MARGARET'S**  
**EPISCOPAL CHURCH**

The Very Reverend Jeff Jackson  
Rector

ANNUAL REPORTS JANUARY 2021– DECEMBER 2021

THE VESTRY

To serve through January 2022

Randy Denmon  
Catherine Gordon

To serve through January 2023

Juan Forero  
Sarah Jones  
Ryan Roenigk

To serve through January 2024

Georgia Carter  
George Kelly  
Nicole Long

TO BE SELECTED: Three vestry persons to serve full terms of three years



**St. Margaret's Annual Parish Meeting**  
**Sunday, January 9, 2022**

**Agenda**

1. Opening Prayer
2. Recognition and Acknowledgements
3. Vestry Elections
4. Budget Presentation and Discussion
5. Campus Presentation and Discussion
6. General Discussion
7. Preview of 2022 Vestry Forums
8. Closing Prayer

## **Celebrating Life in 2021**

**“You are sealed by the Holy Spirit in Baptism and marked as Christ’s own forever”**

Baptisms:

*Clifton Andrew Johnson*  
*John Knight Pate*  
*Eleanor (Ella) Joy Hill*  
*Nathaniel (Nate) Wade Hill*  
*Finn Alexander Lewis*  
*Adalynn Grace Edwards*  
*Presley Dawn Pilgrim*  
*Charlie Glenn Bennett*  
*Eloise Jane Ballard*  
*Emily Catherine Patrick*

**“Defend, O Lord, your servants, with your heavenly grace..”**

Confirmations:

*Donald Ray Seay*  
*John Knight Pate*  
*Kelly Catherine Pulliam*  
*Eden Benjamin Long*  
*Eleanor (Ella) Joy Hill*  
*Lindsey Roxanne Langford*  
*Martha Louise Minor*  
*Nathan Garner*  
*Wright Louis Roenigk*

Receptions:

*Alexander Michael Griffin*  
*Audrey Griffin*  
*Jason Chitwood*  
*Robyn Rebecca Chitwood*  
*Jill Wolfschlag*  
*Steven Christopher Wright*  
*Bethany Rose Brewer*

**“Into your hands, we commend your servants..”**

Deaths:

*Mavis Coley Watts*  
*Arthur Michel Bower*  
*Richard Gregory Smith*  
*Judith Ann Smith*  
*Rosanne Godsey*  
*Brenda Gail Hattaway*

Dear Beloved St. Margaret's,

I write this on the day of Epiphany, where we celebrate the light of Christ illuminating all the dark places of life. As I reflect back on 2021, that light, which seemed to be all but snuffed out by the pandemic, sociopolitical tensions, and general anxieties and fears about the future, continued to burn at St. Margaret's. It remained consistent and grew brighter as the year continued. Even though there are still sometimes gusts of wind or impending shadows that loom near, that light barely wiggles. It only seems to gain more intensity, growing from a single flame into a bonfire of love and compassion. That is why St. Margaret's continues to thrive, because each of us bears that light of Christ and when we gather together, the light becomes warmer and more brilliant.

Where did I see that light brightest this past year? I don't have to think hard about that.

1. After a period of discernment, we raised up another disciple to continue his studies at Virginia Theological Seminary. Joshua Waits, after years of sharing his academic and homiletical gifts with us, discerned a call to deepen his ministry as a teacher and preacher. With our collective support, he made it to seminary and has even been invited by the faculty to change his focus from a Masters of Arts program to a Masters of Divinity program. He also was inducted into the Anglican Order of Preachers, the Dominicans, which is no small feat. Where God will lead Joshua remains to be seen, but the light of St. Margaret's played a crucial role in that narrative.
2. Homelessness continues to plague Carrollton, however, this year our Outreach Commission and Director of Outreach Meghan Bennett worked in innovative ways to develop a new program for SMCO called Starfish Village. Rooted in our Baptismal Covenant, this ministry invites us to walk alongside someone who is experiencing homelessness and gives them a place to live while they work back to security. We are still only beta-testing this program with one resident currently, but it has gone extremely well so far. We hope this light will also spread to other churches so that we can allow this grace to extend to more people.
3. After a year of worshipping online, the diaspora of St. Margaret's began their return to regular worship indoors. While we were grateful to worship outside for the months we did, being inside "our temple" has been truly meaningful. I have handfuls of stories of parishioners who were moved to tears when they first sat in the pews again. That is so powerful and speaks to the Spirit's presence in this place.
4. Our Commissions took a leap forward this year. For the first time, we held a training session for our Commission chairs to discuss leadership, expectations, and roles and responsibilities. Thanks to Joshua Waits and Ryan Roenigk who lead that session and created a space for people to better understand and share their gifts in leadership. This light has ignited several of these other lights as well.

5. Lighting both outward lights and inner lights has been a priority for us as well. Our Adult Formation programs have offered a wide variety of spaces for people to grow deeper in their spiritual lives. Bible studies continue to be a main draw, but this year we also saw a desire for more growth in being more open to the wide diversity of humanity. Sacred Ground has offered conversation on race in a spiritual, safe, and yet stretching kind of way. Three small groups are meeting to discuss these issues. In addition, we are widening our capacity to be welcoming of those who fall under the LGBTQ+ umbrella. We have had Safe Zone trainings, a Queer Theology forum, and book studies on queer issues. Finally, we have also deepened our contemplative practice with our weekly Lectio Divina group, and the Advent Quiet Day. Also, considering we have EfM, Episcopal 101, and other programs, I am seeing more of our people grow deeper than ever.
6. Our youngest members are also shining their lights. Temporarily using the Bass House as a wider space for gathering has been a wonderful gift for our children and youth. There is an increased excitement about our workshop model of Sunday school from kids, parents, and teachers. Our youth are also thriving. The mini-pilgrimage to North Carolina was one of the best youth trips I've ever been on. We have celebrated a large group of teenagers in Rite 13. EYC has also fanned the flames of our young people, as evidenced by the number of youth that help out in our Youth Sundays. It is a great time to be a kid at St. Margaret's.
7. When our janitorial contractor did not renew our contract with them, we found ourselves with an opportunity to rethink how we care for our buildings and grounds. The Holy Spirit called Jeana Langford to try on the role of Sexton, which St. Margaret's hasn't had for years. The building is cleaner than ever, and much of the stuff we have collected over the years but don't use has been sorted and donated. Jeana has been a wonderful addition to the Staff, and reminds us all that even jobs like cleaning bathrooms can be an occasion for shining one's light.
8. Our Finance Commission had an innovative idea with stewardship this year which produced substantial results. Georgia Carter suggested a matching-gift program where we find a donor willing to give an amount, and every new or increased pledge would be matched by that gift. The amazing part of that story is that we soon found that generous giver, and their light helped increase the light of other givers generosity.
9. Finally, we have been trying to define and claim what it means to be Episcopal Evangelists. We know what evangelism isn't, but what is it? To me, it's taking what we love about St. Margaret's out into the world. I would look at 3 examples supported by our EE Commission. First, Blake Adams led the charge to put a St. Margaret's float in the Carrollton Christmas parade. Second, Dock and I took our treasure trove of hymns and began playing them at 4AM Coffee once a month. Third, a consistent group led by Jeana and Pam Griffin have taken snacks and treats to the ICU Staff at Tanner Hospital. All of this is evangelism. We aren't burning people with our light, but we are taking the light to them so they can get a bit warmer.

This is not an exhaustive list by any means. The light of Christ shines strong at St. Margaret's in more ways than I can list here. It doesn't mean we don't have challenges, though. We are still experiencing the effects of the pandemic, as every church is, in terms of participation, attendance, and giving and we will need to lean on one another to determine the way ahead. I'm aware that the more we come together safely for prayer, conversation, and formation, the better we will be. The more isolated we become, the worse off we are.

At the Advent Quiet Day, I was sitting in my office praying as I remained available to anyone who might need me. I looked out and noticed several parishioners walking outside in the Grove. They were praying, communing with nature, and walking with God...and nothing else. They were focused solely on God. If you want a vision of what I would hope God is calling St. Margaret's to be, that might be it: a place where everyone can come and do nothing but be present with the living God. That's a light that can never go out. I wonder how we can make every aspect of our common lives like that. Will you join me in trying?

Love,  
The Very Rev. Jeff Jackson+  
9th Rector of St. Margaret's

## St. Margaret's Vestry

Our 2022 Annual Meeting will mark the conclusion of Vestry service for Randy Denmon and Catherine Gordon. Jeana Langford served as a member of the Vestry for nearly a full three-year term before accepting the position of Parish Sexton in October 2021. We thank Catherine, Jeana and Randy for their deep commitment and generous investment. Please extend your gratitude to them as soon – and as often – as possible.

The following parishioners will continue their Vestry service for one additional year (term ending January 2023):

Juan Carlos Forero  
Sarah Jones  
Ryan Roenigk

The following parishioners will continue their Vestry service for two additional years (term ending January 2024):

Georgia Carter  
George Kelly  
Nicole Long

At the Annual Meeting, the Parish will elect three people to begin a three-year term of Vestry service (term ending January 2025). Criteria for Vestry candidacy are as follows:

1. Any confirmed communicant in good standing of the Parish
2. Not less than 18 years of age
3. A regular attendant upon the services in the year preceding the election
4. Known by the Treasurer to have made and maintained a stated financial commitment for church support in the year preceding the election

All members of our Parish who are confirmed communicants and at least 16 years of age are entitled – and encouraged! – to vote. Each member may cast one vote for one nominee for each of the three positions to be filled. In other words, you may vote for up to three people on your ballot. The three positions will be filled by the three candidates who receive the highest number of votes.

A full copy of the bylaws is included later in this document. Section 3.1 defines Parish membership. Section 3.4 describes Parish meetings and eligibility to vote. Section 4.1 outlines the composition and term of the Vestry. Section 4.2 prescribes the Vestry election process.

One responsibility of Vestry membership is serving as a liaison between the Vestry and one or more of the Parish's commissions. Our Parish's commissions have grown stronger over the past few years, which is a direct result of your participation. Each commission is led by a (non-Vestry member) chair who takes responsibility for the commission's mission and action. Later in this document, please find a set of reports provided by each commission.

## St. Margaret's 2022 Budget

Our Parish budget is formulated by the finance commission and approved by the Vestry. The finance commission works diligently every month to track our performance relative to our plans, which has been particularly challenging over the past two years.

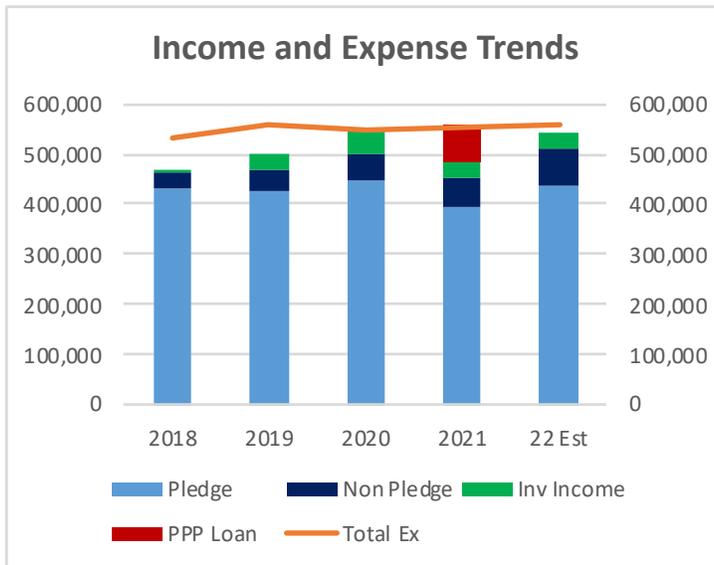
Below is a table that summarizes the budget we forecast for 2022 and presents the same information for the previous three years for comparison.

	2019	2020	2021	Forecast 2022	2022 Compared to 2019-2021 avg.	2022 Compared to 2021
<i>Direct Income</i>						
Pledged Giving	424,000	445,000	392,000	435,000	104%	111%
Non-Pledged Giving	45,000	53,000	60,000	74,000	140%	123%
Offertory	4,000	1,000	1,000	1,000	50%	100%
<b>Total Direct Income</b>	<b>473,000</b>	<b>499,000</b>	<b>453,000</b>	<b>510,000</b>	<b>107%</b>	<b>113%</b>
<i>Indirect Income</i>						
Investments	28,000	49,000	33,000	34,000	92%	103%
Payroll Protection Plan	-	-	72,000	-		
<b>Total Indirect Income</b>	<b>28,000</b>	<b>49,000</b>	<b>105,000</b>	<b>34,000</b>		
<b>Total Income</b>	<b>501,000</b>	<b>548,000</b>	<b>558,000</b>	<b>544,000</b>	<b>101%</b>	<b>97%</b>
<i>Expenses</i>						
People-Related	374,000	358,000	353,000	363,000	100%	103%
Campus-Related	54,000	60,000	75,000	71,000	113%	95%
Operations	52,000	54,000	45,000	65,000	130%	144%
Diocesan Pledge	47,000	47,000	49,000	53,000	110%	108%
Organ Restoration	32,000	27,000	32,000	5,000	17%	16%
<b>Total Expenses</b>	<b>559,000</b>	<b>546,000</b>	<b>554,000</b>	<b>557,000</b>	<b>101%</b>	<b>101%</b>
<b>Net Cash Flow</b>	<b>(58,000)</b>	<b>2,000</b>	<b>4,000</b>	<b>(13,000)</b>		

Net cash flow is one way to measure our Parish's financial health – we can examine each year in isolation, tallying all the income received in that year and subtracting all the expenses incurred in that year. We closed 2021 with positive net cash flow of approximately \$4,000. For 2022, we forecast negative net cash flow of approximately \$13,000.

Negative cash flow does not necessarily mean our bank accounts are empty and we have no funds to continue operating. Because of your financial giving throughout the year, we are able to maintain approximately \$100,000 of operating buffer. This equates to a little more than two months of expenses; ideally, we would build a reserve equivalent to six months (or more) of expenses.

The income category of “Non-Pledged Giving” refers to donations that are not part of the stewardship campaign. Some parishioners choose to give instead of or in addition to their stewardship pledging. We usually do not know about non-pledged gifts until the gift is made, so the budget is based on activity from previous years. The Non-Pledged Giving forecast of \$74,000 for 2022 includes a gift of \$50,000 in funds to match a portion of the



In many ways, 2021 was a unique year... not the same as the first year of the pandemic, but yet not the same as the year prior to the pandemic.

We forecast 2022's income to be slightly below 2020's income and we forecast 2022's expenses to be slightly below 2019's expenses.

Operational expenses will be approximately \$20,000 higher in 2022 than in 2021. The increase is the result of resuming several programs that were significantly diminished or did not happen at all last year.

(Think: Parish Life, Adult Formation, Christian Formation, Youth Pilgrimage and other in-person activities)

On behalf of the finance commission and the Vestry, we want to bring the following issues to your attention.

**Cost of Living Compensation Adjustments for Staff** – The Vestry established a standing committee for the purpose of considering Staff compensation. Annually, this committee will advise the Vestry on the appropriate cost of living-related compensation increase. The Vestry resolved to prioritize cost of living-related compensation increases when forming the Parish budget. Just like the rest of us, our Staff are impacted by the rising costs of living.

Unfortunately, the 2022 forecast does not reliably support any increase. The Vestry chose not to act on the recommended increase and the 2022 budget does not include any cost of living-related compensation increases for Staff.

**Performance-Based Compensation Adjustments for Staff** – The standing committee referenced above is also charged with recommending to the Vestry an amount of funding to allocate to compensation increases based on Staff performance. Any amount ultimately approved by the Vestry then becomes available to the Rector to apply at his discretion to individual Staff compensation.

Unfortunately, the 2022 forecast does not reliably support any increase. The committee's recommendation was for no increase in compensation. The Vestry accepted this recommendation and the 2022 budget does not include any performance-related compensation increases for Staff.

**Rector Compensation** – The committee referenced above is charged with considering compensation for the Rector as well as the staff. The committee considered comparable compensation data provided by the Diocese as a baseline and reflected on the vibrancy of our Parish in recommending an increase in the Rector's compensation. The Vestry accepted this recommendation.

**Cedar Street Property (aka "The Bass House)** – As we discern the highest and best use of this property, we have a clear picture of the expenses we will incur regardless of its use. Taking into consideration the age of the house, repairs completed to date and reasonable expectations for repairs yet to be undertaken, we can expect to incur between \$10,000 and \$20,000 in costs each year.

Below is the detailed budget the Vestry has approved for the first quarter of 2022. Approving the budget on a quarter-by-quarter basis accomplishes two goals. First, we allow the Parish to operate and conduct important programs rather than being immobilized by uncertainty. Second, we remain flexible to adjust the budget for the remainder of the year based on the outcome of the first quarter.

	2021 Actual	2021 Budget	2022 Budget
<b>Income</b>			
41100 - Pledge Income	392,262	420,003	435,100
41110 - Plate Income	634	2,700	1,000
41120 - Non-Pledge Contributions	60,017	24,000	74,000
<b>Total Income</b>	<b>452,913</b>	<b>446,703</b>	<b>510,100</b>
<b>Expense</b>			
51100 - Rector's Salary	52,020	52,020	57,222
51120 - Rector Pension	15,695	15,696	17,266
51125 - Rector FICA Reimbursement	4,647	7,746	8,521
51105 - Rector Housing	30,000	30,000	30,000
51115 - Rector Life, Medical and Dental	23,139	24,000	24,000
51140 - Rector Continuing Ed	1,487	3,000	3,000
51150 - Rector Auto Allowance	4,400	4,404	4,400
51200 - Rector Discretionary Fund	1,594	1,200	1,200
51205 Rector Relocation	2,800	0	0
22619 - Seminary Fund	7,500	7,500	7,500
51500 - Supply Clergy	1,625	996	500
52100 - Parish Admin Salary	50,000	50,004	50,004
52200 - Parish Admin Pension	4,452	4,452	4,452
52102 - Organist/Choirmaster Salary	36,338	36,336	36,336
52202 - Choir Director Pension	3,516	3,516	3,516
52109 - Youth Director Salary	36,000	36,000	36,000
52201 - Youth Director Pension	3,228	3,228	3,228
53100 - Outreach Director's Salary	40,290	40,296	40,296
53101 - Outreach Pension	3,591	3,624	3,624
52301 - Disability Staff	4,455	4,608	4,607
52302 - Workers Comp Staff	1,656	1,200	1,242
66001 - Payroll Tax Expense	12,642	12,444	12,444
52303 - Medical/Dental Staff	11,008	12,000	12,731
52304 - Christmas Gifts - Staff	1,200	1,000	1,000
52105 - Nursery Worker Salary	130	3,150	4,660

	2021 Actual	2021 Budget	2022 Budget
54100 - Office Supplies	7,947	8,496	7,500
54200 - Postage	1,237	1,200	1,000
54300 - Telephone/Internet/Cable/Cell	10,501	9,000	10,000
54400 - Copier Lease/Overruns	5,633	6,504	4,500
54500 - Accounting Fees	300	1,000	1,000
54600 - Bank Charges	2,126	2,400	2,400
55200 - Property Insurance	8,942	8,500	9,500
55301 - Utilities, Elec, Gas, Water	16,231	17,004	17,000
55302 - Utilities Bass House	0	0	4,000
55400 - Repairs/Maintenance	31,988	20,004	14,772
55401 - Repairs/Maint Bass House	0	0	9,848
55500 - Grounds Maintenance	11,308	5,004	2,500
55501 - Grounds Maint Bass House	0	0	2,500
55600 - Sexton	0	0	6,000
55601 - Janitorial	6,321	5,250	4,800
56400 - Altar Supplies/Worship	4,813	3,000	5,000
56525 - Parish Life	702	0	2,000
56550 - Pastoral Care	-2,780	200	200
56700 - EYC Youth Group	4,558	3,300	3,900
New- Adult Formation	0	0	600
56775 - Christian Formation	1,101	3,396	3,600
56780 - Pilgrimage	3,500	3,000	8,000
56800 - Music	2,639	2,352	5,450
56900 - Communications	2,930	5,004	1,000
56925 - Diocesan Council	120	500	500
56950 - Vestry	0	1,000	4,000
58100 - Diocesan Pledge	49,040	49,044	52,862
<b>Total Expense</b>	<b>522,571</b>	<b>513,578</b>	<b>552,180</b>
<b>Net Income</b>	<b>-69,659</b>	<b>-66,875</b>	<b>-42,080</b>
41160 ■ Endowment Income	32,702	9,000	34,000
PPP Loan Proceeds	72,120	72,120	0
65170 ■ Organ Loan	32,391	32,388	5,398
<b>Net Cash Flow</b>	<b>2,772</b>	<b>-18,143</b>	<b>-13,478</b>

## St. Margaret's Campus

One of the highlights of 2021 was returning to regular use of our St. Margaret's campus. While the Staff worked from their offices in 2020 and the beginning of 2021, much of our building space was left unused during the height of the pandemic. Returning to worship in the nave was a welcome relief after many months of worshipping outdoors. We are lucky to have a beautiful outdoor space, but nothing beats being back in the pews.

We also slowly began regular meetings, events and classes in the Parish Hall. By September, we were utilizing most of our space on Sundays and several other times during the week. Choir, youth & children's programs, outreach, adult formation groups and several community groups have utilized the Parish Hall over the last year.

After the Rector and his family moved out of the Bass House, we were given the opportunity to imagine how the house would be utilized. The Vestry and Rector developed a process for discernment, starting with a brainstorming session at the Back-to-Business picnic. Parishioners were encouraged to dream big and all ideas were welcome. A discernment subcommittee, led by Junior Warden Randy Denmon, was formed to look at all the ideas, spot major themes and do the detail work of seeing the viability of those ideas.

In the meantime, the house was used as much as we could use it so it would not sit empty. Mostly, it was used temporarily for Children's Sunday School, Youth Programs and various adult classes and meetings, which has been a blessing to further excitement and growth of those programs.

Two major themes guided the subcommittee's work based on Parish feedback. First, ensuring the use of the house is financially solvent for the Parish. Second, support of St. Margaret's programs. From these themes, the subcommittee developed three viable options based on the current realities of our Parish:

1. Sell the property
2. Offer the property as a residential rental
3. Use the property solely for church programs

The subcommittee spoke to realtors, city zoning officials, Diocese of Atlanta officials (since all of our property is held in trust with the diocese) and finance and tax experts to determine the feasibility of these options.

From these options, the subcommittee recommended to the Rector and Vestry that the property be offered as a residential rental through a third-party manager. They felt that based on how much the property costs to maintain and where St. Margaret's stands financially right now, that this is the option that is truest to the themes expressed by the congregation.

Renting in the short-term may lead us to be able to use the property in the long-term for programs. Since we have other space for our programs, we can continue to look at our existing space and see what will work best for those programs.

The next steps will be taking the recommendation, along with feedback from the congregation at the Annual Meeting, to the Vestry Retreat, where further plans will be made by the Rector and Vestry.

# St. Margaret's Building and Grounds 2021

Vestry Annual Report

January 9, 2022

The following repairs and projects were performed in 2021.

The repairs to roof damage that began in 2020 with filing an insurance claim, were completed on the Bass House and Parish Hall. Once all work was completed the final expenses did not exceed the insurance claim.

More work was required on the Bass House related to plumbing. The old cast irons pipes had clogged causing a leak under the kitchen cabinets. West Georgia Plumbing handled the clean-up and repairs and replacement of old pipes with new pvc lines. New flooring was also required in the kitchen after repairs to the subfloor were made.

The HVAC unit in the Parish Hall was replaced. Repairs could not be made due to lack of necessary parts and there was no cost savings benefit to make the repair.

In preparation for St. Margaret's Day in November, the Brotherhood of St. Andrew trimmed the bushes along Newnan Street and cleaned up the front grounds. A Donor generously arranged for exterior washing of Church, Parish Hall and the Callahan Center. Additionally, the Donor paid for work around the church and Bass House grounds in preparation for St. Margaret's Day.

George Kelly purchased and installed landscape lighting along the sidewalk in front of the Outreach office and along the sidewalk between the Church and Callahan Center.

During the year, various maintenance items as identified by St. Margaret's staff and parishioners were completed.

My final duty at the end of 2021 was to serve as Chairperson for the subcommittee on the Bass House discernment. A final recommendation and report was submitted to the Vestry in January 2022.

Respectfully Submitted:



Randy Denmon – Jr. Warden

# St. Margaret's Episcopal Church

## Worship Commission Annual Report 2021

### Worship Commission Mission Statement:

*To support the Rector and spiritual life of parishioners by promoting collaboration and planning between all ministries within the life of worship at St. Margaret's.*

### Worship Commission Meetings

Via Zoom: February 8, May 10

In Person: May 23, July 25, Oct 24

### Worship Commission Members

Jeff Jackson, Rector

Paul Jarrell, Commission Chair

Dock Anderson, Organist/Choirmaster

Marilyn Cusick, Altar Guild Chair

Randy Denmon, Head Usher

Wright Roenigk, Head Acolyte

Jo Fortner

Jeanette Bernhardt

Carolyn Cary

We continued to include medical experts and other COVID-19 community experts in the meetings of the commission to help inform future worship services. They included: Dr. Taylor Gordon, Dr. Lindsey Roenigk, Dr. Lorien Goodale, and Nicole Long. Thank you for your continued guidance and support!

This year started in the midst of high COVID-19 hospitalizations, the promise of vaccines, and majority of worship via live stream. A huge thanks to Jeff and his family for serving in all the needed capacities to make this happen. And, a big thanks to Dock for being both choir AND organist during this time.

As 2020 drew to a close and 2021 began, we were able to start offering regular in person outdoor worship. We began to gather together and experience the tangible aspects of worship that we hold dear, each other and eventually the holy communion itself. A big thanks to the altar guild who took the extra steps and work to make outdoor worship look and feel as close to inside the church as possible! I know I recall receiving the body of Christ, the bread of heaven for the first time in what felt like an eternity. And, eventually sweet taste of that precious blood of Christ. For me, and I know for many, to be able to worship inside our holy space earlier this year, was truly a homecoming.

### Worship Highlights From the Past Year (non-exhaustive):

- Worship together outside in the grove utilizing our outdoor space fully
- Limits to the number of worshippers lifted

- Communion returns in one kind
- Wednesday noon Eucharist
- One service inside the church
- Enhanced streaming equipment
- Both services inside the church
- Communion in two kinds with intinction
- Full choir and congregational singing
- The procession
- Evensong
- St. Margaret's Day celebration inside with the pipes making that joyful noise
- Taking our gifts into the community with "Beer and Hymns and Beer and Carols"
- Blue Christmas service and Christmas services inside the church
- Technically 2022 but worth mentioning, sung Compline.

Going Forward into 2022, we ask for your patience with masking and other protocols that keep us all safe and worshipping together. We need your presence and your gifts. Please consider volunteering to serve as lay readers, choir members, ushers, altar guild, acolytes, AV team, and in any other way. We know many of you serve in multiple capacities and serve often and we cannot thank you enough. Also, much appreciation goes out to Jo Fortner who continues to offer acolyte and lay reader/Eucharistic assistant training.

The vestry will continue to look into a revamp of the church website. The Worship Commission will focus on the worship section information update. A big thanks to the Communications Commission on the redesign of the church logo.

The Worship Commission continues to look into ways to bring the tapers/torches visibly inside the chancel and sanctuary. These holy lights become hidden and remain off to the side when not part of the procession or at the reading of the Gospel. Various scenarios have been discussed on how to keep the tapers visible and easier to access. We are still trying to decide where within the chancel is most appropriate. See photo.

Attempts at having a presence at the University of West Georgia have not been fruitful. The Worship Commission has recently discussed utilizing the Kennedy Chapel for a weekly communion service. Those of you who work at the university will likely hear from us as we discern how to approach this venture going forward. Initial discussions have centered around a possible Thursday noon communion service.



*Figure 1: Paul holding taper with brass mount next to altar retable. Photo Credit Liz Key.*

**Gratefully submitted by:**

*Paul Jarrell*  
**Paul Jarrell**

# St. Margaret's Altar Guild

Annual Report for 2021

January 9, 2022

The year 2021 began amidst the continued COVID pandemic but the church prevailed and kept the Altar Guild busy with their modified duties. Regular duties became irregular when outdoor services began. Even with Zoom video services, the Eucharistic vessels still needed to be set up, dismantled, cleaned, and put away, as well as linens washed and pressed for future services. The outdoor set up varied but was handled by team members with grace and diligence. The chairperson took care of altar duties until March 20 when a limited number of members were allowed to rejoin the service as the church opened for worship with masking and distancing in the pews. Outdoor services also continued throughout the summer. A few weeks after the COVID numbers subsided, more altar guild members were brought on board as parishioners began to increase. Changes in personnel continue, but the teams are dedicated and devoted to this special ministry.

Currently there are four teams of four members per team. They are:

\*Stephanie Turner, Diana Rash, Jeana Langford, Lindsey Langford

\*Fran Robinson, Carol Bachus, Hollie Ostrander, Cassy Nickle

\*Liz Key, Jeanette Bernhardt, Rose Dufour, Judy Link

\*Marilyn Cusick, Betsy Sutton, Jan Uhlich, Ketty Cusick

These members have served diligently and faithfully throughout the pandemic. They are a blessing to St. Margaret's and their service is very much appreciated. We had one meeting on June 13 to discuss new protocols, retrain, and reassess our duties.

The needs of the Altar Guild continue with the hope of more members joining the teams. Our youth in the J2A program have stepped up to help on Youth Sunday to prepare the altar for service. We hope this trend continues and they become regular team members.

The Altar Guild was recently gifted a new funeral pall by a generous donor. This year the wax Advent candles failed to arrive for the beginning of Advent so we converted the purple oil candle set to blue via paint. There was some discussion in the Worship Committee meeting regarding repositioning tapers but no final decision made yet.

There have been several generous donations for flowers for the altar this year. We thank the parishioners who donated this welcome gift and hope the trend continues into the new year.

Respectfully submitted,  
Marilyn Cusick, Chairperson  
618-967-8149 (text or call)  
jm\_cusick@msn.com

## Adult Christian Formation Commission Annual Report for 2021

Mission Statement: Adult Christian Formation at St. Margaret's Episcopal Church supports the continuing education and spiritual development of her members and friends. Through learning and fellowship in a wide variety of faith-forming programs, we nourish and challenge adults as they explore their faith and grow in relationship with God.

Joshua Waits served as ACFC Chairperson until his departure for Virginia Theological Seminary at the end of July. Pauline Rodwell assumed the position thereafter. Georgia Carter continued to serve as our vestry liaison. Stephanie Hardeman served as our treasurer. On Joshua's last Sunday in July, a farewell reception was given for him in the parish hall.

*Adult Forums* were suspended during the pandemic due to COVID protocols set by Bishop Wright. We hope to restart them in January 2022.

*Adult Sunday School* continued their study of the Episcopal Church hymnody which began during Advent of 2020, under the leadership of George Lenaeus. Virtual access continued throughout the year along with in-person attendance in the parish hall starting in March and increasing during the fall after a summer break. During Advent in the Vestry room, Lee Sundberg guided participants through four lessons on the meaning of this liturgical season, based on related excerpts from the Bible and their traditional Christian interpretations. This session enjoyed hybrid attendance using the new Owl camera and donated laptop.

An *Advent Day of Silence* took place at St. Margaret's from 9:00 a.m. until 3:00 p.m. on Saturday, December 11<sup>th</sup>. Approximately thirteen people participated and used various spaces on the church campus to read, meditate, and pray. A contemplative Holy Eucharist service was led by Father Jeff, and individual spiritual direction sessions were provided by Jackie Sullivan and Alison Mattison. Lunch was provided by Molly Jackson, Mary and Terry Shadrix.

*Centering Prayer* met weekly via Zoom on Wednesdays at 1:00 p.m. and completed their study of The Cloud of Unknowing translated by Carmen Acevedo Butcher. In December they finished reading The New Spiritual Exercises by Louis Savaroy, which is based on the interpretations of Ignatian spirituality by Teilhard de Chardin. Attendance was regular throughout the year with a core group of six to eight attendees. Pauline Rodwell serves as contact for St. Margaret's.

*Education for Ministry (EFM)*, sponsored by the School of Theology at The University of the South, Sewanee, Tennessee, began a new academic year in September and continues through May, 2022. After completing four years of study Lorien Altadonna was awarded her Certificate of Completion in June.

*Episcopal 101* classes were held in-person for three consecutive Sunday afternoons at 4:30 p.m. beginning January 17<sup>th</sup> under the tutelage of Father Jeff. Subsequent classes ran through autumn at 6:00 p.m. on Sundays and Thursday evenings via Zoom at 7:00 p.m. with Father Jeff leading both sessions. Seven students were confirmed at St. Phillips Cathedral on December 12<sup>th</sup>. The *Ladies Bible Study* continued to meet virtually January through mid-May in the parish hall on Thursdays at 11:00 a.m. With Pam Griffin facilitating, books read and discussed were Meeting Jesus Again for the First Time by Marcus Borg, With Gladness Answering God's Call in Our Everyday Lives by Christopher H. Martin, and St. Francis and the Christian Life: A Disorderly Parable of the Epistle to the Galatians, by April

Love-Fordham. The group reconvened in August with a study of world religions, welcoming guest speakers of non-Christian religions up until Thanksgiving/Christmas break.

*Lectio Divina*, or “divine reading,” is the practice of listening to and responding to a brief passage of Scripture. Weekly sessions were hosted by Father Jeff via Zoom beginning Tuesday, March 15<sup>th</sup> with the assistance of Hugh Russell. Attendance of four to eight people was regular.

A *Lenten Series on Atonement* consisting of six, informative discussions about Atonement theology took place on Zoom between Father Jeff Jackson and Joshua Waits starting February 21<sup>st</sup>. A consistent group of about seven to ten attendees met weekly, posing questions and offering comments after each discussion.

*The Queer Virtue Book Club*, a book study for LGBTQ+ friends, was hosted by Sarah Jones, meeting on Wednesdays via Zoom from February 24<sup>th</sup> through April 7<sup>th</sup>. The book, *Queer Virtue* by the Reverend Elizabeth M. Edman, was read and discussed by approximately eight participants.

*Sacred Ground Training* sessions among four facilitators (Lorien Altadonna, Mary Hooper, Father Jeff Jackson, and Lara Willox) began online in May. An Open House was held on August 15<sup>th</sup> in the parish hall to orient parishioners to the contents of the program, which is sponsored by The National Episcopal Church in order to increase awareness about systemic racism. Ten virtual Sacred Ground classes are being led by the facilitators, having begun in September with three groups meeting on Sunday afternoon, Monday morning, and Monday evening. Group sizes are small, allowing for trust-building and personal sharing.

Three *Safe Zone Training* workshops were led by Joshua Waits in the parish hall on May 12<sup>th</sup>, 19<sup>th</sup>, and June 20<sup>th</sup>. Designed to increase awareness on how to welcome and affirm our LGBTQ+ siblings, the workshops covered vocabulary do’s and don’ts, privileges, and coming out. They also taught participants how to become allies in safe conversations about sexuality and gender identity. All three sessions were well-attended by eight people on average. In the fall, Sarah Jones facilitated another SZT workshop on Wednesday October 20<sup>th</sup> in the Vestry room.

Prepared by Commission Chair, Pauline Rodwell

Respectfully submitted by Georgia Carter, Vestry Liaison

## Music

For the music program, 2021 began much the way that 2020 ended, with worship happening virtually. Daily office services were offered online by staff and volunteers. As we returned to in- person worship services outdoors, cantors helped lead the music from the balcony on the Callahan center. Midway through the year the choir returned and offered a service of choral evensong on Back to Business day. The choir has adopted a new schedule, alternating worship services weekly, so that people get to hear the full choir regardless of which service they attend. The choir has welcomed several new members in the past few months, and offered a beautiful Festival of Lessons and Carols on Christmas Eve. An anonymous donor gave the church a beautiful piano for the Parish Hall which has been very useful for choir rehearsals which have been moved to that space to allow for better social distancing. It can also be easily moved to the nave when needed. In November and December, we partnered with 4AM Coffee Roasters to present “Beer and Hymns” and “Beer and Carols” which were both a great success. (One of our new choir members came to us as a direct result of “Beer and Hymns” in November.) Plans are to continue this new ministry in 2022.

Dock Anderson

Organist / Choirmaster

## **Episcopal Evangelism Commission (EE)**

Episcopal Evangelism was officially designated as a St. Margaret's Ministry Commission in 2020. 2021 saw much progress in building the structure and purpose of St. M's EE Commission, and in offering opportunities for participation. Conversation and development continues around existing and future Episcopal Evangelism possibilities in Carrollton, Georgia and beyond.

The Episcopal Evangelism Commission at St. Margaret's exists to promote our public witness of the Gospel. The Commission recognizes the crossover between ministry commissions for a number of programs. While some reporting may seem repetitive, we wish to proclaim all the ways St. Margaret's actively promotes our public witness of the Gospel.

St. M's EE Commission is chaired by Maxine Kelly. Father Jeff continues to provide strong guidance to the Commission. Debra Adams serves as the staff support resource. The Commission typically meets once a month (via Zoom) to update, consider, and discuss programs and projects. Juan Carlos Forero and Catherine Gordon have served as Vestry co-liaisons for the Commission.

During 2021, 5 categories housed our Episcopal Evangelism projects and programs. These categories are shown below, accompanied by a listing of many of the projects and programs conducted during 2021 in each category:

### **I. Public Worship**

*Carroll County United Parking Lot Prayer Vigil*

*Ashes-To-Go*

*Carrollton Arts Peace Pole Dedication*

*Committal services for non-members*

*Grief Support Group*

*Community VBS*

*Worship Services and Adult Ed offerings broadcast on Facebook Live*

*Lectio Divina via Zoom*

*Centering Prayer via Zoom*

*Beer and Hymns/Carols*

### **II. Global Mission - 2 levels – Diocesan and Parish**

#### **Diocesan-Level Partnership** (between Diocese of Atlanta and Diocese of Cape Coast, Ghana)

*Cape Coast Clergy Pension Endowment Fund Support*

*World Mission Sunday Sermon by Bishop Victor Atta-Baffoe*

*Frs. Jeff Jackson and Domenick Eshun Model Parish-Level Relationships on Diocesan Global*

*Missions subcommittee (podcast 10/2021)*

*Discussions around partnerships between individuals in discernment in Atlanta and Cape Coast*

**Parish-Level Relationship** (between St. Margaret's and Sister Parish of St. Teresa's, Cape Coast)

*Prayers in Worship Services for Diocese of Cape Coast and St. Teresa's*

*Zoom conversations*

*Pen Pals*

*Fellowship FaceBook Page*

*School Supplies by St. M's member*

*Fr. Domenick Worship and Adult Ed attendance; newsletter articles*

*Palm Sunday Sermon by Fr. Jeff for St. T's*

*St. Teresa Outreach Ministries in honor of St. Teresa and St. Margaret*

*Share the Love Mite Box Collection conducted by St. M's ECW*

*Jim Bobick Library at St. Teresa's founded/supported by St. M's member*

**III. Racial Trust-Building**

*Social Justice Demonstration Participation*

*Sacred Ground Series*

**IV. Everyday Saints / St. M's in the Community**

*Tanner Health Heroes*

*Covid-19 vaccine info cards for SMCO distribution*

*Tanner Carrollton Trunk or Treat*

*Bass House Halloween*

*Carrollton Christmas Parade*

**V. LGBTQIA+**

*Book Club*

*Safe Zone Project*

*Diocese Youth Podcast*

*Queer History Program*

Episcopal Evangelism is a diocesan and parish activity as well as an individual activity. As the lists above suggest, many people have been involved at many levels in St. M's 2021 EE activities. We are so very grateful for all of those who have designed, directed, and/or participated in projects and programs.

As 2022 begins, St. Margaret's Episcopal Evangelism Commission invites further engagement!! As all are welcome at St. Margaret's, all are also welcome to participate as Episcopal Evangelism expands at St. Margaret's and more ways are defined to promote our public witness of the Gospel.

*Submitted by Catherine Gordon, Episcopal Evangelism Vestry Co-Liaison*

## Youth and Children Report

This year has been a mixed bag of attempting to get back to a little more "normal" (are we tired of this phrase at this point?), continuing to make safety a number one concern for our kids, and creating a newness for our children as we have returned back to our beloved St. Margaret's.

Because for the majority of the year and still for some kids, vaccinations were not possible, we realized the Sunday School rooms upstairs were going to be a very small space for a place where we needed fresh air and physical distancing. The Bass House was a great temporary spot for Sunday mornings, and with a large room, the kids begin each class together with a lesson and bible verse. Along with the new space, a new program was born. With the help from "guest parishioners", the kids go to different centers and learn more about the monthly lesson using means like cooking, art, photography, and even race cars. This new program not only has the kids engaged and moving around but also meeting and getting to know people in the church they may not otherwise speak to on a regular basis. We can always use more monthly guests, so please let me or Debra know if you have a gift you would like to share with our children! The kids love it, the adults love it, and overall it has been a wonderful way to engage the church with our kids. The children's commission is always looking for more ways to get our kids involved and the holidays this year were no exception. They made wreaths, walked in the Christmas parade, and of course, delighted the church with their wonderful Christmas Pageant.

The youth have been busy as well. Eden, Martha, Ella, Lindsey, and Wright were all confirmed earlier this year, with Hagan and Robert planning to in the very near future. The kids took the Episcopal 101 course as part of their EYC program in preparation for the big decision to be confirmed into the Episcopal church. While their pilgrimage was postponed to the 2022 summer, they had a mini trip to the Smokey Mountains in summer 2021 and it's safe to say, it was a very special trip for everyone who went (youth and adults!). The pumpkin patch in October was a success while unfortunately the Mardi Gras Low Country Boil was canceled (though we will be back at it this year!). Project Noel raised several hundred dollars and the class went on a shopping spree for kids who otherwise would not have gifts this year for Christmas. RITE 13 was also able to finally have their ceremony. EYC was split into Jr and Sr EYC, with a shared dinner in between. They also went to Six Flags as a group this summer and winter. We plan to continue these two different EYC programs, as they seem to be working well for our youth. The fifth Sunday of every month continues to be Youth Sunday and watching these kids getting more and more comfortable leading the service has been such a sweet experience, it is so clear these kids love St. Margaret's and I'm so grateful for all the adults who have helped the kids grow into their spiritual selves, with love and a safe space to do the work.

While the past couple of years has been trying, a year of zoom meetings has given us a gift of reflection. It was an opportunity to reexamine what is important, to hang on to what we love, and to let go of what we discovered was holding us back.

I look forward to what 2022 will bring to our kids at St. Margaret's.

With Love,  
Nicole Long

## PASTORAL CARE COMMISSION REPORT JANUARY, 2022

The Pastoral Care Commission aims to be sensitive and attentive to the needs of parishioners by caring for each other in times of need and celebrating in times of joy.

The Commission and Father Jeff meet regularly once each month to identify and pray for parishioners who are experiencing pastoral care needs. Team members are given assignments if any action or response is called for. These assignments can include writing Care Notes expressing support, be it over the death of a loved one, health issues, or the celebration of a newborn. In addition, each month team members write cards to parishioners who are celebrating birthdays or anniversaries. Between meetings, new prayer requests or updates are communicated to team members through e-mail or text.

The Commission team extends love, support, and practical help in several different ways. Meal Gift Cards are delivered - in place of homemade meals, due to COVID concerns - to those experiencing a death in the family, an illness or other medical challenge, and to families celebrating the birth of a child. Also, the team occasionally provides transportation to Sunday services for those parishioners unable to drive. Lay Eucharistic Visitors have recently begun to offer Communion to homebound or hospitalized parishioners - again, after a pause due to COVID. Happily, the Prayer Shawl Ministry has been rejuvenated as of this past November, after a brief lull. The group meets monthly in the Bass House to knit or crochet shawls, blankets, or baby items, to be delivered to those identified as being in need, and to remind them that the church is praying for them.

The Grief Support Group, led by Father Jeff and Hugh Russell, continues to meet monthly, providing a safe, quiet space for those experiencing grief of any kind. This group is also open to others in the Carrollton community.

Pastoral Care, along with the Worship Commission, once again sponsored the Blue Christmas Service, on Dec. 19, 2021. This unique and beautiful service is intended to acknowledge the grief, loneliness and sadness that so many experience during the holiday season. This service is also open to anyone in the community, and is advertised in the local paper.

Pastoral Care is made up of a small but extremely dedicated and resourceful group of people who continuously demonstrate the caring and sensitivity so fundamental to this work. We could not function without each and every one. Please contact Beth Graf ([emogr5@aol.com](mailto:emogr5@aol.com)), Marsha Solomon ([doctormsolomon@aol.com](mailto:doctormsolomon@aol.com)), or Julie Foreman, Parish Administrator (770-832-3931, [stmargaretsga@gmail.com](mailto:stmargaretsga@gmail.com)) to let us know of any pastoral care needs that you or your family are facing, or if you are interested in becoming a part of this vital team.

Respectfully submitted,  
Marsha Solomon & Beth Graf, Pastoral Care Commission Co-Chairpersons



## EPISCOPAL CHURCH WOMEN (ECW)

“Our mission is to empower, motivate, and nurture the women of St. Margaret’s in utilizing their gifts and talents to serve Christ in the world.”

The Episcopal Church Women of St. Margaret’s, due to COVID, met through Zoom only during the months of January-March and in person April-December. No meetings June-August. It has been a challenging year to keep these ladies together. Because of their love, hard work and loyalty to St. Margaret’s we persevered. I am so very proud to highlight our accomplishments for the year 2021.

Our annual Valentines Luncheon couldn’t take place, however, because of our love and commitment to SMCO, we sponsored a Non Valentines Luncheon which consisted of seeking donations within the parish and community with the chance of winning a gift basket. With hard work, diligence and generosity we raised \$12000.00 for SMCO.

We implemented “Share the Love” through Mite box donations and were able to send \$1200.00 to our sister parish St. Teresa’s.

We gave cards and snacks to our J2A trip to North Carolina in May. Provided a meal for Circles. Hosted St. Margaret’s Day and successfully resumed Feed the Flock in December. We continued to support the ICU workers at Tanner Hospital with snacks and cards through December.

I would like to encourage ALL women of St. Margaret’s to attend our meetings on the 2nd Tuesday of the month at noon to be a part of such an important part of St. Margaret’s and to do God’s work.

Respectfully submitted

Stephanie Turner, President

## ST. MARGARET'S COMMUNITY OUTREACH

St. Margaret's Community Outreach (SMCO) continued to serve the Carrollton and West Georgia community in 2021.

Similar to 2020, the national and local housing crisis created opportunities for Meghan and the SMCO team to shift focus towards sustainable housing for members of the local community. Starfish Village, a program created to help families thrive while meeting their basic needs was in full effect this year. SMCO received substantial donations at the end of 2020 and 2021 that allowed Meghan to wrap services around a family who was in need of housing.

In August 2021 one resident of Starfish Village graduated the program when she transitioned to her own home. At this time she is stable, living on her own, and paying her own bills. The support from SMCO via Starfish Village allowed her to transition to self-sufficiency.

In the Summer of 2021, SMCO began a collaboration with Vision Reality. Together they found a property suitable for a family. Meghan and her team moved a new family into the home in October. At this point, Meghan works with the family to reevaluate the lease and additional needs of the family every four months. With the success of one family and the housing of another family it is clear that SMCO is creating a strong foundation for Starfish Village.

As we look towards 2022, Meghan will continue to seek support for families who are homeless/houseless by engaging her community network. For example, in 2021, Meghan began advertising the work of Starfish Village to the St. Margaret's community, via presentations for different groups/committees, as well as the larger Carrollton community. As Starfish Village builds its foundation and realizes its potential, Meghan and her team will continue their work in creating sustainable housing for those most in need.

Beyond Starfish Village SMCO has continued to serve the local community with General Assistance and Loads of Love. Meghan and her team helped several local families (approximately 25-35 families every month) with assistance securing housing and with payment for utilities. Money to assist families was granted through the Community Foundation of West Georgia and Carroll County EMC. Loads of Love services ebbed and flowed based on COVID-19 status. When the community had low numbers of people with the virus SMCO participated with Loads of Love at local hotels and laundry facilities. For the safety of everyone, Loads of Love stalled during the times of peak infection. As we move towards 2022, SMCO hopes to continue this service for our neighbors in need.

Finally, in 2021, SMCO's endowment reached \$1,000,000. With this substantial amount of money, Meghan and the commission led by Lisanne Denmon, asked Eric McDonald to be the treasurer.

Respectfully Submitted,

Sarah Jones

**St. Margaret's Community  
Outreach  
(SMCO)**

**Profit and Loss Standard**

**01/05/22**

**January through December 2021**

Jan - Dec '21

Income	
Cash Contributions	
Foundation Grants	12,000.00
General Donations	124,687.58
Corporate/Business	31.07
Cash Contributions - Other	47,051.00
Total Cash Contributions	<u>183,769.65</u>
Total Income	183,769.65
Expense	
Misc. Office Expense	87.88
Refund	2,881.73
Programs & Services	
StarFish Village	24,802.72
Misc	221.82
Transportation	1,629.26
Hand Up Program	2,350.00
Loads of Love	14,660.92
Misc. Assistance	782.86
Volunteer Appreciation	72.53
Community Support	5,799.19
Project Noel	1,359.41
Utilities	18,902.45
Transportation	2,637.69
Medical/Prescriptions	575.00
Food	211.44
Housing	81,177.73
Total Programs & Services	<u>155,183.02</u>
Total Expense	<u>158,152.63</u>
Net Income	<u>25,617.02</u>

# St. Margaret's Bylaws – Revised December 2020

## ARTICLE I

### Mission

**Section 1. General.** The Mission of Saint Margaret's Episcopal Church is to create a welcoming space where people can discover and share their spiritual gifts.

At Saint Margaret's, we celebrate the gifts that have been bestowed upon each of us individually and upon us as a church family. We seek to use those gifts to the Glory of God and to the benefit of others. We pray for guidance in the discernment of our individual and corporate gifts and in their most meaningful uses.

## ARTICLE II

### Governance

**Section 2.1. Organization.** The Parish is organized as a Corporation pursuant to the Official Code of the State of Georgia Annotated, the "O.C.G.A.", under the Georgia Nonprofit Corporation Code thereof (O.C.G.A. Section 14-3-101, et. Seq.), the "Code", and as part of the Episcopal Diocese of Atlanta, the "Diocese", and the Protestant Episcopal Church in the United States of America, "ECUSA".

**Section 2.2. Authority.** The Parish, expressly binding itself and its members, submits itself to the authority of the Constitution of the Diocese and the Constitution of ECUSA (separately or collectively the "Constitution"), the Canons of the Diocese and the Canons of ECUSA (separately or collectively the "Canons"), and the duly elected, installed and serving Bishop of the Diocese (variously known as the "Bishop," "Ecclesiastical Authority" or the "Ordinary").

The temporal affairs of Saint Margaret's Episcopal Church shall be administered by the Rector and Vestry in conjunction with the Bishop and, except as otherwise provided, by the laws of this State, the Constitution and Canons of the Episcopal Church and the Diocese of Atlanta and by these Bylaws. In the event of conflict between these Bylaws and the Constitutions and Canons, the latter shall prevail, subject as necessary to the Godly admonition of the Bishop.

The Rector and Vestry members shall be the agents and legal representatives of the Church in all matters pertaining to its property, both real and personal, its fiscal affairs and the relationship of the Church to its Clergy. The execution of all conveyances, evidences of debt, contracts and other writings shall be in the name of the Church using the formal corporate name of "Saint Margaret's Episcopal Church, Incorporated."

**Section 2.3. Principal Office.** The principal office for the business of the Parish shall be located at 606 Newnan Street, Carrollton, Georgia, 30117.

**Section 2.4. Fiscal Year.** The fiscal year of the corporation shall be January 1 through December 31 of each year.

# ARTICLE III

## The Parish

**Section 3.1. Members.** All persons who have received the Sacrament of Holy Baptism in the Parish who have not requested and been granted a Letter of Transfer to another Parish, and all persons who have requested and been granted a Letter of Transfer into the Parish shall be members of the Parish.

**Section 3.2. Not-for-Profit.** The Parish is organized as a Nonprofit corporation under the Code, qualified as an Exempt Organization under the Internal Revenue Code of the United States of America. No part of the income of the Parish or its property shall inure to the benefit of, or be distributable to, its members, Vestry officers, or other private persons, except that the Parish shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes. No part of the activities of the Parish shall be for the purpose of lobbying or otherwise attempting to promote or influence legislation, except to the extent permitted by law, and the Parish shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the Parish shall not carry on any activities not permitted to be carried on; (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future federal tax code or; (b) by a Parish, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, or any other corresponding provision of any future federal tax code.

**Section 3.3. Dissolution.** Upon dissolution of the Parish, the Vestry shall, after paying or making provision for the payment of all of the liabilities of the Parish, remit all of the assets of the Parish to the Episcopal Diocese of Atlanta, Inc., provided that organization continues to be an organization described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986, operated exclusively for charitable, educational, religious, or scientific purposes and shall at such time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future tax code. Any of such assets not so disposed of shall be disposed of by a court of appropriate jurisdiction exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

## Section 3.4. Parish Meetings.

**Section 3.4.1. Annual Meeting.** An annual meeting of the members shall be called in January of each fiscal year by the Rector or, if there be none, by the Senior Warden or Junior Warden, for the purposes of electing members to the Vestry and conducting other business as may properly come before the members.

**Section 3.4.2. Special Meeting.** Special meetings may be called by the Bishop, the Rector or the Vestry to conduct other business as may properly come before the members.

**Section 3.4.3. Place.** Unless otherwise designated, meetings shall be held at the principal office of the Parish.

**Section 3.4.4. Required Notice.** Notice of a Parish meeting shall be made in any practical manner designed to adequately inform members at least fourteen (14) days prior to the appointed date. The notice shall state the place, day, hour and purpose of the meeting.

**Section 3.4.5. Members Entitled to Vote.** All members who are confirmed communicants not less than sixteen (16) years of age shall be qualified to vote. It shall be acceptable to publish this qualification

requirement and ask each participant to self-certify entitlement to vote.

**Section 3.4.6. Quorum.** At all meetings of the Membership, those present and entitled to vote shall constitute a quorum for action on any matter, unless the Constitution, the Canons, the Code, the Articles of Incorporation, or a provision of these Bylaws provide otherwise. If a quorum exists, action on a matter is approved if the votes cast favoring the action exceed the votes cast opposing the action, unless the Constitution, the Canons, the Code, the Articles of Incorporation, or a provision of these Bylaws require a greater number of affirmative votes.

**Section 3.4.7. Conduct of Meeting.** Meetings shall be presided over by one of the following officers in this order: the Rector, the Senior Warden, the Junior Warden or such other person as directed by the Vestry. The Clerk of the Parish, or in the Clerk's absence an Assistant Clerk, shall act as secretary of the meeting. If neither is present the presiding officer may appoint a secretary for the meeting. The secretary of the meeting shall deliver the minutes and all reports given and received at the meeting to the Vestry, to be by them examined and duly recorded in the minutes of the first meeting of the Vestry following the Annual Parish Meeting and filed among the permanent records of the Parish.

**Section 3.4.8 Adjournment of Meeting.** A majority of the Membership present and voting may adjourn the meeting.

**Section 3.4.9. Format and Schedule of Parish Meetings Under Special Circumstances.** The Rector and the Vestry, in careful consideration of the best interests of the Parish and in light of extenuating circumstances, may choose to conduct the Annual Meeting in a format and/or according to a schedule that differs from those prescribed elsewhere in Section 3.4. ("Parish Meetings") of these Bylaws. Such a decision by the Rector and Vestry to alter the format and/or schedule of the Annual Meeting shall be formalized via the processes define in Section 4.5. ("Vestry Meetings") of these Bylaws and shall be communicated to the Parish through all practicable means at the earliest practicable time following the decision.

## Article IV

### The Vestry and Other Officers

**Section 4.1. Composition and Term.** The Vestry of Saint Margaret's Episcopal Church shall be composed of no fewer than six (6) and no more than nine (9) members, one of whom shall be the Senior Warden, and one of whom shall be the Junior Warden. All vestry members shall be qualified according to the Canons of the Diocese of Atlanta and elected as is hereinafter specified. Vestry members are to serve for a term of three (3) years and until their successors are elected and take office. Members of the Vestry, with the exception of those who have served less than one-half of a full term, may not succeed themselves and may not be eligible for election to the Vestry until two (2) years have passed since the termination of their previous term. For the purpose of the election and service of Vestry members, the annual term of service is from one annual Parish meeting until the next annual Parish meeting.

**Section 4.2. Election.** The Parish shall elect from its members Vestry persons, who shall collectively comprise a governing body known as the "Vestry". The Rector and the Vestry shall have such rights, duties, privileges and obligations as are provided by the Code, the Constitution, Canons and these Bylaws. For purposes of the Code, Vestry members are the Board of Directors of the Corporation. The Senior Warden is the President. The Junior Warden is the Vice-President. The Clerk is the Secretary and the Treasurer is as titled. At the November meeting each year, the Vestry will appoint a Nominating Committee to recruit candidates for open positions on the Vestry for the up-coming year.

**Section 4.2.1. Qualifications.** Those qualified to hold the office of Vestry member shall be any confirmed communicant in good standing of the Parish who is (a) not less than eighteen (18) years of age, (b) a regular attendant upon the services in the year preceding election, and (c) known by the Treasurer to have made and maintained a stated financial commitment for church support in the year preceding election. Qualification (c) may be waived by the Vestry for good reason. These qualifications also govern continued service on the Vestry. As leaders of the Parish, Vestry members should set an example through active participation in the worship life and financial support of the Parish.

**Section 4.2.2. Voting.** Each Parish member qualified to vote shall be entitled to cast one (1) vote for one nominee for each position to be filled. Open positions will be filled by those persons receiving the highest number of votes cast. For example, if three positions are to be filled, the three candidates receiving the highest number of votes shall be deemed to have been elected by the collective majority. In the case of a tie, voting shall continue, and the subsequent ballot shall name those nominees not elected on the previous ballot. Elected Vestry members shall be announced at once, and a meeting of the new Vestry convened as soon as practicable after the election.

**Section 4.3. Wardens and Other Officer Selection.** The Rector shall annually appoint a member of the Vestry to serve as the Senior Warden. The Vestry may elect a Senior Warden if there be no Rector. The Vestry shall annually elect a member of the Vestry to be the Junior Warden. The Vestry shall also annually elect a Treasurer and a Clerk. The Vestry may elect one or more other officers and assistants as they from time to time determine appropriate. The Treasurer, Clerk and other officers may be, but need not be, Vestry members. The Treasurer and Clerk, if not Vestry members, shall attend Vestry meetings and shall have voice but no vote in actions of the Vestry. The Wardens, the Treasurer and the Clerk serve a one (1) year term and may succeed themselves in these offices. The election of the Junior Warden, Treasurer, and Clerk shall take place at the first Vestry meeting following the Annual Parish Meeting. Nominations for these positions may be made before or during the meeting. The terms of service of other officers shall be determined by the Vestry at the time of election but shall not be longer than one (1) year. The Vestry may remove any officer elected by it at any time with or without cause. The Rector may similarly remove a Senior Warden.

**Section 4.5. Vestry Meetings.** The Rector shall preside at all meetings of the Vestry and shall be entitled to cast the deciding vote in the case of a tie. The Rector may, if desirable, appoint any other member of the Vestry to preside at a meeting of the Vestry, such designee being entitled to cast the deciding vote in the case of a tie. The Rector shall be ex officio member of all Committees. In case there is no Rector or in case of absence or inability to act, the Senior Warden, or if absent, the Junior Warden, shall preside at all meetings of the Vestry. No meeting of the Vestry shall be valid in which there shall not be present either the Rector or one Warden, except for the purpose of electing Wardens if there be no Rector or Wardens.

**Section 4.5.1. Regular Meetings.** There shall be held at least ten (10) regular meetings of the Vestry in each year.

**Section 4.5.2. Special Meetings.** Special meetings of the Vestry may be called by order of the Rector, or, in case of vacancy, by the Wardens, at any time deemed expedient; and shall be called when requested, in writing, by a majority of the members of the Vestry, which writing shall declare the objective of such meeting.

**Section 4.5.3. Quorum & Voting.** A majority of the Members of the Vestry shall constitute a quorum for the transaction of business unless the Code, the Articles of Incorporation, Canons or Constitution or a provision of these Bylaws requires a greater number. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Members of the Vestry present at a meeting is the act of the Vestry, unless the Articles of Incorporation, the Code, Canons or Constitutions or a provision of these Bylaws require the vote of a greater number.

**Section 4.5.4. Written/Electronic Voting.** Upon request of the Rector, or in the absence thereof, the Wardens, the Vestry may act by the written vote of less than all, but not less than a majority. Such written vote may be by electronic mail. At the next Vestry meeting, the vote count and actions taken shall be recorded in the minutes of the meeting in the same manner as actions taken at a regular meeting.

**Section 4.6. Conflict Of Interest.** No Vestry member shall act/vote in an official capacity when he/she has a conflict of interest. A conflict of interest is present when the Vestry member, his or her immediate family member, or a business organization in which the Vestry member has a substantial financial or non-financial interest could reasonably be expected to impair the Vestry member's objectivity or independent judgment. In such a case, the Vestry member shall disclose his or her conflict and shall abstain from discussing and voting on the matter. Immediate family member includes the spouse, mother, father, brother, sister, son, or daughter of a Vestry member, whether related by blood or marriage.

**Section 4.7. Vestry Meeting Attendance.** Members of the Vestry are charged to diligently pursue their duties and to attend meetings. If a member misses three (3) consecutive regular meetings, said member shall be deemed to have resigned from the Vestry. In such event, the Clerk shall notify the Vestry member that his/her resignation has been accepted, and that position shall then be vacant.

**Section 4.8. Vacancies.** If during an elected term a Vestry member or officer becomes unable to serve, their resignation shall be submitted in writing. For any vacancy, the Vestry shall elect a qualified member of the Parish to serve the remainder of the unexpired term. Vacancies shall be filled by a vote of the remaining members of the Vestry at any regular meeting of which written notice of said election shall have been given to each Vestry member at least five (5) days prior to the meeting. The Vestry may waive this notice requirement by unanimous vote of all remaining Vestry members.

#### **Section 4.9. Vestry Duties.**

**Section 4.9.1. Temporal Affairs.** The Rector, Wardens and other Vestry members and officers shall administer the temporal business of the Parish; shall see that all things needful for the public services are provided; shall pay with punctuality, at the intervals agreed, the stipulated salary of the Rector and other employees; shall inform themselves of the directives required by the Canons of the Diocese and imposed by the Council; and take measures for the obedient fulfillment and due liquidation of these obligations. Before the close of each fiscal year, if the treasury be deficient, the Vestry shall plan for the collection of or collect, as far as practicable, by subscription or otherwise, a sum sufficient to liquidate necessary obligations of the Parish.

**Section 4.9.2. Financial Policy and Practices.** The Parish shall maintain organized and accurate financial records in accordance with the latest edition of the "Manual of Business Methods in Church Affairs" and in accordance with Title I, Canon 7 "Of Business Methods in Church Affairs" and Resolution D-147 (1979 GC): "Accounting Principles and Practices for Dioceses, Parishes and Other Congregations", and the Diocesan full disclosure policy.

**Section 4.9.3. Annual Fiscal Year Financial Report.** The Vestry shall, prior to the Annual Parish Meeting, cause to be written and delivered to the Rector or, if there is none, to the Wardens, a full, accurate and faithful statement of the temporal condition of the Parish. This statement (to be designated the Annual Financial Report of the Parish) shall show, among other things, what money, lands and other property have been received during the past fiscal year and from what sources; what money has been expended for what objects, what property has been exchanged or mortgaged or sold for what purposes; what debts are owed by the Parish and what security, if any, has been given therefore; and what money, lands and other property are then owned by the Parish. This Annual Financial Report shall be

communicated at the Annual Parish Meeting.

**Section 4.9.4. Report of Endowment Funds.** The Vestry shall also furnish at the annual meeting a separate statement of the money and property held in endowment by or for the Parish.

**Section 4.9.5. Special Offerings.** All special offerings, provided by the Canons or otherwise specially and properly authorized, shall be passed to the Parish Administrator to be recorded and at once applied to the purpose for which they were taken.

**Section 4.9.6.** The Vestry shall participate in all required diocesan trainings on safe church practices and diversity/dismantling racism.

## ARTICLE V

### Specified Duties

**Section 5.1. Wardens.** The duties of the Wardens shall be as specified in the Canons and belong equally to both the Senior and the Junior Warden. The specific duties and responsibilities of both are prescribed in Canon 32 (see Appendix A) of the Diocese of Atlanta.

**Section 5.2. Treasurer.** At each regular Vestry meeting the Treasurer shall submit or cause to be submitted an appropriate financial statement of the affairs of the Church, which shall be made a matter of record. The Treasurer shall perform such other financial duties as the Vestry shall direct.

**Section 5.3. Clerk.** At each meeting of the Vestry, the Clerk shall make and preserve an accurate record of all proceedings, and perform such other duties as may be assigned. The Clerk shall ensure that all Vestry members are notified of all meetings. The Clerk shall have available at all meetings of the Vestry a copy of the latest issue of the Constitution and Canons of ECUSA and the Diocese of Atlanta, the Vestry Handbook, the Articles of Incorporation, and all published policies of Saint Margaret's Episcopal Church.

**Section 5.4. Delegates to Diocesan Annual Council.** The Diocesan Annual Council conducts the affairs of the Diocese. Delegates to Annual Council shall meet the same qualifications as specified in Section 4.2.1 of these Bylaws for serving on the vestry. In addition to the Clergy, the Vestry shall nominate and elect three delegates and one (1) alternate to the Diocesan Annual Council.

## ARTICLE VI

### Indemnification

**Section 6. General.** Except as superseded by ECUSA Constitution and other applicable indemnification policy, the Parish shall indemnify, to the extent of available insurance coverage, an individual made a party to a proceeding because such individual is or was an officer or Vestry member against liability incurred in a proceeding, if: (1) Such person acted in a manner such person believed to be in good faith and not opposed to the best interests of the Parish; and (2) In the case of any criminal proceeding, such person had no reasonable cause to believe the conduct was unlawful.

## ARTICLE VII

### Committees

**Section 7.1. Committee Appointments.** The Rector or the Vestry may create one or more committees to inform its work. The Rector shall be ex officio member of all committees.

**Section 7.2. Authority.** Each committee may exercise such authority as is given to it by the Vestry, consistent with the Canons and these Bylaws and other applicable policies.

**Section 7.3. Removal and Dissolution.** The Rector or the Vestry shall have power to remove any member of any committee at any time, with or without cause. The Vestry shall have the power to dissolve any committee before or after its work is completed.

## **ARTICLE VIII**

### **Miscellaneous**

**Section 8.1. Seal.** The corporate seal shall be in such form as the Vestry may determine.

**Section 8.2. Authority to Legally Obligate the Church.** All contracts, deeds, mortgages, pledges, promissory notes, security documents, transfers, and other written instruments binding upon the Parish shall be executed on behalf of the Parish by two (2) of the following officers: the Rector, Senior Warden, Junior Warden, or Treasurer. In the absence of three of the above or in other instances as specified and approved by the Vestry, the Parish administrator may be one of the two officers.

**Section 8.3. Rules Governing Conduct of Parish, Vestry, and Other Meetings.** Parliamentary procedure, as set forth in the latest available edition of “Robert’s Rules of Order”, shall govern meetings.

**Section 8.4. Bylaw Approval, Changes, and Amendments.** The Bylaws shall be approved and adopted by the Vestry. Except for the Vestry election process as stipulated in these Bylaws and, unless the Constitution, Canons or Code expressly prohibit, these Bylaws may be changed and/or amended by the Vestry at any regular or special meeting of which not less than 14 days’ notice shall have been given in writing, stating the purpose thereof.

