



ST. JAMES
EPISCOPAL CHURCH

2021 ANNUAL REPORT



ANNUAL REPORT

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MEETING AGENDA

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- I. Call to Order
 - II. Opening Prayer
 - III. Approval of 2021 Meeting Minutes
 - IV. Submit Written Reports
 - V. Vestry and Associate Vestry Report
 - VI. Old Business
 - Capital Improvements & Campaign Update
 - VII. New Business
 - VIII. Financials
 - Treasurer's Report
 - IX. Doxology
 - Praise God from whom all blessings flow.
 - Praise him all creatures here below.
 - Praise him above ye heavenly hosts.
 - Praise Father, Son, and Holy Ghost. Amen.
 - X. Adjourn



MINUTES OF THE 2021 ANNUAL MEETING

1. Called to Order: The 2021 Annual Meeting was called into order at 1:00pm on Sunday, January 24, 2021 in Bishops Hall via Zoom Conference by The Rev. Christopher R. Duncan, Rector.
2. Opening Prayer: Led by The Rev. Dr. Andrew Harmon, Sr. Associate
3. Approval of the 2020 Annual Meeting Minutes: Denise Allen, Sr. Warden, presented the 2020 Annual Meeting minutes for review as found in the annual report booklet. **Motion to accept the minutes as presented. Seconded. Motion carried.**
4. 2021 Vestry and Associate Vestry Elections
 - a. Allen thanked the outgoing Vestry members and those continuing in their service. Allen then shared how the mailed ballots created the vestry nominees slate of 6 to be officially elected at this meeting. Allen thanked everyone that was willing to run. She announced the slate of vestry nominees as Anita Byrne, Mike Fontenot, Lolly Martin, B Phillips, Robyn Richards, and John Soule. **Motion to elect the six nominees to the vestry as elected through mailed ballot. Second. Motion carried.**
 - b. Allen presented the nominees for the Associate Vestry as presented in the annual report booklet. **Motion to elect the eight nominees as presented. Seconded. Motion carried.**
5. Written Reports: Opportunity was given to review the written reports submitted by vestry, staff, and various ministry leaders. Fr. Duncan asked for the booklet to be submitted as part of the minutes for the meeting. As there were no objections, those motion carried.
6. Capital Projects and Capital Campaign Update
 - a. Fr. Duncan shared history of the previous Love of Christ Always capital campaign as well as the projects intended to be completed by this effort. Fr. Duncan then gave details on where the church interior renovation and restoration projects stood. Finally, Fr. Duncan also shared other projects that were in the works as part of the addressing the larger needs around campus.
 - b. Trey Roberts, incoming Sr. Warden and Capital Campaign Co-Chair, shared the plans for restarting the “Preserving Our Past, Securing Our Future” capital campaign with a goal of \$3.5 million. The campaign will take place in the spring of 2021.
7. Treasurer’s Report: Josh Pesses, Treasurer, gave a review of the 2020 financials as well as shared the upcoming 2021 budget. Pesses highlighted how St. James fared despite the COVID-19 pandemic and shut down, including details regarding the school’s and church’s PPP loan and forgiveness process. A detailed written report with figures can be found in the annual report booklet.
8. Adjourn: The meeting was adjourned.

LETTER FROM THE RECTOR

by **The Rev. Christopher Duncan**

As I have sat reflecting upon 2021, I keep coming back to the children's game called "Red Light, Green Light." For those not familiar with this game, a child turns their back to the group as they call out "Green Light!" This is the cue that the group can move forward, but then randomly the child turns around shouting "Red Light!" At this, everyone must stop where they are and if they continue to move then they go back to the beginning. Due to the COVID-19 pandemic, 2021 has been filled with stops and starts, moving forward and going back, but through it all St. James has held strong in our mission and ministry. Within this booklet, you will find reports that share a glimpse into this good work from the vestry and staff as well as details about our 2021 financials as well as 2022 budget.



As you will see in the various reports, most of our ministries and programs found a way to continue despite the whiplash created by the "stop and go" situation. In particular, I am grateful for all of our various ministry leaders as well as participants that help make this happen. At the same time, some of the regular programs and events were able to use this time to evaluate what they were doing and make changes to better meet the needs of the community. For instance, many of our outreach ministries have seen a shift in the needs. Therefore, they are asking important questions such as what is needed, how we can serve, and where we are called to go. I look forward to seeing how these and other steps are taken to better address the needs within St. James and out in the Baton Rouge community.

Now no reflection on the past year would be complete without mentioning the church interior renovation and the successful capital campaign. As you will remember, the vestry voted in 2020 to use the endowment to make a bridge loan to ourselves so that the work on the church interior could move forward. The renovation and restoration work concluded in January 2021 and included the fire suppression system, new a/c and heating, updated electrical, flooring, pew restoration, and the walls being repaired and painted. The landscaping around the church was also updated to include drainage to ensure water did not get trapped under the church. The new organ was installed in the summer of 2021. At that same time, the work around the rest of the campus began as well including painting Bishops Hall, the exterior around Atkinson & Coleman Hall, and the exterior of the Ministry Center. The fencing was also restored with new gates being installed to allow better access to the River Jordan area while keeping the school secure. Look for more work to come over the next several years including further landscape work, the parking lot, roofs, and interior work in Atkinson/Coleman Hall and the Ministry Center. A big thank you goes out to the entire Campus Planning Committee, but especially the previous committee chair (John Soule) as well as our current committee chair (Alyce Dietz).

All of this work is made possible by the successful "Preserving Our Past, Securing Our Future" capital campaign in combination with the previous "Love of Christ Always" campaign. Together, the two campaigns are slated to raise roughly \$6.3 million. Please see the report later in this booklet to hear more of this incredible success story.

As for our worshiping life together, this has been filled with ups and downs depending on where we were in regard to the pandemic. For instance, we were at roughly 90% of our average Sunday attendance when compared to 2019 (pre-pandemic), but that fell to 47% in August when the Delta variant surged. However, we certainly ended the year on a high note with great attendance in December. In fact, the year end total average Sunday attendance was 68% of that in 2019. Outside of Sundays, we were able to bring back the Wednesday noon Eucharist. We also celebrated 9 weddings during 2021. At the same time, we also said goodbye to many parishioners with 18 funerals here at the church.

Part of 2021 was also saying goodbye to staff members for various reasons. For instance, at the beginning of the year, John Ozier retired due to health concerns. I am happy to report that John is doing much better and couldn't stay away as he is now a regular volunteer at the front reception desk. Sylvia Rabalais retired in June after a quarter of a century of ministry at St. James. During her tenure, Sylvia worked for five different rectors and in so many ways was the constant in the church office. Whether it was to add a person to the prayer list, inquire about a wedding, or calling to share the news of a death, Sylvia was the church's first point of contact in so many of life's big moments. At that same time, we also bid farewell to Haley Schroeck as she moved to Chicago, IL. While Haley was with St. James for only two years, she worked hard at keeping our families engaged during the early days of the pandemic. Finally, Mary Boutwell announced her retirement at the end of the year after nearly 8 years of serving in various capacities at the church. Mary was instrumental in creating opportunities for fellowship as well as welcoming the many new members that have come through our doors over the past several years. Each member of the staff brings so much to St. James, and I cannot thank these individuals enough for the years of ministry and commitment, especially during the difficult times of the pandemic.

Just as we say goodbye, we also welcomed other staff members to the team. Monica Dugas began in December 2020 as the Parish Administrator filling many of Sylvia and John's roles. Jacques Pourciau transitioned to a new role entitled "Director of Operations" which is a more office administrative role. We also hired a Facilities Manager, Paul Allman, to help us better move from being reactive to proactive in the care and maintenance of the campus. At the same time, we moved our cleaning in house with the hiring of two custodians, Darrell and Samantha. You will see these three, as well as our Sexton Dwight, on Sundays helping to ensure everything runs smoothly. As for our family ministries, Liz Canfield stepped into this role on an interim basis and has already done incredible work. As you will see in her report, the program has seen wonderful growth in numbers and involvement. A glimpse of this good work was witnessed on Advent 4 when around 50 children participated in the Christmas pageant. This was a roughly 30% increase from 2019, before the pandemic. All in all, the new members of the staff have helped us not only continue the good work of St. James but to step further out in ministry.

As you can see despite the stop and go, it has been a busy year. Yet, this report really only barely scratches the surface and fails to tell the individual stories of how lives continue to be transformed by the Holy Spirit through the good people of St. James. Thank you, once again, for the honor it is to serve as the 24th rector of St. James. I look forward to seeing where God leads us in 2022.

LETTER FROM THE SR. WARDEN

by **Trey Roberts, Sr. Warden**

What a year it has been for us at St. James! As I reviewed my previous quarterly updates, I am pleasantly surprised by how far we have come in the last year, it has certainly been an exciting time in the life of our church.

In my first update as Sr. Warden back in April of 2021, I wrote about normalcy starting to appear in our lives. The renovations to the church had recently been completed and we had officially moved back in. It seems like ages ago but at that time, attendance to Sunday services required a reservation in order to adhere to social distancing guidelines. Thankfully, those days are behind us for now as our main 10:30AM service is currently very well attended weekly and all of the Christmas Eve services were at near capacity. I am so pleased to see many of our parishioners return to church on a regular basis.



The capital campaign was a big topic in 2021 as well. Capital Campaign Co-Chairs, Helen Campbell, Lee Griffin, John Noland, and I worked hard with the help of many volunteers to meet our goal. We were rewarded with a great response from St. James. Over 70% of our active parishioners made a sacrificial pledge to support the Preserving our Past, Securing our Future Campaign. Because of your generosity, we were able to surpass our goal of \$3.5 million and raise over \$4 million towards the campaign goals. These much needed contributions will not only help to restore our historic church but to further our mission to spread the word of Christ in Baton Rouge.

As you know, not only did we restore our historic church in the last year, Goulding & Wood also installed our new Opus 53 Organ. Shannon Gallier did a phenomenal job of seeing the installation through which debuted on the Feast of St. James. Since its installation, we have had a dedication and many concerts showcasing this beautiful instrument. I know it will serve St. James well for decades to come.

Although the Church renovations were completed, the Campus Planning committee led by Alyce Deitz, continued their work throughout 2021. I can't thank Alyce enough for her tireless efforts for St. James this year. This committee worked to prioritize the remaining Capital Campaign projects, strategically plan when each project should begin, and oversaw bidding and construction of ongoing tasks. The summer of 2022 should be an active one with plans in place to consolidate our fragmented parking lots into one, replace failing windows at the Day School in Werlein Hall, and replace aging roofs on campus. More details will be communicated on these projects throughout the coming year.

St. James has been blessed with dedicated employees over the years, several of them have served our congregation loyally for many years. It is always sad to see our staff move on but it is exciting to see the opportunities that await them. We wish Nutritionist Mary Palms, Office Manager Sylvia Rabalais, Family Ministry Coordinator Haley Schroek and Parish Life Coordinator Mary Boutwell the very best as they retired or move on to other opportunities in 2021.

Occasionally, we let our treasurer *retire* as well. Josh Pesses has faithfully served as Treasurer of St. James for the last 6 years. Over this time, Josh has attended countless meetings where he delivered the news of our financial status. In large part, thanks to Josh's diligence and watchful eye, St. James is in a very good position. . Josh worked for the church like it was his full time job, especially when it came time to apply for PPP funds. Without Josh's expertise, this process would not have gone as smoothly as it did. If you see Josh, thank him for his years of service to St. James. I will always be grateful to Josh for the advice he provided me as Senior Warden and while serving on the Vestry.

As I look back on 2021, I am relieved that we were able to accomplish as much as we did given the circumstances of the world we live in today. This is in no small part due to the never ending amount of energy and passion that Fr. Chris brings with him to work each day. He has navigated this new Covid world as well as anyone I have seen. Under Fr. Chris's leadership we have adjusted when necessary but stayed true to our traditions that make St. James such a great place. Working with Fr. Chris and our Vestry as Senior Warden over this last year has been one of the highlights of my time here. Thank each of you for allowing me to serve and for the talents you bring to St. James.



GOVERNANCE

VESTRY

Outgoing

- Kurtz, Amy
- Leonard, Bahin
- Rabalais, Amy
- Roberts, Trey
- Sykes, John
- Tharp, Stewart

Third Year

- Bowsher, Bob
- Frey, Ashley
- Heroman, Robert
- Miller, Bettsie
- Olsson, Chrissie
- Richard, Martha

Second Year

- Byrne, Anita
- Fontenot, Mike
- Martin, Lolly
- Miller, Alan (Fulfilling the term for B Phillips)
- Richards, Robyn
- Soule, John

First Year

- Carter, Chetwin
- Dampf, Ben
- Holmes, Ann
- Hines, Bunny
- Pesses, Mary
- Phillips, Lazette

ASSOCIATE VESTRY

Outgoing

- Adams, Julie
- Dietz, Alyce
- Irby, Erin
- Ross, Stewart
- Spaht, Carlos
- Usrey, Lindsey
- Van Hook, Jim

Third Year

- Benton, Will
- Desselle, John
- Haskin, April
- Shirley, Caroline
- Trimble, David
- Vail, Ann

Second Year

- Clifton, Kathryn
- Gerard-Barr, Brady
- Jackson, Austin
- McVea, Jessica
- Mills, Christine
- Stevens, Alan
- Van Hook, Catherine
- Whatley, Lauren

First Year

- Crouch, Bobbi
- Davis, Amos
- Gray, Sarah
- Lawrence, Seth
- Napolitano, Blair
- Noland, Liz
- Sorey, Laura

2021 FINANCIALS

TREASURER'S REPORT

by Joshua L. Pesses, Treasurer

As we look back at our financial performance in 2021, we have much to be encouraged by and proud of. We surpassed our budgeted Pledge giving, Total Contributions and overall revenue expectations, and our expenses were meaningfully below plan. As a result, we posted our largest operating surplus in many years. We were able to accomplish this despite the lingering effects of COVID and during an ongoing capital campaign. I continued to be amazed by the spirit of giving of the St. James community and the hard work of Father Duncan and staff to make this a reality.

In 2021, Pledge Income was \$1.22 million, \$8 thousand above budget and \$72 thousand ahead of 2020. Unpledged Contributions and Plate Offerings, which unsurprisingly lagged for much of the year, ended up coming in right on budget. Total Contributions reached \$1.32 million, \$15 thousand ahead of budgeted levels and up \$114 thousand over last year.

Other Income of \$316 thousand was \$35 thousand ahead of plan, helped in part by our new rental tenant of the 3rd floor of the Ministries Center. Transfers from our Investments to support our operating budget totaled nearly \$280 thousand. Total revenue was \$1.91 million, \$50 thousand ahead of budget and \$171 thousand higher than last year.

2021 was another strong year for expense controls. Compensation & Benefits and Parish Programs came in well below budget, while Administrative Expenses and Facilities & Grounds came in slightly higher than budget. These overages were due to two specific items out of our control – namely, Property & Casualty Insurance and higher Utilities costs. Even so, Operating Expenses of \$1.81 million were \$56 thousand below budget.

St. James ended 2021 with an operating surplus of nearly \$107 thousand, which compares very favorably to our breakeven budget expectation and a small surplus of just under \$4 thousand last year. Under any circumstance, this is a tremendous result. After adjusting for extraordinary revenue and expense items, we posted a net surplus of \$1.42 million. Part of this was driven by positive investment performance, but the bulk was attributable to contributions related to our ongoing capital campaign, offset by associated expenses.



With respect to our balance sheet, at the end of 2021, our investments, including our liquid securities portfolio at JP Morgan, totaled nearly \$5.9 million, up from \$4.9 million the prior year. As a reminder, in 2020, we began Church renovations ahead of the planned capital campaign to fund it. While the campaign began in 2021, contributions will be received over a five-year period. To fund these expenses, we borrowed \$600 thousand from our investment portfolio with the intention of paying ourselves back over time based on an established payback schedule. As funds began to flow in 2021, we made the first payment back to Investments this year totaling \$50 thousand. The church remains debt free to outside creditors and the vestry has created a payment plan schedule to ensure those funds borrowed from the endowment are repaid.

Below you will find the unaudited 2021 budget actuals as well as the projected 2022 budget. Please understand that the 2021 numbers are preliminary and subject to change.

As this is my last letter to you as Treasurer of St. James, I would like to take a step back to show how far we have come from a financial perspective, as well as highlight some items we should be aware of.

From 2012 to 2016, St. James lost, on average, \$68 thousand per year, and well over \$300 thousand in total. In comparison, over the last five years, the average operating loss was about \$3 thousand per year, with a cumulative loss of about \$14 thousand over that period. In the last three years specifically, we moved from breakeven in 2019 to posting surpluses in 2020 and 2021. This represents a remarkable turnaround especially considering that it was achieved during a pandemic.

This is positive news, but it has been achieved largely through reductions to our costs - no category has been spared, from Labor, to Administrative, to Parish Programming. We have also been helped by a deflationary environment for much of the past decade. However, the environment is changing, with some costs rising significantly. Over the past three years, Property & Casualty Insurance is up over 50%, Utilities are up over 30% and Healthcare costs are up over 25%.

Over the last 10 years, our pledge income has stayed in a fairly tight band, averaging just over \$1.0 million. Even though this year's \$1.22 million marks the highest point in recent history, we have continued to rely on our Investment portfolio to supplement our operating budget. While this is standard practice, we are at the upper end of our 4-5% range; we have also been helped by positive investment performance along the way. Our portfolio is a great asset for St. James, and for it to continue to be so, we hope to reduce our reliance on it over time.

The good news is that a relatively small increase in pledge income is more than adequate to address these concerns. For perspective, a mere 10% year-over-year increase in pledging per household would have a profoundly positive impact, helping to ensure continued positive operating performance while reducing our use of investment funds. I do not want to minimize how resilient the parishioners of St. James have proven to be, and I truly hope that we all will receive this message in the spirit intended. We should be proud of what has been accomplished and through modest increases in giving, we have an opportunity to further broaden the good work of St. James.

Over the last six years, I have had the opportunity to work with excellent Clergy and Staff and a dedicated Finance Committee. Under Father Duncan's direction, I can confidently say that St. James is as well positioned as ever for financial success. Your incoming Treasurer, Chris Harrell has talent and experience that far exceed my own. St. James Church's finances are in good hands, and I could not be more enthusiastic about what lies ahead for us all.

In closing, I would like to thank you for the opportunity to serve as your Treasurer. This ministry has been a great privilege and I am so grateful to have had the opportunity to serve the Church that has given so much to my family and me. As always, if you have any questions or concerns, please do not hesitate to contact me.

2021 FINANCIALS

2021 FINANCIAL SUMMARY BUDGETS VS. ACTUALS

	2021 Budget	2021 Actuals	Difference
REVENUE			
Contributions	\$1,302,000.00	\$1,317,149.23	\$15,149.23
Other Income	\$560,157.00	\$595,447.84	\$35,290.84
TOTAL REVENUE	\$1,862,157.00	\$1,912,597.07	\$50,440.07
EXPENSES			
Compensation/Benefits			
Compensation	\$783,109.00	\$747,604.66	\$35,504.34
Benefits	\$221,014.00	\$223,669.83	-\$2,655.83
Total Compensation and Benefits	\$1,004,123.00	\$971,274.49	\$32,848.51
Parish Programs			
Liturgy	\$3,650.00	\$4,722.44	-\$1,072.44
Music Program	\$58,200.00	\$57,880.68	\$319.32
Parish Life	\$34,200.00	\$20,767.01	\$13,432.99
Christian Education	\$22,500.00	\$19,991.11	\$2,508.89
Outreach	\$30,600.00	\$11,739.47	\$18,860.53
Total Parish Programs	\$149,150.00	\$115,100.71	\$34,049.29
ADMINISTRATION			
Office & Staff	\$105,900.00	\$103,308.96	\$2,591.04
Communications	\$23,000.00	\$18,036.00	\$4,964.00
Insurance and Security	\$153,500.00	\$163,349.66	-\$9,849.66
TOTAL OFFICE & ADMINISTRATION	\$282,400.00	\$284,694.62	-\$2,294.62
Facilities & Grounds			
Maintenance	\$98,900.00	\$96,301.80	\$2,598.20
Utilities	\$121,000.00	\$131,713.08	-\$10,713.08
Total Facilities & Grounds	\$219,900.00	\$228,014.88	-\$8,114.88
Diocese			
Diocesan Asking	\$206,584.00	\$206,584.00	\$0.00
Total Diocese	\$206,584.00	\$206,584.00	\$0.00
TOTAL EXPENSES	\$1,862,157.00	\$1,805,668.70	\$56,488.30
SURPLUS/(DEFICIT)	\$0.00	\$106,928.37	

*** These figures are unaudited and could see small fluctuations due to late bills received.***

2022 PROJECTED BUDGET

	2022 Budget
REVENUE	
Contributions	\$1,308,000.00
Other Income	\$658,358.00
TOTAL REVENUE	\$1,966,358.00
EXPENSES	
Compensation/Benefits	
Compensation	\$826,888.00
Benefits	\$256,391.00
Total Compensation and Benefits	\$1,083,279.00
Parish Programs	
Liturgy	\$3,850.00
Music Program	\$62,000.00
Parish Life	\$32,550.00
Christian Education	\$18,500.00
Outreach	\$30,600.00
Total Parish Programs	\$147,500.00
ADMINISTRATION	
Office & Staff	\$104,800.00
Communications	\$19,000.00
Insurance and Security	\$186,000.00
TOTAL OFFICE & ADMINISTRATION	\$309,800.00
Facilities & Grounds	
Maintenance	\$79,020.00
Utilities	\$138,000.00
Total Facilities & Grounds	\$217,020.00
Diocese	
Diocesan Asking	\$208,759.00
Total Diocese	\$208,759.00
TOTAL EXPENSES	\$1,966,358.00
SURPLUS/(DEFICIT)	\$0.00

ENDOWMENT REPORT

BACKGROUND

The St. James Endowment is made up of six categories. Within those six categories, there are individual funds that carry different restrictions. The Vestry and Finance Committee work hard to ensure that the intention and restrictions of each gift are followed while also supporting the ongoing mission and ministry of St. James. Below you will find a summary of each category, how the endowment was used in 2021, and how the investments themselves have performed.

Unrestricted/General Funds: \$1,203,237.48

While there are several individual funds that make up this category, generally speaking a set percentage of no more than 5% of the total are used to help balance the budget. Recently this has allowed us to continue many ministries at the level we are accustomed to despite sharp increases in overhead costs as discussed in the Treasurer's report. No matter the earnings, there is a limit on the usage of these funds to ensure St. James remains a good steward of the endowment.

Building Funds: \$1,018,232.67

These are funds restricted for capital and maintenance improvement of the entire campus. These funds help to offset major maintenance costs as well as fund on a limited basis the ongoing work of the Property Committee.

Music Funds: \$1,231,903.30

There are two funds under this category. The first is a principal account that cannot drop below a certain level. The second fund is all other remaining funds after being reconciled at the end of each year. This second fund helps to maintain and foster further growth in our music ministry.

Outreach Funds: \$826,012.76

About 1/3 of this category are in a principal fund that has existed in various forms for nearly four decades, Knox-Dunbar-Evans. The largest portion of these funds are the newly formed Matthew 25 Fund which is funded by earnings from the principal fund and designated donations. The Matthew 25 Fund is used to empower St. James to be the hands and feet of Christ in the world through service and outreach. Currently this is helping to first and foremost fund the various Outreach ministries at St. James. Any remaining funds spent are used to make grants and donations in the Baton Rouge area or through ministries of the Episcopal Church.

Parishioner's Aid Fund: \$105,541.95

Life is filled with unexpected situations. Therefore, this fund helps to give a small baseline gift to the discretionary fund, but also is available to assist parishioners after natural disasters, economic downturn, etc.

Day School Funds: \$348,722.80

While the school has their own funds that are invested in the church's portfolio, the church maintains the Bynum-Perkins Fund that is used to offer financial assistance to students that would not otherwise be able to afford enrolling at St. James Episcopal Day School.

ENDOWMENT REPORT

SUMMARY

by Gerry Sulzer, Finance Committee Chair

The estimated income shortfall for the 2021 budgeted expenses was \$279,733. The table below illustrates how endowment funds were used to balance the 2021 budget. Because of the government PPP program, the need to use endowment funds to balance budgeted expenses was significantly reduced to \$189,733. The estimated income shortfall for 2022 budgeted expenses is \$267,034 which is more in line with recent, prior years. This withdrawal amount is at the upper limit for accepted prudential management of endowment funds and points to the need for increased income amounts, notably parishioner donations.

Investment Income Transfers Made to Balance 2021 Budget					
2021 Operating Investment Income Uses				2021 Budgeted Funding Sources	
Total Parish Outreach Budget			\$24,600	\$24,600	Acct. 900160, Knox-Dunbar Fund
Music Expense					
Line Items		\$58,200			
Music Dir . S&B		\$91,456			
Less Misc. Income Donations	-\$18,000	\$131,656	\$131,656	Acct. 900131, Music Income Fund	
Other Op. Expenses to Fund			\$123,477	\$25,000	2020 Operating Budget Surplus
				\$90,000	PPP Funds
				\$2,563	Remainder of Misc. Income Donation
				\$8,477	Acct. 900195, J Barker Killgore
Total			Total	\$279,733	\$279,733
2021 Property Committee Budget				2021 Budgeted Funding Sources	
Budgeted Amount			\$15,000	\$0	Unspent 2019 Budget
				\$15,000	Acct. 900260, Frazier Fund
Total			\$15,000	\$15,000	Total

ENDOWMENT REPORT

2021 INVESTMENT COMMITTEE REPORT

by Robert Bowsher, Chair

The investment funds of St. James Episcopal Church are managed and invested by the Investment Department of J.P. Morgan Chase Bank (the "Bank"). The Investment Committee meets quarterly with the Bank to review the performance of the Church's investment portfolio. The Committee discusses and reviews the Bank's investment performance in light of the Church's investment policy and the standard published investment benchmark performances for investments in equities and fixed income.

As of October 12, 2021, the Church had the following investment accounts totaling \$5,561,152.

1. Balanced account (60.1% equities/39.9% fixed income + cash)	\$5,143,129
2. Focused Dividend Growth (investment in classic large cap. dividend paying stocks)	259,103
3. Innovators strategy (investment in technology growth stocks)	107,856
4. Other accounts (cash or cash equivalents)	<u>51,061</u>
Total	5,561,152

These investment accounts do not reflect how the Church views this money on its financial statements. The Church Accounts divide these funds into restricted, donor restricted, vestry restricted funds and non-restricted funds on the Church's financial statements to reflect different donations or reserves from the Church's perspective. Many of these Church Accounts are restricted in some way and, accordingly, the moneys in those accounts can only be expended in accordance with the restrictions and are not eligible to pay the general operating expenses of the Church.

On a year to date basis, as of September 30, 2021, the performance of all of the investment accounts with their appropriate benchmarks was as follows:

	<u>YTD</u>	<u>3 year</u>	<u>5 year</u>
<u>Equities</u> (61.8% of Portfolio)			
Church	12.9	13.1	14.1
MSCI World Net	13.0	13.1	13.7
<u>Fixed Income + Cash</u> (38.2% of Portfolio)			
Church	(1.6)	5.4	3.6
BBUS Aggregate Index	(0.9)	5.2	2.9

Strangely, for an investment advisor to have a return equal to or exceeding the appropriate benchmark for that kind of investment is considered superior performance.

As of November 30, 2021, the market value of the investment funds held by the Bank totaled \$5,519,945.83.

PRESERVING OUR PAST, SECURING OUR FUTURE

Report adapted from the campaign consultant's final report presented by CCC Fundraising

In 2017, St. James Episcopal Church came together to study, evaluate, and debate a Master Plan that would impact the safety, preservation, and comfort for parishioners and visitors who would visit. Subsequently, the Vestry came to the decision after much evaluation and deliberation that a targeted capital campaign was needed to address the most pressing needs with a future large-scale campaign to address the wider campus needs. The "Love of Christ Always" campaign was immensely successful and raised \$2.2 million. This primarily addressed the exterior brick repair as well as served as the seed money for future projects.

In December of 2019, it was decided that the timing was right for the larger-scale capital campaign. A feasibility study was performed in late January into early February and a campaign goal of \$3.5 million was set. However, in March 2020, the campaign was put on hold due to the COVID-19 pandemic. In December of 2020, the Vestry decided that the campaign would restart in January 2021 after a nine-month hiatus. At this point, much of the interior work to the church building has been completed.

This capital campaign effort was primarily driven by the co-chairs (Helen Campbell, Lee Griffin, John Noland, and Trey Roberts) along with a strong Campaign Committee that met regularly to keep the effort on track as well as called upon every household at St. James to invite participation in this effort. The campaign started off in a strong fashion due to the generosity of the people of St. James. The overall participation within the congregation was extremely high. After several weeks, it was determined that the \$3.5 million goal would be achieved and that the challenge goal of \$4 million was within reach. This would allow the church to address even more capital needs around the campus.

In the end, over 70% of the current pledging households participated by making a pledge to either the "Love of Christ Always" and/or "Preserving Our Past, Securing Our Future" campaigns. The "Preserving Our Past, Securing Our Future" campaign also exceeded the challenge goal with a final pledge total of \$4.095 million. As of December 31, 2021, the total given toward these five-year pledges is **\$1,990,069.49**. When both capital campaigns are combined with other available funds such as historic tax credits, the overall budget for capital improvements is roughly \$7 million.

Campus Capital Improvements

At this point most within the congregation are familiar with the work in and around the church building. In 2018, the bricks on the church building were repointed. In other words, all of the mortar around the bricks were repaired in order to address water infiltration issues. Then in 2020, the church interior could be addressed including plaster, paint, a/c & heating, floors, fire suppression, electrical, new organ, refurbishment of all brass, etc. During this time, the landscaping and drainage around the church building was also addressed. Upon the completion of these projects, the church turned our attention to other needs around campus in the summer of 2021 including waterproofing the exterior of the Ministry Center, repainting the exterior of the Ministry Center/Atkinson/Bishops Hall, painting the interior of Bishops Hall, and gate/fence work. As we look to 2022, the hope is to replace the windows on Werlein Hall, redo the parking lot, continue the landscaping beautification work, and replace the roof on Kilgore Hall. Finally, future projects in 2023, 2024, and 2025 include repaying the endowment for monies borrowed, finish interior work in Atkinson & Ministry Center, and replace all other flat roofs.

PASTORAL CARE MINISTRIES

WRITTEN BY MARY BOUTWELL

The Pastoral Care Ministries at St. James seek to create and maintain meaningful connections by extending the expression of Christian love and fellowship to all parishioners and visitors. The various Pastoral Care Ministries accomplish this by offering emotional, social, and spiritual support through phone calls, cards, visitation, meals and more.

Prayer Ministry

St. James Prayer List is sent out each week to those wishing to commit to praying for those on our Prayer List. Currently, there are **63 members** of this group.

Friends Feeding Friends (taking meals to our church family members in need)

This group delivered **39 meals to 10 church families** in 2021.

Flowers from the Altar

They delivered bouquets made from the Sunday altar flowers to **two parishioners per week**.

Eucharistic Visitors

St. James Eucharistic Visitors are specially trained and bring communion to members in our community who are homebound and cannot attend Sunday worship service. The Eucharistic Visitors have been on hiatus since March 2020. In January 2022, they will begin to make nursing home and home visits again.

Saint Martha's Guild

These volunteers serve as hostesses for visitations held in Coleman Hall before or after funerals. They assist with receiving floral gifts and help with refreshments. The members of St. Martha's Guild have been particularly helpful during Covid as several restrictions were in place through Summer 2021.



ADULT EDUCATION & FORMATION

WRITTEN BY THE REV. DREW HARMON

St. James' adult education and formation programming continues to adapt and expand, affording both small- and large-group opportunities to the parish community.

The **Adult Forum** continues to be a staple of Sunday mornings, even with the ebbs and flows of COVID. During the season after the Epiphany (January and February) Fr. Drew led a six-week Zoom series, entitled "**Home by Another Road: Sermons in the Light of Christ**," in which participants engaged foundational themes (love, forgiveness, prayer, etc.) through sermons of noted preachers. Throughout Lent, and coinciding with the move back to the renovated church, Fr. Chris offered a four-week Zoom series called "**Here's the Church. Here's the Steeple**," which examined the history, significance, and theology of church architecture and furnishings. During the Easter season (April and May), the forum series was "**The Birth of the Church: The Acts of the Apostles**," considering the book of Acts and the beginnings of the first Christian communities.

The Fall forum series kicked off in September with the "**One Parish, One Book**" study of Rowan Williams' *Being Disciples: Essentials of the Christian Life*, which provided fodder for a rich five-week investigation of what it might look like to follow Christ. This was followed up by a four-week series, titled "**Exploring the Scriptures: The Gospel of John**." The group was blessed to hear from the Very Rev. Cynthia Kittredge of Seminary of the Southwest, along with Casey Duncan, Frs. Chris and Drew. Finally, during this most recent season of Advent, Dr. Ed Henderson (Professor of Philosophy emeritus at LSU) led a three-week series on "**The Sacramental Imagination of C.S. Lewis**," which analyzed Lewis' influential work *The Screwtape Letters*.

Beyond the multiple forum series, two other Sunday morning offerings are worth noting. During the Lenten season, Fr. Drew led an Adult Inquirers class. For five weeks, the class looked at different foundational topics of Anglican/Episcopal belief and practice (scripture, church history, liturgy, sacraments). The six participants were then confirmed or received at the bishop's visitation in early May. Also of note is a new Sunday morning small-group called "**Coffee and Conversation**," a lay-led lectionary discussion gathering that began meeting at The Vintage Café in September 2021. This informal time of education and fellowship, led by younger adults in our community, will continue in the new year.

St. James' vibrant weekday opportunities have continued or resumed meeting. The **Senior Men's Bible Study** (weekly, Wednesday morning); **Wine, Cheese, and a Question** (weekly, Wednesday evenings via Zoom); Education for Ministry (weekly, Thursday evenings) **St. Mary's Group** (monthly, second Tuesday of the month); and **St. Joan of Arc** (monthly, first Wednesday of the month). A new **Rector's Bible Study** was introduced this September, as well, convening Tuesday mornings to great success and involvement.

The recent tradition of **Lenten and Advent Quiet Days** also continued in 2021. The Rev. Canon Shannon Duckworth (Canon to the Ordinary, Diocese of LA) led the retreat time in Lent, while the Rt. Rev. Jacob Owensby (Bishop of the Diocese of Western LA) guided the Advent day.



MINISTRY REPORTS:

FAMILY MINISTRIES

WRITTEN BY LIZ CANFIELD



Stepping into a new role at the tail end of the year can be a challenge. Having to write the year-end report and remember what happened three let alone six months ago seems insurmountable. Thankfully my predecessor left detailed notes and pictures, and while I can't speak to her goals for 2021, I will say that in meeting my objectives, we are ending the year on a high note.

2021 was a year of transition, collaboration, and growth for Family Ministries. The new year brought hope for a return to normalcy while COVID-challenges continued to distance us socially and spiritually. Under the direction of Hayley Schroeck, family ministries began to slowly offer more in-person opportunities for learning and fellowship in the early months of 2021. Examples include monthly in-person **Sunday School and Children's Church classes, a downtown Easter egg scavenger hunt, EYC Olympics, and summer Friday Fundays in June.**

Mid-summer saw the sad departure of Hayley who moved to pursue big city dreams. Thanks to the dedication of nursery caregiver Caty Stewart and parishioner Kaitlyn Kelly, the nursery and Children's Church ministries continued throughout the summer and early fall.

Just in time for the start of the program year in September, I accepted the position of Interim Family Ministries Coordinator and hit the ground running. As COVID restrictions gradually eased, family ministries was able to build upon the energy and excitement brought by parishioners returning to church.

Nursery visitors remain steady thanks to a group of seven trained, vaccinated and certified-CPR/first aid caregivers. Following detailed cleaning and sanitation guidelines has allowed the nursery to remain open since last November. To make the space safe and welcoming, colorful pictures now line the walls and our hard-working sextons ensure the nursery is mopped and vacuumed every Saturday.

Both **Sunday School and Children's Church** experienced a slow but constant uptick in participant numbers. Since the start of the program year, Sunday School and Children's Church average 11-12 children with the largest group at **25**. Our youngest parishioners (Pre-K 4 - 5th) are enjoying learning about God's word and love through STEM experiments, stories, art and games. The participation continues to remain steady thanks in part to parishioner volunteers that range in age from 14 to **84**. A goal in 2022 is to have even more volunteers so that two Sunday School classes can be offered for different age groups.

They say two heads are better than one, and the same goes for Episcopal **youth groups**. Thanks to a partnership with area Episcopal Diocese churches, St. James youth are making new friends while having diverse opportunities to play and worship. More than **30** kids from 3rd grade through high school took part in the October color war battle of Capture the Flag and **19** kids decorated some truly ugly sweater cookies and exchanged ornaments from sloths to hippos in tutus at the annual EYC Christmas Party.

After a two-year hiatus, the **St. James Nativity Pageant** returned to the stage. To put the spotlight on the children and less stress on parents/caregivers, the pageant was held on Advent Four instead of the traditional Christmas Eve. More than **51** children signed up for the pageant and **48** took part (a few sheep never made it to Bethlehem due to stage fright). In a shining example of teamwork from parent helpers, Director of Music Shannon Gallier, ushers, sextons and even the 10:30 a.m. congregation, the pageant went off without a hitch. Most importantly, we tried something new and that in of itself is something to be proud of.

Highlights from 2021 Family Ministries

- **Downtown Easter Egg Hunt**—children were able to hunt for eggs in a safe, socially-distanced activity
- **Boo in the Pews**—kids and kids-at-heart came to church in costume
- **Nativity Pageant**—51 children participated in the pageant that was on a new date and time and feedback was overwhelmingly positive.

MINISTRY REPORTS:

MUSIC MINISTRY

WRITTEN BY SHANNON GALLIER



The pieces of the puzzle are finally coming together.

My main goal in my work as a church musician is to run a music program that is efficient, well-organized, outward-thinking, innovative, and adaptable. But there are any number of obstacles that might stop someone from achieving all those goals. 2020 provided its fair share! Over the course of 2021, St. James has overcome or done away with many of those obstacles.

Choirs flourish in a beautiful space. With the transformation of the nave into a beautifully restored, historic space, the choirs now have a space that inspires them to sing well. Not only because of its visual appeal, but because of a friendlier acoustic, making singing easier and more enjoyable. Over the summer, the choirs also moved their choir room to the beautiful and spacious atrium on the third floor of the ministry center. This new space has been a huge asset in our ability to prepare well for our duties.

An **organ** lends support to singing in a way no other instrument can. With the long-awaited arrival of our new Goulding & Wood pipe organ in June, that singing became more full-throated and sincere. The support offered by the fabulous new instrument has been apparent since its official “premiere” on St. James Day at the end of July, when a full choir and congregation at long last sang God’s praises to the accompaniment of a roaring organ.

In October, world-renowned concert organist played an awe-inspiring **dedicatory recital** to officially “break champagne over the bow” of the new organ. We were also honored to have him help out at the 10:30am service, helping lead the choirs and congregation in grand style.

The happy wedding of the organ and renovated space came into particular focus in November, when it was taken out for a test drive in what it was really intended to do - accompany and host beautiful, deeply spiritual worship - when we held our first service of **Choral Evensong** since 2019...to a full house I might add! Over the course of Advent, we’ve also hosted informal, weekly recitals, to which many members of the community, both from St. James and elsewhere, have been happy to have the chance to attend.

Finally, the organ, choir, and church were on full public display at our service of **Lessons & Carols** on the Fourth Sunday of Advent. The choirs were in top-form, a congregation of more than 200 people sang carols and enjoyed the choir and organ, and readers from across the community, representing St. James, local non-profits, and local government, came to read our lessons.

In 2022, a new choir for children in grades 2-5 will be inaugurated. Choristers in the **St. Francis Choir** will receive training that will enable them to join our advanced treble choir, the St. Cecilia Choir when they reach 6th grade. A Lenten Compline Series will take place on Sundays in Lent at 7pm, and feature 15-minute pre-service musical meditations featuring musicians from across the city. The choirs will offer a concert in memory of those who have died in the COVID-19 pandemic, singing Gabriel Fauré’s sublime Requiem in D minor with members of the Baton Rouge Symphony. And finally, we will finish off a year of celebrating the new organ and renovated church with a Hymn Festival, featuring guest director and organist Dr. Patrick Scott, a nationally renowned improviser and organist.

2021 was a transformative year for the music program at St. James. And we are just getting started.

OUTREACH & MISSION MINISTRIES

WRITTEN BY THE REV. DREW HARMON

St. James' Outreach programs and initiatives are integral to our common life together. Throughout this past year, St. James continued to partner with local organizations and efforts to bring about justice and peace in Baton Rouge and beyond.

The **St. James Food Pantry**, serving as a distribution point for the 70802 zip code, completed a full year with a drive-up distribution model. Fourth- and fifth-grade Day School students often assisted in filling the bags in preparation for the distribution days, which occurred (typically) on the third Saturday of the month and carried out by faithful volunteers (under the leadership of Doug LeBleu). A walk-up service outside the Ministries Center building was also provided for those without cars or experiencing homelessness. This past year our Food Pantry distributed food to **467 households (1101 individuals)**, as well as **52 persons experiencing homelessness**. On average, **twelve (12) volunteers** participated each month.

The We Care bag ministry program continues to work alongside the Christian Outreach Center (1427 Main St.), delivering between **125-200 snack bags each week**, based on need. Bags are distributed from the Christian Outreach Center to those in various sorts of need. Bags are packed by volunteers through regular weekday and Sunday time slots, with an additional **450 bags** filled on Serve Sunday on November 14, 2021. We remain indebted to Tommy and Allyson Cunningham for their leadership of the We Care bag ministry.

Fall 2021 reintroduced several staples of St. James' Outreach which had been on hiatus for health concerns: **Hearty Breakfast and the Christmas Feast**. Hearty Breakfast, hosted in Bishops Hall on fifth Sundays, began back on October 31, 2021. Over **30 volunteers** assisted in setup, welcoming guests, serving food and drink, and assisting in cleanup. Roughly **30 individuals** from the community joined us for breakfast. December 12, 2021 brought the return of the annual Christmas Feast. Again, **over 30 volunteers** participated, offering a warm holiday meal to about **30 individuals**. On both occasions, excess food was delivered to St. Agnes Catholic Charities (749 East Blvd.). Holiday Gift Bags, packed on Serve Sunday, were distributed to guests, as well. Organizations invited include: St. Vincent DePaul; Capital Area Alliance for Homelessness (or the "One Stop"); Families Helping Families; Gulf Coast Teaching and Family Services; Catholic-Presbyterian Apartments; Volunteers of America; Hope Ministries; Catholic Charities; and Oak Park Apartments, among others. Special thanks goes to Nancy Jo and Hickey Poirrier, Alice Nelson, Margaret Blades, and the whole host of volunteers who made these events possible.



Our **Angel Tree** program successfully collected gifts for **85 individuals (45 children, 40 adults)** this holiday season. Names and details for recipients were provided to us by the Salvation Army and the Veterans of America. Thanks to Betsy Harper and Mary Boutwell for their coordination of this effort.

The Outreach Committee was pleased to introduce the first Serve Sunday to the St. James community this November 14, 2021. Serve Sunday provided opportunity for parishioners of all ages to participate in service projects both on-campus (We Care Bags, Lunch Pack for St. Vincent DePaul, and Holiday Gift Bags) and in the city (in conjunction with Volunteers of America and TULIPA). Approximately **45 people** served between the three off-site projects: picking up litter; leading an activities day at a group home; and organizing and cleaning an individual's apartment who is supported by a caregiver. The Outreach Committee is grateful for those who took part, as well as those who coordinated both our on-site projects (Margaret Blades, John Sykes, Todd Turpin, and Vickie Schenk) and our off-site ones (Anita Byrne, Charlie Frey, Emily Kelly, Catherine Lawrence, and Harriett Pooler).

Finally, when Hurricane Ida struck at the end of August 2021, the Outreach Committee, at the suggestion of the Diocese, provided food and supplies to Thibodaux. A **dozen St. James volunteers** traveled to assist in relief efforts on Saturday, September 4, 2021. In addition, later in September, excess food from the St. James Food Pantry was donated to the people of Houma, arriving on a trailer packed by St. Patrick's Episcopal, Zachary.

Through the many challenges and changes of this past year, the St. James Outreach Committee was able to adapt our church's response to need to fit the situation. We remain committed to supporting our neighbors through sustained, intergenerational programming and regular outreach events, as we attend to systemic issues and acute concerns.



FELLOWSHIP MINISTRIES

WRITTEN BY MARY BOUTWELL

The definition of fellowship is the friendly association, especially with people who share one's interest. Fellowship at St. James centers on the sharing of our spiritual life, as we grow in faith and walk alongside one another throughout life's seasons. As Covid-19 restrictions slowly lifted in 2021, our Fellowship Ministries continued to provide activities, both virtual and in-person, for our church.

Associate Vestry

The St. James **Sunday Coffee Hour** which was on hiatus for more than a year, was brought back, initially with the assistance of the St. James Associate Vestry. For the spring and summer months, the coffee hour was hosted by the AV and was held in the Memorial Garden next to the church. Once the Bishop fully loosened the restrictions on serving food and beverages, we began to serve coffee and cookies in Coleman Hall following each service.

The Associate Vestry, also, successfully planned and executed two large events for our Day School and Church community.

First, In July 2021, the AV teamed up with the St. James Holy Grillers, Artists Guild, and Family Ministries to host **Summer Sounds**. To jog your memory, Summer Sounds has been a summertime offering at St. James for about 15 years. Each year, we host a concert and invite the St. James community to attend. Due to social distancing restrictions, Summer Sounds 2020 was cancelled. Close to **200 Church and Day School members** attended Summer Sounds 2021. It was a joyous, music filled evening.

Due to the rise in the Delta variant of Covid in the fall, large indoor gatherings were discouraged once again. The Associate Vestry planned an outdoor **Fall Fest** as a way to promote community and fellowship during this time. There was a pumpkin patch, face painting, games, and activities for the children. Fall Fest 2021 was a huge success with over **275 Church and Day School members** attending.

In December, the AV hosted a concert at St. James Place. Amanda Shaw was the performer. Amanda Shaw is an energetic fiddler that blazes trails with her clever songwriting and exciting performances. Shaw blends authentic Cajun culture with endearing local charm, delivering shows that burst with Louisiana flavor. Over **65 St. James Place residents** attended the lively performance.

The James Gang

The James Gang, comprised of mostly retired individuals in our community, went on two outings this fall after an 18 month hiatus. In September, the group visited the LSU Water Campus followed by lunch at Pastime Pizza. In October, The James Gang visited Congregation B'Nai Israel followed by lunch at Acme Oyster Bar.

Sunday Greeters

The Sunday Greeters have welcomed over **40 visitors** this year.

Young Adults, Garden Guild, Bad Girls Book Club, Foyer Groups, and Education for Ministry

These groups have continued to gather either in person or via Zoom.



PROPERTY UPKEEP AND MAINTENANCE

WRITTEN BY JACQUES POURCIAU

The mission of the St. James Episcopal Church and Day School Property Committee is to operate and maintain the condition of the property, buildings, grounds and furnishings of St. James, functionally and aesthetically.

Your Property Committee has continued their faithful stewardship this past year for a variety of maintenance and upkeep issues of our Church and Day School campus. It is always appropriate to remind ourselves that our historic church building is over 120 years old, and with the exception of Bishops Hall, every building on our St. James campus is now in excess of 50 years old.

The Property Committee attended to many projects this past year. Some were maintenance issues such as. We continued to replace existing fluorescent light fixtures to LED fixtures with significant energy savings and lifespan including the lights in Bishops Hall and over the canopy walkways all over campus.

Other projects were replacements or agreements made with outside vendors, such as a new elevator agreement that consolidated service for all elevators on campus to the one vendor who supplied the new Atkinson unit. After consultation with an engineer and other area schools, it was decided to replace the failed domestic hot water boiler in Atkinson and the cafeteria, temporarily with a hot water heater, and permanently with a commercial on-demand instant hot water system. This installation was coordinated with the Thanksgiving school break and is functioning perfectly. New brass lettering to identify Coleman Hall was ordered and installed at the River Jordan and inside over the double doors near the 4th Street entrance. Very soon lettering to identify Atkinson will be installed on the outside of the building at the 4th Street entrance, and a backup pump and status light will be installed in the HVAC mechanical room under the sacristy in the church.

We took many different steps in beautifying the campus landscaping. Members cleaned the brick and St. James signage that had accumulated some growth on them. Members also assisted the Garden Guild with their workdays, and we have continued regular service for flower bed maintenance.

We continue to have a leak in the lobby of the Ministry Center building, and near both elevators but the waterproofing effort has shown to alleviate most of our issues. Additional waterproofing in the Chapel of the Twelve Apostles has seemed to be successful.

Regular cleaning of the gutters around campus has also helped after an issue with a flash flood last Spring.

A filter for River Jordan has been purchased and should be installed soon that should keep the water fresh looking and this installation will coincide with some above ground pipe repair, all done in-house.





ST JAMES EPISCOPAL CHURCH
205 NORTH 4TH STREET
BATON ROUGE, LOUISIANA 70801
PHONE: (225) 387-5141
FAX: (225) 387-1443

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