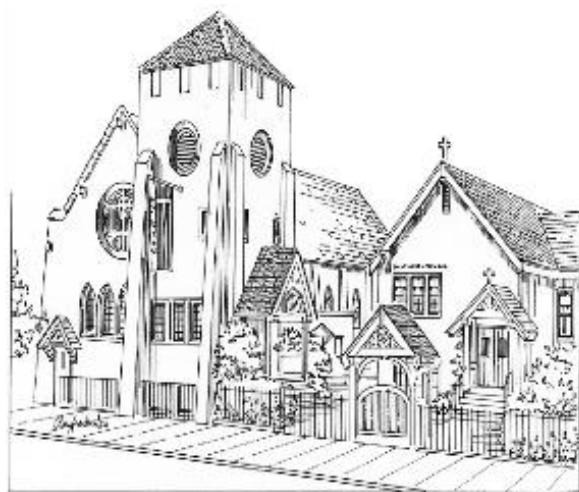


The Annual Report of
St. James Episcopal Church
For the Year 2025



Presented at the 130th Annual Parish Meeting
Sunday, January 11, 2026



ST. JAMES EPISCOPAL CHURCH
A joyful, inclusive community

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Agenda for the 130th Annual Parish Meeting

1. Call to Order & Prayer
2. Organizational Matters
 - Appointment of Clerk of the Meeting – Tracey Thomas
 - Certification of quorum
 - Certification of Minutes of the 129th Annual Parish Meeting
3. Interim Rector's Report – The Rev. Chris Chase
4. Senior Warden's Report – Helen Archer-Dusté
5. Junior Warden's Report – Reference written report
6. Treasurer's Report/Finance Report – Doug Bewsher & Tom Matthews
7. New Business
 - a. Whole and Healthy Church Policy – Helen Archer-Dusté
 - b. MEP Update – Helen Archer-Dusté
 - c. Rector Transition – Jan Vennari
 - d. Presentation & Election of Vestry/Deanery Candidates
8. Volunteer Recognition – Helen Archer-Dusté
9. Open Floor
10. Closing Prayer

Please read the annual report for more details about our ministries in 2025 at St. James.

St. James Mission Statement

*To bring an ever increasing number of people
into an ever closer relationship with Jesus Christ
so that God's love may be a transforming force
for the community in which we live.*

Clergy, Staff and Vestry Members During 2025

Clergy

The Reverend John Kirkley, *Rector 1/1/25-3/3/25*
The Rev. Ron Willis, *Sabbatical Supply Priest 3/4/25-6/30/25*
The Reverend Chris Chase, *Interim Rector 7/1/25-12/31/25*
The Reverend Gwen Buehrens, *Priest Associate*
The Reverend Shari Young, *Priest Associate*

Vestry

Helen Archer-Dusté, *Senior Warden*
Tracey Thomas, *Junior Warden*
Sinjin Barned-Smith, *Clerk*
Doug Bewsher, *Treasurer*
Tom Matthews, *Finance Chair*
Jim Dycus
Eleanor Scott
Warren Wong
Kathy Crosby
Brooke Bengier

Staff

Jack Mills, *Parish Administrator*
Margaret Fondbertasse, *Accompanist*
Katherine Nägele-Lin, *Cantor*
Jazelle Gay, *Child Care*
Marie Ann Navarro, *Child Care*
Heidy Ruiz, *Child Care*

Official Acts in 2025: Saint James Episcopal Church

Official Acts in 2025: Saint James Episcopal Church

Baptisms: 2 (0 last year)

Confirmations & Reaffirmations: 5 (0 last year)

Marriages: 0 (1 last year)

Memorials: 2 (2 last year)

Celebrations of Holy Communion: 125 (117 last year)

Sundays – 104

Weekdays & Holy Days – 9

Private – 12

All other offices & services: 113 (120 last year)

Daily Office – 109

Other – 4

Average Sunday Attendance – 56

Easter Attendance – 131 (142 last year)

Christmas Attendance – 161 (126 last year)

Interim Rector's Report

Submitted by The Rev. Christopher Gray Chase, Interim Rector

In reality this report is the interim rector's half- year report as John was with you for the first quarter of 2025 and saying good-bye, and Ron was with you the second quarter of 2025 before saying good-bye. The one clergy person who has been consistent all year has been Shari and we can acknowledge the gift that she is to this community.

Which is all to say there has been some transition in the clergy, or priest-in-charge category which is not quite finished. Your new rector is somewhere now nearer than we think and is dreaming of packing up her/his/their belongings and settling at 4616 California Street. They are optimistic that God is calling them to join a new community.

But, I think it is very important in transition and particularly in congregational transition not to become too heavily focused on clerical leadership. Which sounds ridiculous since clergy are the number one expense in any church; clergy are responsible for setting the weekly worship of our God; clergy are present to us in those life moments which require pastoral love and attention; clergy inform us of how to interpret the events of our lives theologically; and if adept they might even invite us into newness of being church and growth. Clergy in Episcopal churches can play an outsized role in the community.

But it is wise to remember that clergy are not the community and certainly not the sum toll of the community. And I do not think, (or I certainly hope), most clergy would consider themselves as such.

As we look at this year of transition and give it consideration, what becomes evident is that St. James itself is not in transition anymore than when it said good-bye to Peter Lawson, or Mary Moore Gaines, or Won-Jae Hur, or now John Kirkley. St. James throughout has remained the caring, loving, supportive, present community it was planted to be back in the early 20th century. Clergy come and go. Parishioners come and go. But the ethos of St. James, the DNA of St. James remains the same. It is just at each stage certain strands of that DNA gets highlighted or lived out in different ways often depending on the bias of clergy leadership.

And this DNA, this Ethos which is so central to St. James is founded in the love and presence of Jesus Christ and a belief that God resides in each and every soul and each and every soul is worthy of our love and care. Because God says we are each worthy of love and care.

So this year we stop and think of all the ways we as a community have continued the ministry and mission of this place and give thanks to all those who have served: as wardens of this church, and financial stewards of this church, and vestry of this church, and altar guild of this church, and healing prayer partners of this church, and prayer ministry of this church, and crucifers and acolytes of this church, and lay eucharistic ministers of this church, and choir and musicians of this church, and flower guild of this church, and ushers of this church, and preachers of this church, and readers of scripture of this church, and prayer bidders of this church, and organizers and straightener-uppers of this church, and garden tenders of this church, and bulletin producers and editors of this church, and the elevator fixers of this church,

and the hauler uppers of the advent wreath of this church, and the godly play story tellers of this church, and the nursery workers of this church, and the deanery and convention delegates of this church, and the search committee of this church, and bread bakers of this church, and coffee hour preparers of this church, and marketing and web designers of this church, and the meditation leaders and participants of this church, and the evening prayer leaders and worshippers of this church, and the lectio divina facilitators and listeners of this church, and the men's group leaders and participants of this church, and the women's group leaders and participants of this church, and the mission innovation team of this church, and the vital and thriving activists of this church, and the faith in action participants of this church, and the sacred ground prophets of this church, and the counters of this church, and the stewardship leadership and committee of this church, and the pre-school teachers of this church, and the pre-school staff of this church, and the children of this church, and the emerging partners in ministry in Mary of Pentecost and Braid Mission of this church, and those individuals who offer of themselves at life changes of this church And we turn to one another and we offer our gratitude and thanksgiving that we are a community and we are called and gifted to journey at this time and in this place together.

Senior Warden Report

Submitted by Helen Archer-Dusté

The vestry completed a significant amount of work on behalf of the community in 2025. There were four key domains that were prioritized for this year:

Rector Transition:

- Hosted the farewell evensong and dinner for The Rev John Kirkley
- Recruited our interim rector, The Rev. Christopher Chase, and provided a job description and orientation
- Launched the Rector Search Committee and approved the Parish Profile and OTM Profile
- The members of the Rector Search Committee are: Jan Vennari (chair), Paige Bailey, Mary Balmana, St. Jon Barned-Smith (vestry liaison), John Harrison, Noreen Huey, and Elizabeth Nelson.

Building our Community:

- Strengthened our relationship with St James Preschool with shared events and SJP Board memberships
- Hosted quarterly Congregation meetings
- Implemented the Whole and Healthy Church policy and processes
- Applied for and secured Vital + Thriving funding for the exploratory phase with Braid Mission
- Hosted the parochial visit of Bishop Austin

Property Management:

- Completed the sale of the Balboa Street flats we received through the generous bequest of Oi Yun Chow with proceeds allocated to the Endowment Fund
- Managed the Mechanical, Electrical and Plumbing (MEP) project through initial design, value engineering, and final construction documents, supported by a construction management firm

- Created a master inventory of building repairs, capital projects, and maintenance schedule to be used by future vestry cohorts
- Corrected immediate safety issues with the SJP fire alarm system and lychgate doors
- Managed multiple acute building challenges, including replacement of furnaces in Building C and plumbing solutions in all three buildings
- Hosted two Parish Cleanup Days (Spring and Fall)

Business Practices:

- Established weekly team meetings of the parish administrator, rector, senior warden, junior warden and finance committee chair
- Managed a cybersecurity attack on our website and conducted a cybersecurity risk assessment
- Developed an IT Infrastructure plan and launched our new website, obtained Google for Nonprofits, and began transitioning all documents in compliance with Episcopal Church business standards
- Managed an episode of bank fraud with full recovery
- Established a job description for Parish Administrator
- Established a job description and standard recruitment/interviewing/onboarding for our Sunday Child Care staff
- Updated parish records in Servant Keeper for membership and stewardship
- Developed and implemented a new office tenant lease agreement template
- Hosted a “Harvest Bounty” fundraiser
- Sponsored the Stewardship Committee with successful outcome of 2026 pledge campaign

Junior Warden’s Report

Submitted by Tracey Thomas

I recently stumbled across an old annual report I'd submitted where I mentioned that many of these leadership roles accomplish lots during the year - even if it is not exactly what you'd planned to accomplish.

And so it goes. There is always a delicate balance between what You'd Like To Do and what Oh My G-d That Needs To Be Done.

I am always looking for tradespeople you highly recommend! Plumbers, roofers, handymen - anyone you've had a good experience with!

As junior warden, I attend two weekly meetings with our vestry leadership, senior warden Helen Archer-Duste and finance chair Tom Matthews.

The three of us meet with Josehart Construction Management as we plan our mechanical-electrical-plumbing renovation; and a second meeting with parish administrator Jack Mills and interim rector Chris Chase.

We strive in these meetings to keep the renovations and church operations running smoothly, always looking for opportunities to innovate, save money and laugh at ourselves. If you're curious, I'm always happy to chat about what we're doing!

The most intense Junior Warden period was during the 2025 Spring Plumbing Season. We had six toilets replaced, mostly in the pre-school; and a variety of pipe cleaning and plumbing-tinkering done in a two-month period. I would appreciate prayers for a quiet upcoming plumbing season!

Other things that happened this year:

- the rectory was cleaned and prepped for Father Chris and Rebecca; including hauling away some excess furniture and rekeying locks;
- the sanctuary thermostat was reprogrammed making it much warmer;
- two clean-up days spiffed up the church for John's departure festivities and the bishop's visit;
- the old wooden front gate was replaced thanks to Gomez Iron Works;
- new high-visibility traction tape was applied to all our exterior stairs,
- the furnaces serving the church and parish hall were replaced;
- new smoke detectors and carbon monoxide monitors were installed throughout the church building, thanks to Marc Dustè.

We are working on:

- replacing the sanctuary pendant and sconce bulbs;
- replacing the weather-worn banner on the front of the church;
- installing a prayer mailbox on our front fence for passers-by who'd like us to pray for them;
- helping Father Chris re-home some of his office library, to prepare for a new rector.

We continue to struggle with our aging elevator, which works well when it's in a good mood.

Deanery Report

Submitted by Warren Wong

Deanery Convocation

The 2025 delegates elected to the Diocesan Convention were Warren Wong (convener) and Mary Balmana joined by Kirstin Huiber as alternate. At the October 2025 convention, Kirsten replaced Mary due to an extended family pilgrimage in the Philippines. We are one of 16 congregations in the San Francisco Deanery with two delegates and two alternates representing us at the quarterly Deanery convocation.

The deanery convocations were comprised of two Zoom and two in-person meetings, plus an in-person summer barbecue social activity at Church of the Advent, SF. This year's programs included delegate orientation, Bishop Rios' Visioning Program, budget reports, nominations, resolutions, grants, and other preparation work for the Diocesan Convention.

The 2025 deanery officers were president Rev. Hannah Cornthwaite (St. Cyprians > Holy Innocents), vice-president - laity Regina Walton (Grace Cathedral), vice president - clergy Rev. Kira Austin-Young (St. Mary the Virgin), secretary Gretchen Lintner (St. Mary the Virgin), and treasurer Peter Fairfield (St. Aidan's). The two deanery representatives to the DioCal Executive

Council were Rev. John Kirkley (St. James – until 3/2025) and Ms. Christine Bensen (Grace Cathedral - until 12/2026). Sarah Lawton (St. John the Evangelist) agreed to fill the balance of Rev. Kirkley's remaining 9 months.

At the November 2025 deanery convocation, Rev. Cornthwaite (Holy Innocents) was re-elected as president (2-year term) and Laura Curlin (St. Cyprian's – agreed to serve 1 yr. term as secretary. We elected 3 new officers: Birgit Eschmann (St. John the Evangelist – 2 yr. term) as lay vice president, David Kriegh (St. Francis – 2 yr. term) as treasurer, and Sarah Lawton to a full 3-year term on DioCal Executive Council.

176th Diocesan Convention (October 17 - 18, 2025)

At the 175th Diocesan Convention, Bishop Rios formed a Strategic Vision Process, which identified priorities for the diocesan governing bodies and staff members over the next few years. The Bishop and The Rev. Sierra Reyes, Canon to the Ordinary, launched a five-part Building Trust as a Diocesan Community Series. The convention voted to affirm and support the Strategic Vision Committee's 2026- 2028 final reports. SJ delegation anticipates sharing the 2026-2028 SVP Implementation Plan with the congregation as it launches in the first part of 2026.

The Diocese of California received five resolutions and three canonical amendments. The proposed 2026 DioCal Budget was approved, and action was taken on the four resolutions and three amendments to the diocesan canons. Warren was appointed to co-chair the newly formed Diocesan Real Estate Advisory Committee and elected as a Lay Alternate Deputy to the 82nd General Convention to be held in Phoenix, AZ (2027).

Treasurer's Report

Submitted by Doug Bewsher

(Note: 2025 numbers are all year-end estimates as we are still closing the books.)

Operating Review

2025 was a year of change, improvements, and transition for St. James. Going into the year, we planned for a balanced budget (Income/Expense of \$373k), excluding the one-time cost for our wonderful sabbatical priest, Ron, who covered during John's transition at the beginning of the year.

Actuals for 2025 show we will slightly exceed our income goals, but our expenses were also a little higher than budgeted due to some specific investments we made.

- On the income side, our 2025 pledges initially came in lower than budget at \$198k for the year (vs. a goal of \$210k) and ended up at \$202k, a little short of the goal.
- We completed an amazing fundraiser (again!), raising \$10,976, which was ahead of our budget of \$10k. This was in addition to all the great events and contributions the community made toward John's retirement events and gifts, which are not reflected in our operating plan.
- We saw occupancy in our rental space ahead of plan by \$19k. Thank you to all our renters and the new preschool contract.

- However, we saw a lower level of general donations and other one-off giving come in through the year, which was \$8k less than typical.
- This led to slightly beating our income goal for 2025 by \$5k, coming in at \$377k.
- Our expenses were a little higher than planned, driven by a few improvements we undertook.
- These include the update of our technology infrastructure with a cyber audit and a move to Google, as well as higher-than-planned building improvements (as operating costs, these are expenses rather than capital improvements from our building fund). Together, these items were \$11k over our planned budget for 2025.
- All the other operating expenses we expect to be broadly in line with the budget, so we expect our total operating expenses to be \$10k–\$20k over budget for the year once we close the year. A quick plug for Pie Sunday, when we will present the final numbers!
- And we also managed to work through a check fraud incident, change the bank accounts, and recover the lost money with no material loss to St James.

This means we expect an **operating loss** of \$5k–\$15k for 2025, primarily driven by deliberate, one-time investments in technology and building improvements during a transition year.

Capital Review

On the capital accounts, as noted in last year's report and the finance report, we completed the sale of the bequeathed property, which led to a large increase in our endowment supported by a strong stock market. This has allowed us to draw down some funds for the operating plan (\$24k in 2025), as outlined in our established policy for annual endowment distribution, as well as to fund investments in the MEP project underway. We started the year with \$951k in the endowment fund and ended the year with \$2,494k.

2026 Plan

We are planning for a balanced budget in 2026, with continued investment in St. James.

- Thanks to the amazing generosity of the community, our pledges for 2026 stand at \$245k, a growth of more than 20% over 2025.
- Along with the increased distribution from the endowment, this allows us to plan for a \$430k budget for 2026—up from \$372k in 2025.
- We plan to invest in people, with Chris moving from 80% to full-time in the middle of the year as his other commitments evolve. We also plan to increase the amount of time for Jack, our office admin, to help with the amazing work he gets done in his part-time role. Both of these are reflected in our 2026 budget.
- We also plan to invest an additional \$15k into the building fund so we can address both short-term operating improvements and longer-term capital improvements. To date, these have only been funded by distributions from the endowment, and it will be great to supplement this with a more stable footing for infrastructure investments.

Along with some increases in rent with our new preschool contract, our annual fundraiser, continued investment in the Children's program, supporting the rector search process, and inflation increases in expenses, this leads us to a small planned operating surplus for 2026.

In summary, while the changes in 2025 and a few investments beyond our original plan resulted in a small loss, we are in a great position as we go into 2026 to continue our investments, build the team at St. James, and move forward on a strong financial footing.

	2024 Act	2025 BUD	2025 Fcast	2026 BUD
Contributions				
Pledge	199,435	21,000	201,970	245,000
Pledge Contingency				0
Plate Offerings	6,124	6,000	6,014	6,000
Memorials	4,000	4,000	503	2,000
General Donations	8,207	5,000	2,028	3,000
Total Contributions	217,766	225,000	210,515	256,000
Designated Use				
Flowers	875	1,500	609	1,500
Outreach	1,342		278	
Other Designated Use	3,967	2,000	2,396	2,000
Total Designated Use	6,184	3,500	3,283	3,500
Special Events & Holidays				
Baptisms	0		80	
Christmas	624	2,000	2,754	2,000
Easter	3,346	3,000	653	3,000
Weddings	100			
Total Special Events & Holidays	4,070	5,000	3,487	5,000
Fundraisers				
Fundraising Event	11,062	10,000	10,976	10,000
Total Fundraising Events	11,062	10,000	10976	10,000
Rent				
Rent	103,674	105,336	124,342	130,496
Rental Contingency				-12,500
Total Rent	103,674	105,336	124,342	117,996
Endowment				
Annual Distribution		24,000	24,244	38,000
Total Endowment		24,000	24,244	38,000
Misc				
			200	
Total Revenue	343,756	372,836	377,047	430,496
Salaries				
Clergy Salary	86,506	47,787	47,605	77,381
Music Director	26,021	28,310	28,310	17,287
Music Cantor				12,143
Office Administrator	25,684	27,583	27,583	8,065
Interim Priest	360	33,083	33,083	0
Sabbatical Accrual				2,579
Child Care	2,475	3,600	1,800	3,800
Total Salaries	141,046	140,363	138,381	151,255
Other Personnel Costs				
Benefits - Lay Parish Admin (incl EAP, Med, Dental, UnEmmt, STD, LTD)				8,356
Benefits - Other Lay (Uneemt)				118
Benefits - Clergy (incl EAP, Med, Dental, EnEmt)	29,472	32,904	32,904	28,438
Payroll Taxes	3,958	4,116	4,473	11,083
Pension - CLERGY, incl STD & LTD	20,625	23,394	23,394	18,107
Pension - LAY				3,426
Worker's Comp.	381	396	361	412
Total Other Personnel Costs	54,436	60,811	61,132	69,939

	2024 Act	2025 BUD	2025 Fcast	2026 BUD
Music				
Music - Miscellaneous	480	650	273	650
Music Library	573	800	1,277	850
Supply Musicians	2,500	1,000	638	1,050
Total Music	3,553	2,50	2,188	2,550
Other Clergy Expenses				
Search Budget			10,000	
Diocesan Assessment	48,749	48,954	48,954	51,623
Auto Expense	316	200	156	200
Discretionary Fund	800,	1,200	1,200	1,200
Vestry Retreats & Training	821	1,000	550	600
Training & Education		0		0
Miscellaneous	696	3,000	2,307	1,000
Total Other Clergy Expenses	51,382	54,354	53,167	64,623
Liturgical				
Altar	983	1,500	1,342	1,550
Flowers	1,479	1,500	2,487	1,550
Miscellaneous Liturgical	878	500	154	500
Total Liturgical	3,340	3,500	4,013	3,600
Spiritual Life				
Materials & Supplies	19	20		50
Training & Education	144	150	929	200
Program & Supplies		0		0
Youth Minister		0		0
Youth Events		0		0
Total Spiritual Life	163	170	929	250
Outreach				
Faith in Action	0			
Miscellaneous Outreach	296		639	
Hospitality/Coffee Hour	1,577	2,000	1,040	2,000
Family- Multifenerational	-1,732		2,850	
Adult Formation	125		195	150
Support to Other Orgs.	3,837	2,000	1,261	2,000
Total Outreach	4,103	4,000	5,985	4,150

	2024 Act	2025 BUD	2025 Fcast	2026 BUD
General Administrative Costs				
Bank Fees/Merchant Processing	502	541	2,947	562
Copier Contract	2,523	3,960	4,214	3,275
Dues	151	157	197	163
Equipment/Technology	3,416	3,553	7,437	3,695
Insurance	31,103	32,171	32,171	29,540
Licenses & Permits	198	206	254	214
Parking		0		0
Maintenance & Repair	1,524	1,585	675	1,648
Marketing/Advertising	388	1,200	103	1,200
Office Supplies	2,381	2,476	3,825	3,000
Postage	68	71	265	300
Bookkeeper	11,200	11,400	11,842	11,856
Other Professional Fees		0	109	0
Payroll Processing Fees				1,320
Bank Charges (VANCO Fees)	2,320	2,413		3,000
Total General Administrative Costs	55,792	59,732	63,679	59,774
Building & Grounds				
Cleaning Supplies		0		0
Disposal	4,929	5,126	4,053	5,331
Electric & Gas Service	6,995	7,275	9,000	7,566
Janitorial Service	17,020	17,701	17,701	18,409
Building Repairs & Maintenance	6,808	7,080	14,000	12,000
Long Term maintenance Reservec / Tranfer to Bldg Fund				15,000
Office Phone / Internet	4,414	4,591	2,683	4,774
Pest Control	1,828	1,901	1,699	1,977
Water	3,796	3,920	5,540	4,077
Taxes	389	405	1,144	421
Total Building & Grounds	46,152	47,998	55,819	69,554
Miscellaneous		250	0	250
Miscellaneous	0	250		250
Total Expenses	359,967	373,628	385,295	425,946
Total Asset Write Off (Pledges)	10,651		2,000	3,000
Operating Profit	-26,862	-792	-10,248	1,550

Finance Committee Report

Submitted by Tom Matthews

The Finance Commission is the group that oversees the finances of St James' Episcopal Church – including the operating fund, building fund, outreach fund, and endowment fund.

The Commission meets quarterly, with additional meetings as necessary. The commission met 4 times in 2025 in this capacity.

During 2025, our work included the following –

- Review of the insurance coverage of the Church – including renewal, adoption of higher deductible, and ensuring adequacy of coverage.
- Revisited acquiring earthquake insurance – and, recommended to decline / vestry approved based on cost of premium

- Review, update, rebalance investment allocation for building and endowment funds – that now includes a socially responsible fund
- Completion of the sale of the Balboa flats that were bequeathed to us very generously in Oi Yun Chow's estate.
- Participated in MEP building design planning, overseeing budgets and payments for MEP building project
- Work in progress on a lease agreement update with SJPS – to document various utility items not currently documented and lease of additional space in the 4614 California Street lower flat
- Managed bank fraud causing \$23k reduction in our operating US Bank account – successfully recovering money
- Explored inconsistencies in charges in copier contract and utility payments
- Added Benevity platform for St. James' donations
- Oversaw budget for Rev. John Kirkley's farewell party
- Participated in hiring of sabbatical priest and interim rector – including letters of agreement & housing allowance documents
- Participated in weekly meetings of Rector, Parish Administrator, Sr. Warden, and Jr. Warden
- Participated in cyber security review, launching of new google platform / google drive organization, long term maintenance inventory for building repairs/capital projects
- Collaborated on standard lease for our various spaces
- Participated in Congregation meetings – including Pie Sunday

The following individuals are on the committee:

- Tom Matthews – Chair, St. James' Finance Commission
- Doug Bewsher, Treasurer
- Carla Cooper
- Alan Le Blanc

The oversight of the finance area includes the following:

- Review/monitor budget – including monitoring variances from budget, and review of expense and income items
- Review/discuss cash flow
- Review/discuss financial issues as needed
- Review insurance needs/coverage
- Advise on financial considerations – including lease negotiations
- Approve financial adjustments during year to budget (subject to vestry approval)
- Oversee weekly counting process, rota, and training
- Investment allocation of building fund and endowment fund – including annual rebalancing to adhere to investment allocation target

Our annual task/checklist of events also includes the following:

- Complete Prior Year Pledge Campaign (1st Q)
- Complete Parochial Report
- Communicate Performance/Needs/Requirements of Church (1st Q) – Pie Sunday

- Complete Audits (1st Q)
- Review Pledge Tracking System (2nd Q)
- Chart of Accounts review (3rd Q)
- Assist in Determining 2008 Stewardship Target (3rd Q)
- Lock in Next Year Stewardship targets (3rd Q)
- Craft Next Year Church budget (3rd Q)
- Monitor Stewardship Campaign (3rd/4th Q)
- Draft Annual Report (4th Q)
- Adjust/Finalize Next Year Budget (4th Q)
- Present Next Year Budget to Vestry for Approval (4th Q)

Please do not hesitate to talk to me at any time if you have any questions or concerns.

Stewardship Committee Report

Submitted by Ann Alpers

Our Stewardship Team members, Carla and Paul Cooper, Dave Davies, Blake Hallanan, and Tracey Thomas were joyful and collegial in securing your financial support for St. James. Our fall campaign, “Let us work for the good of all” was inspired by Galatians, chapter 6: So let us not grow weary in doing what is right, for we will reap at harvest time, if we do not give up. So then, whenever we have an opportunity, let us work for the good of all, and especially for the family of faith. Our communal answer to the call to work for the good of all highlights the strength of our faith tradition at St. James. As of January 9, 2026, we have received 56 pledges totaling \$245,650. Our total significantly exceeds what we raised last year or the year before. The generosity and sustaining love of our community fills me with gratitude. While we did not quite reach the Vestry’s stretch goal of \$250,000, we came close (98%). Our strong campaign provides a solid foundation for a new rector and demonstrates our community’s commitment to working for the good of all. Thank you for sharing your blessings and love with St. James.

St. James Pledging Households for Year 2025

**As of 01/9/2025

Thank you for your generosity and loving support of St. James Church!

Ann Alpers
 Jim Anderson and Sin Yi Chan
 Helen Archer-Dusté and Marc Dusté
 Paige Bailey
 Leo Balambao
 Auntie Fe Baldonado
 Mary Balmana
 Sinjin Barned-Smith
 Eckhart Beatty
 Brooke Bengier and David Lydon
 Doug Bewsher and Alessia Pesciaioli
 Karen Clopton
 Deidre Brodeur-Coen and Michael Coen
 Kathy Crosby
 Heather and Dave Davies
 Sandra Dratler
 Brad Drda and Meredith Wingate
 Jim Dycus
 Tracy Edmonson and Wesley Skow
 Jim French
 The Rev. John Gallagher
 Jim and Martha Gregg
 Blake Hallanan
 John Harrison
 Christie Higgins
 Noreen and Nelson Huey
 Kirstin and Gaby Huiber
 Peter Krag and Mary Ann Buxton-Krag
 Chad and Feng Kimmel
 Ryan and Allen LeBlanc
 Tom Matthews and Ann Rieger-Matthews
 Heather and Marcus Miles
 Claudia Mueller
 Charles Neal
 Elizabeth Nelson
 Grant Paul
 Elia and Ryszard Pochron
 Erazm and Mira Pochron
 Jackson and Kara Salovaara
 Rose Scarff

Eleanor Scott
 Paul Sinclair
 Margaret Stark-Roberts and John Anglim
 Harriette and Myles Stevens
 Jette Swan
 Tracy Thomas
 Jan and Patrick Vennari
 Barbara Webb
 Roger Wickstrom and Petrina Grube
 Ed Wilcox
 Sally and Steven Winn
 Warren Wong
 The Rev. Shari Young
 Devi Zinzuvadia

**If you have made a pledge and do not see your name on this list, please contact the church office

Vital + Thriving Report

Submitted by Petrina Grube and the Mission Innovation Team

In 2025, St. James was in the 3rd phase of the Vital + Thriving journey, a multi-year Diocesan-guided process of listening, exploring, and discerning where the Holy Spirit is calling us to help build the Beloved Community with others in our neighboring communities. During the first phase, a missional vision was developed, “Serving as a convener to address community and social justice issues.” During the second phase of the journey, the Mission Innovation Team was formed to realize that mission and select an experiment to embark on with a community partner. When Rev. Chris Chase joined our community as the interim rector, we learned about Braid Mission, which builds community to support foster youth, and Braid’s desire to partner with a local congregation. After prayerful consideration, we felt called to explore this partnership as our missional experiment.

In September we applied for and were awarded a Vital + Thriving seed funding grant from the Diocese of \$5,000 to develop activities to bring together mentors and youth in interactive experiences using St. James facilities. St. James members and Braid Mission staff, mentors, and facilitators met in early December to begin exploring ideas for our partnership. An initial event was held Sunday, Dec. 14th, in which Braid Mission hosted its annual holiday gathering for mentors, caregivers, and youth in the St. James parish hall. A few members of the St. James MIT and other congregation members helped with set-up and activities, and a festive time was had by all as about 25 youth, mentors, and caregivers enjoyed a relaxed time playing games, baking and decorating cookies, and making holiday cards. We are excited to pursue other ideas that have surfaced as mentors express their desires, such as having a place to cook with their foster youth or a safe and comfortable Club House-type space in our parish hall where mentors and youth could come to play games and do arts and crafts. We have also talked about creating liturgies and prayer networks to support youth, mentors, foster parents, birth parents, and grandparents. As these efforts take shape, we will keep the St. James community updated and we ask for your prayers and participation as we walk this new path together with Braid Mission.

Women’s Circle Report

Submitted by The Rev. Shari Young

Our Circle is a monthly gathering of parish women. We meet on the second Saturday of the month at 10 am in the Parish Hall and on Zoom (soon to be Google Meet). All are welcome, especially newcomers to our church. Using the book “Spiritual Literacy”, a volunteer chooses a topic and a reading which we discuss. This leadership rotates among the group. We start the gathering with a sharing time when each participant lets the group know what events and circumstances have been important to her over the previous month. This can be as intimate or as impersonal as each woman prefers. No requirements! We delight in getting to know each other better, to rejoice and to commiserate as our lives unfold. Community sustains us all as we move forward together in anxious times.

Altar Guild Report

Submitted by Tracey Thomas

Altar Guild has had a wonderful year thanks to our dedicated and consistent volunteers!

Our Altar Guild-ers are Petrina Grube, Heather Miles, Mary Ann Buxton-Krag, Sally Winn, John Harrison and Jette Swan. They are responsible for preparing the altar and elements for the service: the Gospel book and book stand, candles, chime bowl and the elements of communion - chalice, wine, bread and laver hand-washing bowl. We also set out a cup of water for the priest who is preaching - they are sometimes parched after the sermon!

Our Linen Team includes Ann Alpers and Helen Archer-Duste. Their standards are - thank goodness - always higher than mine. They battle weekly wine stains, launder and iron the linens we use in communion and on the altar.

We always, of course, welcome people to join us and learn more about the communion service and implements of worship. You will learn a *whole* vocabulary* that one day, if you're very lucky, will help you with a crossword puzzle or Scrabble game.

For those of you who follow these reports, you may remember that last year I'd mentioned polishing our brass fixtures with ketchup. This year, I have given that up and have returned to traditional brass polish. I found the ketchup did a fine initial polish - but that polish didn't seem to last as long as a traditional paste polishing job. Every day's a school day!

Flower Guild Report

Submitted by Noreen Huey

The Flower Guild, currently including Mary Balmana, Heather Miles, Elia Pochron & Noreen Huey, brings seasonal florals to beautify and enhance our worship space. We have enjoyed exploring the new SF Flower Mart as a key resource for wholesale flowers, greenery and supplies. If anyone is interested in checking it out, let one of us know!

This year we again utilized plants for a few seasonal periods to save on fresh flower costs, which have increased significantly. For Advent and Lent we typically use simple greenery, reflecting the more contemplative season. We are thankful for the continued support from our favorite plant guy, Taylor Pochron and Sloat Garden Center.

To help fund the work of the flower guild, we have re-instituted a flower chart, posted in the Narthex, to give parishioners an easier way to honor or remember loved ones, or to celebrate a special occasion. Suggested donation \$60. Please consider supporting the Flower Guild ministry in this way.

We welcome new volunteers to this ministry - anyone who loves flowers, plants and creating/designing, are invited to join the flower guild! No previous experience is necessary, and we are happy to partner with newcomers to show them the process. Speak to Noreen if you are interested in participating in the 2026 Flower Guild.

Sunday Silent Meditation Report

Submitted by Sandra Dratler

The Sunday Evening Silent Meditation Group has been meeting for nearly nine years. Our core group of St. James members is joined each Sunday by neighbors not otherwise affiliated with St. James. During 2025, several meditation participants also began attending Sunday Eucharist at St. James.

We find a quiet space to end the weekend, to take a break from the busyness of life, and to feel the power of prayerful meditation with a group. The group gathers quietly at 5:30 p.m. and prepares for our meditation together, listening to Gregorian chants. At 5:45 p.m. we commence 20 minutes of silence. We begin and end with spoken prayer. All are welcome.

St. James Faith in Action Report

Submitted by Sandra Dratler and Barbara Webb

Faith in Action is a ministry of St. James focused on social justice issues affecting parishioners and our community. Our collective efforts during 2025 were directed primarily at homelessness and housing justice issues. We hold quarterly meetings to provide updates and plan for future activities.

Project Homeless Connect

This has been a challenging year for Project Homeless Connect with whom we have partnered for over five years to provide outreach to our unhoused Richmond District neighbors. In early June, leadership at PHC received word that the City would no longer fund the long-standing grant that provides the bulk of PHC's operating expenses.

Representatives from St. James Faith in Action appeared before the San Francisco Board of Supervisors at committee and full board hearings. PHC was among 50 non-profits to experience these funding cuts. Despite support from our District Supervisor, Connie Chan, the money was not restored. PHC is operating month-to-month with private donations. PHC leadership is actively seeking alternative funding sources.

During the first half of the year, our work with the PHC CareVan gave opportunities to volunteer to bring services to our homeless and housing insecure neighbors. The primary activity was the monthly outreach walk. Volunteers have included Ed Wilcox, Margaret Stark-Roberts, Tom Matthews, Barbara Webb and Sandra Dratler, who paired up and went into the neighborhood, distributing hygiene kits and encouraging those in need to visit the PHC remote site set up at 7th and Geary to meet with counselors that day. This activity ceased in July 2025.

Members of St. James and friends have joined others at Bill Graham Auditorium for the quarterly Project Homeless Connect Community Day of Service. On that day, people are provided with needed medical, dental, housing and DMV services among others. This has been

an impactful event - both for participants and the volunteers. An event was held in March 2025 but future events have been put on hold due to the funding crisis.

The 4th Annual Craft Sale organized by Elizabeth Nelson was held in December and resulted in a donation to Project Homeless Connect amounting to over \$1,700, a record. Thanks to all the crafters who contributed and St. James members for their generous purchases.

Barbara and Sandra also put together special Christmas bags that included hygiene items and toiletries with extra socks, gloves and Christmas cookies. They were distributed just before Christmas in the name of St. James Faith in Action.

Evening Prayer

SJFIA led six Wednesday Evening Prayer services ranging from a summer revival of joy, tributes to our country and our city, a farewell to Rev. John Kirkley, an Earth Day celebration for the birds and a Caribbean Christmas. The services are well-attended and well-received. Plans are already laid out for next year. Please join us!

Second Annual Benefit Recital

SJFIA sponsored a classical music recital to benefit Project Homeless Connect on April 27, 2025. The free will offering raised \$700 for PHC. Ed Wilcox is the driving force behind this event which featured the violin soloist Ruby Luu, a former student of his.

Richmond District Advocacy Groups

SJFIA has continued its efforts to collaborate with other social justice organizations in the Richmond District. To that end, Richmond District Rising and West Side Tenants Association continue to hold their general meetings at St. James.

Other Activities

Individual members of SJFIA were active participants this year in housing, environmental and immigrant justice including issues related to contamination at Hunter's Point, immigrant accompaniment and advocating for rational zoning to meet the housing shortage in San Francisco.

This report also wishes to recognize the many unsung/unnamed heroes and heroines of St. James who put their faith into action every day through prayers and their own community activities.

Gardening Ministry Report

Submitted by Peter Krag

The grounds of St. James are maintained by Elizabeth Nelson, Margaret Stark-Roberts, and Peter Krag.

There are five small garden plots scattered around St. James' grounds: the rose bed, the children's bed east of the nave, the bougainvillea bed to the west and privet hedge east of the entry gate, and the secret bed off the alley west of the nave – which we call Debbie's Garden, after Debbie Sham.

In 2025, the stone pines were removed from the two square clay pots in the courtyard, and replaced with flowering perennials. Two of the roses were replaced. In the bougainvillea bed, the (yellow-flowering) Jasminum mesnyii was cut back hard and has responded nicely, and a Perovskia was added in the new space. The secret bed and children's bed saw no work other than routine maintenance tasks. Both irrigation controllers were replaced.

Liturgical Ministries Report

Submitted by Roger Wickstrom

Our St. James community is graced by a rich tradition of Liturgical Ministry and by a wide and diverse group of lay and clerical volunteers who serve and support our community through these ministries.

From serving as Eucharistic Ministers to serving as Coffee Hour hosts we offer and find nourishment in welcoming hospitality; from ushering for services to carrying the Crucifer or processional candles we offer up a worshipful space; from reading scripture and prayers to singing in the choir we raise our voices in worship.

Supporting our worship and community we are held up by the Healing Prayer Team, by the Flower Guild, by the Altar Guild, by the Offering Counting Team.

Liturgical Ministry is a way to serve our St. James community in rich and meaningful ways. All are welcome and if interested in serving in any of these or other ministries, speak to Rev. Chris or Rev. Shari, a Vestry member or myself, Roger Wickstrom.

Healing Prayer Ministry Report

Submitted by Elizabeth Nelson

Healing ministry has been a vibrant, lay-led ministry at St. James for decades. There are two “layers” to this ministry:

In-person, hands-on healing prayer at the 10:00 a.m. Sunday service during Communion, in the side-chapel. Warmest thanks to the small group of prayer leaders who conducted these weekly prayer liturgies in 2025: Kathy Crosby, John Harrison, Rose Scarff, and Shari Young.

Ongoing intercession by the Healing Prayer team, whose members faithfully remember all those for whom prayers have been requested at St. James. It's a privilege to join in prayer with Mary Balmana, Chris Chase, Kathy Crosby, Robert Foster, John Harrison, Anne Johnson, Pat Mayer, Rose Scarff, and Shari Young.

If at any time you'd like to ask for prayers for yourself or someone else, here's how it works:

- Contact me (eanelson415@gmail.com, or 415-387-5169), or the Rector or supply/interim clergy, and let us know your request.
- With your permission, the name of the person for whom prayers are requested will appear in the Sunday bulletin, and be spoken aloud in the Prayers of the People, for three Sundays in a row.
- During *and after* those three weeks, the person you've named to us will stay on the Healing Prayer team's prayer list *for as long as you confirm to us that they need prayer*. The Prayer Team coordinator checks in with requesters periodically to see if there are updates to help us "pray smarter."

We're here for you – and for anybody you love! Let us know how we can support you.

Lectio Divina Report

Submitted by Roger Wickstrom

Exploring prayerfully one aspect of the contemplative spirit of one's faith walk, the ancient Christian practice of Lectio Divina offers a beautiful, intimate experience of dwelling in God's Word. In response to this invitation, St. James offers a monthly evening gathering using this ancient Christian practice, a practice that through scriptural readings, prayerful meditation, sharing and prayer for each other, our community and our world, we are invited to step apart for a moment to rest in the presence of God. Begun some 17 years ago the Lectio Divina group is committed to continuing this practice and invite any interested in these evenings of prayer and quiet to speak to Rev. Chris, Mary Balmana, Petrina Grube or myself, Roger Wickstrom.

Hospitality Report

Submitted by Helen Archer-Dusté

Breaking bread together is a joyful part of our community! We are grateful for the members of our congregation who host this fellowship after the 0800 and 1000 services each Sunday...as well as those who contribute delicious gifts to our various special events throughout the year. Thank you for nourishing us in body and spirit!

Music Report

Submitted by Margaret Fonbertasse and Katherine Nägele-Lin

The St. James' music program, led by Cantor Katherine Nägele-Lin and Pianist Margaret Fondbertasse, continues to thrive, supported by the stability of weekly hour-long choir rehearsals immediately preceding the 10:00 a.m. Sunday service.

The choir is a *small yet mighty* and deeply dedicated ensemble with all voice parts beautifully represented. Current members—Kirstin Huiber, Jan Vennari, Rose Scarff, Grant Paul, Paul Sinclair, and Roger Wickstrom—present a weekly Anthem drawn from a wide range of musical genres, enriching worship through consistency, artistry, and care.

Katherine Nägele-Lin's rich contralto voice anchors both choir and congregation. Her leadership includes:

- Leading choir rehearsals, conducting, and singing whichever voice part is needed
- Singing psalms and Gospel acclamations with solo verses and congregational responses
- Providing a calm, meditative, and inviting musical presence when leading Taizé hymns during Communion
- Selecting anthems in collaboration with the rector and choir, and sometimes modifying arrangements to better suit our ensemble.

Her vocal warmth and steady musicianship create an atmosphere that supports prayerful reflection and congregational participation.

Margaret Fondbertasse offers a wide-ranging and thoughtful musical contribution, including:

- Classical and contemporary solo preludes and postludes
- Accompaniment for choir anthems and service music
- Selecting hymns and service music in collaboration with the rector and choir

She has shown particular sensitivity and adaptability in responding to the musical preferences of this year's changing clergy—the Rev. John Kirkley, the Rev. Ron Willis, and the Rev. Chris Chase—perceiving and supporting their individual approaches in order to best serve the liturgy and the congregation.

The choir observes a seasonal break from the First Sunday after Pentecost through the Twelfth Sunday after Pentecost, resuming rehearsals and anthems thereafter.

St. James Bread Report

Submitted by Peter Krag

In roughly 1998, at the instigation of Peabody Bradford, St. James congregation began to prepare our own eucharistic bread, using a recipe we obtained from the Diocese. It's a fairly simple and delicious recipe, including egg, milk & honey. Since then we have had a small rota to deliver sufficient bread for our services, and we have chosen to remain largely anonymous in our weekly contribution to the liturgy. The rota currently includes Ann Alpers, Dave Davies, Sandra Dratler, Peter Krag, and Margaret Stark-Roberts; we could always use more participants in this group.

2026 Vestry Candidates

Grant Paul

27 years as a pledging member of St. James

I have been a pledging member of St. James since 1998, shortly after I moved to San Francisco. St. James has been very important to me and my family. Both of my sons have been baptized at St. James, Quincy in 2003 and Archie in 2006. Quincy has also been confirmed in St. James. I led the kids Godly Play stories during church time for several years while my sons were both of that appropriate age. I also served on the vestry on two other occasions, around 2001 and 2011. For the past several years I have been active in the St. James choir, and occasionally play instruments for special music events. St. James has always been a special place to me, but it has taken new importance and significance in the last two years as I went through a divorce. I look forward to serving St. James again with my time and effort on the vestry.

Jette Swan



I have been a member of St. James since 2011, and have served on both the Deanery and Altar Guild.

My prior leadership experience outside of St. James includes having been a member of the core planning committees for several small music festivals from about 2005 - 2020. My roles included site selection, nomination of music selection committee, developing new programming, and leading up logistical teams. I was also on the board of directors for Friends of Camp Mather from 2005-2010 doing volunteer leadership and fundraising. In addition I served on the MTA Geary Citizens Advisory committee from 2005-2014. My favorite expressions for committee work are “perfect is the enemy of the good” and “everyone on a ship might be looking in different directions, but they all work to get to the same place.”

I'm excited to have an opportunity to serve on Vestry. St James has such a strong foundation in its organization as well as a real commitment to making sure that everyone in our diverse community is heard, seen, valued and supported. I hope to be a part of that work.

2026 Deanery and Diocesan Convention Candidates

Warren Wong

Forty years as a pledging member of St. James



We continue to be blessed by a strong and loving congregation. St. James is a wonderful, vibrant spiritual community transforming people's lives and building our relationship with Jesus Christ. As we call our next rector in 2026, I look forward to grounding our parish family in a healthy, spirit-led discernment.

I have participated in the following parish activities: vestry, healing ministry, vocation (chair), endowment, Eucharistic Minister/Visitor, rector search, stewardship (chair), and finance (chair).

Currently serving as delegate to Diocesan Convention and San Francisco Deanery. I've been fortunate to share this ministry with colleagues in neighboring congregations, especially as we work collaboratively around mission priorities. I love the Church and have an affinity for our governance and legislative process.

As a retired commercial real estate appraiser, I serve as co-chair of the Diocesan Real Estate Advisory Committee and was re-elected as a Lay Alternate Deputy to the 82nd General Convention to be held in Phoenix, AZ (2027).

I would be honored to continue as St. James' Convention Delegate. Thank you.

Mary Balmana

21 years as a pledging member of St. James.



I believe it is important to have diverse Diocesan representation. As a past SF Deanery Delegate, a trainee with the Industrial Area Foundation (an interfaith non-profit organizing coalition), a retired registered nurse leader, and a Filipina I have a unique perspective. I believe that I am qualified to represent our congregation's interests at a SF Deanery level at quarterly meetings and at the Annual Diocesan Convention.

I am a former vestry and Bishop Search Committee member, currently serving the SJ community as a member of the Rector Search Committee, I am also active in various ministries: Flower Guild, Lectio Divina, lector, lay preacher, healing ministry. Actively participating in social and spiritual programs, with a strong commitment to supporting Faith In Action and other ministries dedicated to social justice for the underserved, people of color, LGBTQ+ and the underrepresented. It would be an honor to serve as a delegate for St. James and connect with others at the SF Deanery and Diocesan level.

Deanery and Diocesan Convention Alternates

Jim Anderson



My name is James (Jim) Anderson, and I would like to be considered for a role as an SF Deanery Alternate Delegate. My wife, Sin Yi, who was baptized and confirmed at St. James, and I have called this wonderful parish home since 2019, though the pandemic led to a period of absence.

I was born into a family deeply rooted in Episcopal tradition, though my true conversion experience came later in adulthood. I have lived abroad for many years and have been actively involved in the Anglican Communion in the United States, Southern Africa, and Asia while working as an educator both here and abroad. Through this lens, I can say unequivocally that St. James is a uniquely loving and Spirit-filled community, and one we feel deeply privileged to call home/ I also have been enriched by all that St. James has to offer and make every effort to participate fully in the life of the parish.

I have long had an interest in Episcopal Church governance and in the Church's commitment to collaborative, prayerful decision making across differences. It is from this place of gratitude and discernment for leadership within the Episcopal Church that I offer myself for consideration.

Minutes of the 129th Annual Meeting
January 12, 2025
St James Episcopal Church
4620 California Street, San Francisco, CA 94118

1. Call to Order and Prayer

Pastor John Kirkley called the meeting to order.

2. Organizational Matters:

- Appointment of the Clerk of the Meeting: Tracey Thomas
- Certification of Quorum: Pastor John certified the quorum (10% of adult members of the parish present)
- Appointment of Parliamentarian: John Harrison
- Certification of the Minutes of the 128th Annual Parish Meeting; Pastor John certified.

3. Adoption of the Agenda

4. Rector's Report- The Rev. John Kirkley

- See written report
- Pastor John summarized his appreciation for the community and his upcoming transition to retirement.

5. Senior Warden's Report- Jan Vennari

See written report. An overview of the rector transition process was presented.

6. Junior Warden's Report- Ryzard Pochron

See written report.

MEP Project- Pastor John presented. The vestry has engaged Beth Morris (architect) and Erazm Pochron (project manager) to address the building improvement opportunities identified through the Mechanical, Electrical and Plumbing (MEP) assessment conducted by MK Engineering in Spring 2024. Conceptual architectural drawings were presented. The vestry will continue to lead the planning process and will keep the congregation apprised.

7. Treasurer's Report- Doug Bewsher (Treasurer) and Tom Matthews (Finance Chair)

See written report.

8. Revisions to Parish Bylaws

Updated parish bylaws (previously circulated) were approved.

9. Presentation of SF Deanery and St James Vestry Candidates:

Deanery delegates: Warren Wong and May Balmana

Vestry: Brooke Bengier, Kathy Crosby, St. John Barned-Smith

All were elected by acclamation.

10. Volunteer Recognition

Elia Pochron was recognized for her thoughtful management of the Chow estate.

All ministry volunteers were recognized.

11. Closing Prayer

The meeting was adjourned.