Archives

Diocese of Olympia

1551 10th Ave E, Seattle, WA 98102

**St. Luke’s Elma Records, 1910-2020**

**Collection Summary**

**Reference Code:** WaSeDOA

**Repository:** Diocese of Olympia Archives, Diocesan House, Seattle Washington

**Call Number:** 900

**Collector:** Diocese of Olympia

**Title:** St. Luke’s Elma Records

**Dates**: 1910-2020, No Date

**Size:** 7.762 Linear Feet

**Language(s):** Collection materials are in English.

**Abstract:** St. Luke’s in Elma, Washington, was founded in 1910 and existed until the late summer of 2020.

**Organizational History**

Pioneers began settling in the eastern part of Grays Harbor County, called Chehalis County, in the 1860s. In the 1800s, the string of settlements along the valley of the Chehalis River – Porter, Malone, Elma, Montesano, and the salt-water ports of Aberdeen and Hoquiam – were all in the development stages. The earliest recorded Anglican service in Elma was conducted in the Holliday family home in 1885. Organized Anglicanism came to Elma ten years later. In 1895 and 1896, the Rev. L.W. Applegate, a missionary for the Aberdeen congregation, traveled to Elma regularly to conduct services there and in nearby Porter. Bishop William Morris Barker confirmed 17 communicants on his two visits to Elma in 1895 and 1896. Over 21 baptisms are recorded for that period.

After that flurry of activity, little further Anglican effort occurred in Elma until 1910. That year, Bishop Frederic William Keator dispatched a Rev. Dr. King to renew the Elma mission. In short order, Dr. King mustered 59 Anglicans and organized a new mission congregation in January 1910. Sometimes holding services in a borrowed Baptist church, this little congregation produced 16 members for baptism and 18 candidates for confirmation. Bishop Keator came to Elma twice in that busy year of 1911; once to ordain Alfred Frost to the diaconate and place him in charge of the Elma effort, and once more in October 1911 for the consecration of the graceful little frame church dedicated to Saint Luke.

At that time, the Elma mission was separated from a similar congregation in nearby Montesano, the county seat. St. Luke’s grew modestly in its first decade, totaling 26 communicants by 1922. A slight increase, perhaps, but then Elma never was the sawmill boomtown that Aberdeen became, and it received none of the business and professional growth that the courthouse brought to Montesano. Elma had always been, and remained, a small local market center for the family farms of eastern Grays Harbor County.

During the quiet four decades between 1911 and 1951, the sacramental needs of St. Luke’s were supplied by clergy from Shelton, Aberdeen, Centralia, and Hoquiam. (Appropriately for a mission named for the Physician-Apostle, St. Luke’s was served in 1914-1915 by the Rev. Clarence Thwing, M.D.) In 1951, the St. Luke’s congregation, still numbering about the same size it had for 40 years, joined with St. Mark’s, Montesano, in the unified Eastern Grays Harbor Mission. This organization prevailed for over 30 years until St. Luke’s resumed its separate existence as a mission congregation in 1984.

In 1989 the Rev. John Metzler conducted a period of discernment and self-examination with the combined congregations of St. Luke’s and St. Mark’s with a view to the Total Common Ministry model. In 1990 the period of formation for the Total Common Ministry began under the leadership of the Rev. H. W. (Skip) Reeves, followed by the Rev. Robin Moore and the Rev. Joan Anthony. This led to the ordination of three TCM priests, the Rev. Bill Mutchler ordained in 1993; the Rev. Ed Brown, ordained in 1997; and the Rev. Steve Brill ordained in 1998.

Since the death of the Rev. Bill Mutchler and the retirement of the Rev. Ed Brown, the Rev. Steve Brill, priest, and the Rev. John Nemes, deacon, and Joan Niemann, deacon, conduct Eucharistic services every Sunday. Licensed ministers include worship leaders, Eucharistic visitors, Eucharistic ministers, and homilists. A very active youth group studied and discussed the Gospel and joined in the Eucharistic celebration. Outreach activities include leadership and participation in the Dispute Resolution Center in Montesano and a Saturday evening prayer service held at the Elma Care Center. The congregation also shares its building with Habitat for Humanity, quilters, and recovery groups. Over the years, St. Luke’s lost members, and by 2022, there were just six congregational members. The remaining members decided to close the church in the fall of 2022.

**Clergy:**

1895-1897 L.W. Applegate  
1911 John King  
1911 Alfred M. Frost  
1912-1913 Supplied by Rev. Messers. Luke, Howard and Lake.  
1914-1915 Clarence Thwing, M.D.  
1916 C.S. Morrison  
1918-1919 Harris  
1922-1929 George G. Ware (rector, Trinity, Hoquiam)  
1929-1945 S.P. Robertson (rector, St. Andrew’s, Aberdeen)  
1945-1948 James Murray (rector, St. John’s, Centralia)  
1949-1951 J. Gregory Lee (vicar, St. David’s, Shelton)  
1951-1955 Warren P. Frank (first resident priest of the Eastern Grays Harbor Mission)  
1956-1958 John Mann  
1958-1964 Rex C. Simms  
1964-1965 C.C. Carman  
1966-1969 E. Radcliffe  
1970-1971 E.O. Winckley  
1972-1980 R.L. Christie  
1980-1984 Walter Knowles (last resident priest of the Eastern Grays Harbor Mission)  
1985-1989 John Metzler  
1990-1993 Total Common Ministry Discernment & Formation  
1993-2004 George William (Bill) Mutchler  
1997-2002 Lawrence Edward Brown

1998-2010 Steve Brill,

2007-2009 Margaret Eliza Kaus

2011-2020 Supply Priests (include: Tom Halbrook, Glen DeShaw, and Ed Lovelady; the last ordained member was Deacon Joan Niemann)

**Arrangement**

Series 1. History, Maps, Letterhead, Mission Statement, 1991, 1992, No Date

Series 2. Church Registers, 1910-2020

Series 3. Correspondence, 1986-1991, 1997-1999, No Date

Series 4: Bishop’s Committee, 1916, 1984-2004, 2009-2009, 2011-2012

Subseries 4.1 Leadership Updates, 2012

Subseries 4.2 Congregation Leadership Report, 2014

Subseries 4.3 Bishop’s Committee Members, 1916, 1985, 1994

Subseries 4.4 Bishop’s Committee Correspondence, 1984-1988, 1991-1992, 1996, 1999, 2004,

2006-2008, 2010, No Date

Subseries 4.5 Bishops Committee Minutes, 1984-2003, 2006-2009, 2011-2012

Series 5: All Congregation Meeting, 2004

Series 6. Annual Meetings, 1977, 1984-1985, 1988-1989, 1991, 1993-1995, 1997, 2000, 2002, 2004-

2009, 2011-2014,

Series 7. Worship Committee, 1995, No Date

Series 8. Parochial Reports, 1991-2003, 2007, 2009, 2011-2012, 2014

Series 9. Financial Records, 1944, 1971, 1976, 1978, 1984-2020

Subseries 9.1 Treasurer Reports, 1987-1994

Subseries 9.2 Building Committee Final Report, 1991

Subseries 9.3 Building Fund, 1984-1985, 1987, 1991, 1995, No Date

Subseries 9.4 Tax Exempt Documents, 1944, 1971, 1976, 1992, 1997, 2003, 2011-2012, No

Date

Subseries 9.5 Net Disposable Income, 2010, 2013

Subseries 9.6 Stewardship Petition, 1984

Subseries 9.7 Audit Information, 1978, 1993

Subseries 9.8 General Ledgers and Spreadsheets, 1985-1992-1998, 2001, 2005-2008, No Date

Subseries 9.9 Grant Request and Proposals, ca. 1984-1991, 1995-1997

Subseries 9.10 Monthly Financial Reports, 1985-1986, 1988-2004, 2007-2009, 2011-2013,

2017-2020

Subseries 9.11 Diocesan Investment Fund Records, ca. 1997-2013

Subseries 9.12 Proposed and Approved Budgets, 1984, 1987, 1991-1994, 2009, 2019-2020

Subseries 9.13 Diocesan Assessments, 1991, 2000, 2011, 2012, 2015

Subseries 9.14 Tax Document Interest Form, 2011-2012

Subseries 9.15 Quarter Ending, 2009-2010

Subseries 9.16 Gifts, 2000, No Date

Subseries 9.17 Pledges, 1997-1999, 2002-2003

Subseries 9.18 Treasurer and Financial Correspondence, 1984-1995, 1997, 2000, 2002-2005,

2008-2009, 2012-2013, 2019

Series 10. Personnel File, 1996

Series 11. Clergy and St. Luke’s Ministry, 1967, 1984-1985, ca. 1987, 1990-1991, 1993-1994, 1996-

1999, 2003-2004, 2007, 2009-2010, 2014, No Date

Subseries 11.1 Congregations Priestly Ministry, No Date

Subseries 11.2 Standards and Procedures for Ordained Priesthood, ca. 1987

Subseries 11.3 Clergy Search 1991

Subseries 11.4 License, 2003, 2009

Subseries 11.5 Metzler, John – Letter of Expectations, 1985

Subseries 11.6 Brill, Steve, 1997, 1999, 2004

Subseries 11.7 Monroe, Sarah Beth, 2014

Subseries 11.8 McNaul, Robert, 1984

Subseries 11.9 Knowles, Rev. Walter, 1984

Subseries 11.10 Christie, Robert L. 1994

Subseries 11.11 Kaus, Margaret, 2007

Subseries 11.12 Bailey, Leo P., 1996, 1998-1999, No Date

Subseries 11.13 Sermons by Unknown Clergy, No Date

Subseries 11.14 “The Liturgy of the Lord’s Supper,” 1967

Subseries 11.15 Hallock, Donna – Worship Leader, 2010

Subseries 11.16 Lay reader Reports, 1985-1990, 1993

Series 12. Total Common Ministry, 1995-1997, 2006, 2008, 2011, No Date

Series 13. Ministry Circle, 2008, 2011

Series 14. Buildings and Grounds, 1908, 1984, 1986, 1988-1989, 1990-1993, 1995-1997, 1999, 2007-

2009, 2010-2012, 2015-2016, 2018-2020, No Date

Subseries 14.1 General Files, 1908, 1984, 1986, 1988-1989, 1990-1993, 1995-1997, 1999, 2007-

2009, 2010-2012, 2015-2016, 2018-2020, No Date

Subseries 14.2 Reports and Building Projects, 1989-1992, 1995, 2018-2019, No Date

Series 15. Insurance Information and Policies, 1986-1989, 1992-1994, 2007, 2009-2013, 2018-2020,

No Date

Series 16. Altar Guild, 1965, 1999, 2005, No Date

Series 17. Eastern Grays Harbor Mission, 1956-1957

Series 18. Service Bulletins, Ordinations, Special Service Program, U2Charist, 1977, 1990-1991, 1993,

1996, 1999, 2001-2002, 2004-2008, 2014, No Date

Series 19. Website Information, No Date

Series 20. Children’s Chapel, No Date

Series 21. Bishop Visitations, 1996, 2008

Series 22. Directory, 1997, 2008, 2014, No Date

Series 23. Diocesan Convention, 1985, 2012

Series 24. Guest Book, ca. 1997-2011

Series 25. Newsletters and Calendar of Events, 1991, 1995, 1997-1998, 2002-2004, 2007-2009, No

Date

Series 26. Twin Harbor Episcopal Churches, 1990-1992

Series 27. East County Ministerial Association, 1988, No Date

Series 28. Musical Appendix, No Date

Series 29. Pictures, Images, Audio, and Video Materials, 1922-1929, No Date

Series 30. Unsorted Papers, 1990, 1995-1996, 2009, No Date

**Scope and Content**

This collection documents the activities and the life of St. Luke’s Episcopal Church in Elma, Washington. This collection contains thirty (30) series and various subseries. The bulk of this collection comprises papers but includes photographs, artwork, audio cassette recordings, and objects. The paper records consist of the church registers, check registers, assessments, Bishop’s Committee minutes, financial records, newsletters, and annual meetings, among other records. The period of these records covers the majority of the history of St. Luke’s from 1910 until 1920; there are gaps, some of which are mainly seen from the 1950s until the early 1970s.

**Administrative Information**

**Preferred Citation:** [identify the item], [folder number], St. Luke’s Elma Records, 1910-2020, Diocese of Olympia.

**Provenance:** Records were created by St. Luke’s Episcopal Church within the Diocese of Olympia.

**Acquisition Information:** St. Luke’s Episcopal Church created and collected most of the collection within the Diocese of Olympia.

**Processing Information:** Processed by Erik R. Bauer, Archivist 2023.

**Access Rights:** The collection is open for research.

**Physical Access Restrictions:** None.

**Tech. Access Restrictions:** The Diocese of Olympia Archives may need the equipment to play back the video recordings. Access to digital files can be accessed by request to the archivist.

**Special Formats:** None.

**Copyright:** Ownership of the originals belongs to the Diocese of Olympia Archives, Seattle, Washington. Materials published before January 1, 1923, or improperly copyrighted, are in the public domain. All requests for permission to publish or quote must be submitted in writing to the archivist.

**Conservation Notes:** Staples were removed. Image files were renamed to provide better context about what the image is. Video Files were renamed to provide better context.

**Separated Material:** Video recording was placed into the Audio/Video Collection.

**Controlled Access Headings:**

**Corporate Name(s)**

Diocese of Olympia of the Episcopal Church (Wash.)

St. Luke’s Episcopal Church (Elma, Wash.)

**Genre(s)**

Elma (Wash.)

**Collection Inventory**

**Series 1: History, Maps, Letterhead, Mission Statement, 1991, 1992, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

History, No Date 1 1

Local Mission Statement Worksheet, 1991 1 2

Map/Directions, 1992 1 3

Letterhead, No Date 1 4

**Series 2: Church Registers, 1910-2020**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Church Registers, 1910-ca. 1953 1 5

Church Registers, 1951-2012 1 6

Church Registers, 1953-1967 1 7

Church Registers, 1967-1985 1 8

Church Registers, 1985-2018 1 9

Church Registers, 2018-2020 1 10

Baptism Records, 1992, 1994, 1996-1997, 2003-2004, No Date 1 11

Marriage Licenses, 1993-1994, 1996-2002, 2007 1 12

Vital Record Notes, No Date 1 13

**Series 3: Correspondence, 1986-1991, 1997-1999, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

General Correspondence, 1988-1990, 1997-1999, No Date 1 14

Correspondence with City of Elma, 1986-1987, 1990-1991, No Date 1 15

**Series 4: Bishop’s Committee, 1916, 1984-2004, 2009-2009, 2011-2012**

**Subseries 4.1 Leadership Updates, 2012**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Leadership Updates, 2012

**Subseries 4.2 Congregation Leadership Report, 2014**

**Container Folder**

**Folder Title** **Number**  **Number**

Title/Date

Congregation Leadership Report, 2014 1 16

Bishop Committee Members, 1985, 1994 1 17

**Subseries 4.3 Bishop Committee Members (Copy), 1916**

**Container Folder**

**Folder Title** **Number**  **Number**

Title/Date

Bishop Committee Members (Copy), 1916 1 18

**Subseries 4.4 Bishop’s Committee Correspondence, 1984-1988, 1991-1992, 1996, 1999, 2004,**

**2006-2008, 2010, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Bishop’s Committee Correspondence, 1984-1988, 1991-1992, 1 19

1996, 1999, 2004, 2006-2008, 2010, No Date

**Subseries 4.5 Bishops Committee Minutes, 1984-2003, 2006-2009, 2011-2012**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Bishop’s Committee Minutes, 1984 1 20

Bishop’s Committee Minutes, 1985 1 21

Bishop’s Committee Minutes, 1986 1 22

Bishop’s Committee Minutes, 1987 1 23

Bishop’s Committee Minutes, 1988 1 24

Bishop’s Committee Minutes, 1989 1 25

Bishop’s Committee Minutes, 1990 1 26

Bishop’s Committee Minutes, 1991 1 27

Bishop’s Committee Minutes, 1992 1 28

Bishop’s Committee Minutes, 1993 1 29

Bishop’s Committee Minutes, 1994 1 30

Bishop’s Committee Minutes, 1995 1 31

Bishop’s Committee Minutes, 1996 1 32

Bishop’s Committee Minutes, 1997 1 33

Bishop’s Committee Minutes, 1998 1 34

Bishop’s Committee Minutes, 1999 1 35

Bishop’s Committee Minutes, 2000 1 36

Bishop’s Committee Minutes, 2001 1 37

Bishop’s Committee Minutes, 2002 1 38

Bishop’s Committee Minutes, 2003 1 39

Bishop’s Committee Minutes, 2006 1 40

Bishop’s Committee Minutes, 2007 1 41

Bishop’s Committee Minutes, 2008 1 42

Bishop’s Committee Minutes, 2009 1 43

Bishop’s Committee Minutes, 2011 1 44

Bishop’s Committee Minutes, 2012 1 45

**Series 5: All Congregation Meeting, 2004**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

All Congregation Meeting, 2004 1 46

**Series 6: Annual Meetings, 1977, 1984-1985, 1988-1991, 1993-1995, 1997, 2000, 2002, 2004-**

**2009, 2011-2014**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Annual Meeting for 1977 1 47

Annual Meeting for 1984 1 48

Annual Meeting for 1985 1 49

Annual Meeting for 1988 1 50

Annual Meeting for 1989 1 51

Annual Meeting for 1990 1 52

Annual Meeting for 1991 1 53

Annual Meeting for 1993 1 54

Annual Meeting for 1994 1 55

Annual Meeting for 1995 1 56

Annual Meeting for 1997 1 57

Annual Meeting for 2000 1 58

Annual Meeting for 2002 1 59

Annual Meeting for 2004 1 60

Annual Meeting for 2005 1 61

Annual Meeting for 2006 1 62

Annual Meeting for 2007 1 63

Annual Meeting for 2008 1 64

Annual Meeting for 2009 1 65

Annual Meeting for 2011 1 66

Annual Meeting for 2012 1 67

Annual Meeting for 2013 1 68

Annual Meeting for 2014 1 69

**Series 7: Worship Committee, 1995, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Worship Committee Report, 1995 1 70

Worship Committee, No Date 1 71

**Series 8: Parochial Reports, 1991-2003, 2007, 2009, 2011-2012, 2014**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Parochial Reports, 1991 1 72

Parochial Reports, 1992 1 73

Parochial Reports, 1993 1 74

Parochial Reports, 1994 1 75

Parochial Reports, 1995 1 76

Parochial Reports, 1996 1 77

Parochial Reports, 1997 1 78

Parochial Reports, 1998 1 79

Parochial Reports, 1999 1 80

Parochial Reports, 2000 1 81

Parochial Reports, 2001 1 82

Parochial Reports, 2002 1 83

Parochial Reports, 2003 1 84

Parochial Reports, 2007 1 85

Parochial Reports, 2009 1 86

Parochial Reports, 2011 1 87

Parochial Reports, 2012 1 88

Parochial Reports, 2014 1 89

**Series 9: Financial Records, 1944, 1971, 1976, 1978, 1984-2020**

**Subseries 9.1 Treasurer Reports, 1987-1994**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Treasurer Reports, 1987-1994 1 90

**Subseries 9.2 Building Committee Final Report, 1991**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Building Committee Final Report, 1991 1 92

**Subseries 9.3 Building Fund, 1984-1985, 1987, 1991, 1995, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Aberdeen Federal – St. Luke’s Building Fund, 1984-1985, 1987 1 93

Citizens Bank – St. Luke’s Building Fund, 1995 1 94

Building Fund Notes, No Date 1 95

**Subseries 9.4 Tax Exempt Documents, 1944, 1971, 1976, 1992, 1997, 2003, 2011-2012, No**

**Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Tax Exempt Documents, 1944, 1971, 1976, 1992, 1997, 2003, 1 96

2011-2012, No Date

**Subseries 9.5 Net Disposable Income, 2010, 2013**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Net Disposable Income, 2010, 2013 1 97

**Subseries 9.6 Stewardship Petition, 1984**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Stewardship Petition, 1984 1 98

**Subseries 9.7 Audit Information, 1978, 1993**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Audit Instructions, 1978 1 99

Mission Audit, 1993 1 100

**Subseries 9.8 General Ledgers and Spreadsheets, 1985-1992-1998, 2001, 2005-2008, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

General Ledger, 1985-1987 4

General Ledger, 1987-1988 4

General Ledger, 1989-1992 4

General Ledger, 1996-1998 4

General Ledger, 2005-2008 4

Check Register, 1989-1993 4

Check Register, 1993-1995 4

Check Register, 1994-2001 4

Check Register, 1998-2001 4

Spreadsheets, No Date 1 101

**Subseries 9.9 Grant Request and Proposals, ca. 1984-1991, 1995-1997**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Grant Request, ca. 1984 1 102

Grant Request, ca. 1985 1 103

Grant Request, 1986 1 104

Grant Request, 1987 1 105

Grant Request, 1988 1 106

Grant Request, 1989 1 107

Grant Request, 1990 1 108

Grant Request, 1991 1 109

Grant Request, 1995 1 110

Grant Request, 1996 1 111

Grant Request, 1997 1 112

**Subseries 9.10 Monthly Financial Reports, 1985-1986, 1988-2004, 2007-2009, 2011-2013,**

**2017-2020**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Monthly Financial Reports, 1985 1 113

Monthly Financial Reports, 1986 1 114

Monthly Financial Reports, 1988 1 115

Monthly Financial Reports, 1989 1 116

Monthly Financial Reports, 1990 1 117

Monthly Financial Reports, 1991 1 118

Monthly Financial Reports, 1992 1 119

Monthly Financial Reports, 1993 1 120

Monthly Financial Reports, 1994 1 121

Monthly Financial Reports, 1995 1 122

Monthly Financial Reports, 1996 1 123

Monthly Financial Reports, 1997 1 124

Monthly Financial Reports, 1998 1 125

Monthly Financial Reports, 1999 2 126

Monthly Financial Reports, 2000 2 127

Monthly Financial Reports, 2001 2 128

Monthly Financial Reports, 2002 2 129

Monthly Financial Reports, 2003 2 130

Monthly Financial Reports, 2004 2 131

Monthly Financial Reports, 2007 2 132

Monthly Financial Reports – January, 2008 2 133

Monthly Financial Reports – February, 2008 2 134

Monthly Financial Reports – March, 2008 2 135

Monthly Financial Reports – April, 2008 2 136

Monthly Financial Reports – June, 2008 2 137

Monthly Financial Reports – July, 2008 2 138

Monthly Financial Reports – August, 2008 2 139

Monthly Financial Reports – September, 2008 2 140

Monthly Financial Reports – October, 2008 2 141

Monthly Financial Reports – November, 2008 2 142

Monthly Financial Reports – December, 2008 2 143

Monthly Financial Reports, 2009 2 144

Monthly Financial Reports – February, 2011 2 145

Monthly Financial Reports – March, 2011 2 146

Monthly Financial Reports – April, 2011 2 147

Monthly Financial Reports – May, 2011 2 148

Monthly Financial Reports – June, 2011 2 149

Monthly Financial Reports – July, 2011 2 150

Monthly Financial Reports – August, 2011 2 151

Monthly Financial Reports – September/October, 2011 2 152

Monthly Financial Reports – November, 2011 2 153

Monthly Financial Reports – December, 2011 2 154

Monthly Financial Reports – January, 2012 2 155

Monthly Financial Reports – February, 2012 2 156

Monthly Financial Reports – March, 2012 2 157

Monthly Financial Reports – April, 2012 2 158

Monthly Financial Reports – May/June, 2012 2 159

Monthly Financial Reports – July, 2012 2 160

Monthly Financial Reports – August, 2012 2 161

Monthly Financial Reports – September, 2012 2 162

Monthly Financial Reports – October, 2012 2 163

Monthly Financial Reports – November, 2012 2 164

Monthly Financial Reports – December, 2012 2 165

Monthly Financial Reports – January, 2013 2 166

Monthly Financial Reports – February, 2013 2 167

Monthly Financial Reports – March, 2013 2 168

Monthly Financial Reports – April, 2013 2 169

Monthly Financial Reports – May, 2013 2 170

Monthly Financial Reports – June, 2013 2 171

Monthly Financial Reports – July, 2013 2 172

Monthly Financial Reports – August, 2013 2 173

Monthly Financial Reports – September, 2013 2 174

Monthly Financial Reports – October, 2013 2 175

Monthly Financial Reports –November, 2013 2 176

Monthly Financial Reports – December, 2013 2 177

Monthly Financial Reports, 2017 2 178

Monthly Financial Reports, 2018 2 179

Monthly Financial Reports, 2019 2 180

Monthly Financial Reports, 2020 2 181

**Subseries 9.11 Diocesan Investment Fund Records, ca. 1997-2013**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

DIF Account Reports, ca. 1997-2013 2 182

DIF – Summary of Funds, 2003 2 183

DIF – St. Luke’s, Elma, 1990-1998, 2000, 2002 2 184

Shovar Downs Memorial Account, 1990-1997, 2000, 2002 2 185

2005-2006, 2018-2019

**Subseries 9.12 Proposed and Approved Budgets, 1984, 1987, 1991-1994, 2009, 2019-2020**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Annual Budget, 1984 2 186

Proposed Budget, 1987 2 187

Proposed Budget, 1991 2 188

Proposed Budget, 1992 2 189

Proposed Budget, 1993 2 190

Proposed Budget, 1994 2 191

Proposed Budget, 2019 2 192

Proposed Budget, 2009 2 193

Budget, 2020 2 194

**Subseries 9.13 Diocesan Assessments, 1991, 2000, 2011, 2012, 2015**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Assessment History, 1991 2 195

Assessment Worksheet 2 196

Assessment – Diocese of Olympia, 2011 2 197

Assessment – Diocese of Olympia, 2012 2 198

Assessment – Diocese of Olympia, 2015 2 199

**Subseries 9.14 Tax Document Interest Form, 2011-2012**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Tax Interest Form Documents, 2011-2012 2 200

**Subseries 9.15 Quarter Ending, 2009-2010**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Quarter Ending, 2004-2010 2 201

**Subseries 9.16 Gifts, 2000, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Gifts, No Date 2 202

Barbara Trammell Car Donation, 2000 2 203

**Subseries 9.17 Pledges, 1997-1999, 2002-2003**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Pledges, 1997-1999, 2002-2003 2 204

**Subseries 9.18 Treasurer and Financial Correspondence, 1984-1995, 1997, 2000, 2002-2005,**

**2008-2009, 2012-2013, 2019**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

DIF Account Correspondence, 1983-1989, 1991, 1994, 1997 2 205

2002, No Date

Treasurer/Finance Correspondence, 1984-1995, 1997, 2000-2005 2 206

2008-2009, 2012-2013, 2019

**Series 10. Personnel File, 1996**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Angela Cannady Personnel File, 1996 2 207

**Series 11. Clergy and St. Luke’s Ministry, 1967, 1984-1985, ca. 1987, 1990-1991, 1993-1994, 1996-1999, 2003-2004, 2007, 2009-2010, 2014, No Date**

**Subseries 11.1 Congregations Priestly Ministry, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Congregation’s Priestly Ministry 2 208

**Subseries 11.2 Standards and Procedures for Ordained Priesthood, ca. 1987**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Standards and Procedures for Ordained Priesthood, ca 1987 2 209

**Subseries 11.3 Clergy Search 1991**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Clergy Search, 1991 2 210

**Subseries 11.4 License, 2003, 2009**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Joan Niemann License, 2003 2 211

Jeauette V. Holuk Eucharist License Renewal Form, 2 212

**Subseries 11.5 Metzler, John – Letter of Expectations, 1985**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Metzler, John – Letter of Expectations, 1985 2 213

**Subseries 11.6 Brill, Steve, 1997, 1999, 2004**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Rev. Steve Brill Papers, 1997, 1999, 2004 2 214

**Subseries 11.7 Monroe, Sarah Beth, 2014**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Sarah Beth Monroe Ordination Program, 2014 2 215

**Subseries 11.8 McNaul, Robert, 1984**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Rev. Walter McNaul Correspondence, 1984 2 216

**Subseries 11.9 Knowles, Rev. Walter, 1984**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Rev. Walter Knowles Letter of Appointment, 1984 2 217

Rev. Walter Knowles Correspondence, 1984 2 218

**Subseries 11.10 Christie, Robert L. 1994**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Robert L. Christie Correspondence, 1994 2 219

Subseries 11.11 Kaus, Margaret, 2007

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Margaret Kaus, 2007 2 220

**Subseries 11.12 Bailey, Leo P., 1996, 1998-1999, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Leo P. Bailey Correspondence, 1996 2 221

Leo P. Bailey Sermons, 1998-1999, No Date 2 222

**Subseries 11.13 Sermons by Unknown Clergy, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Sermons by Unknown Clergy, No Date 2 223

**Subseries 11.14 “The Liturgy of the Lord’s Supper,” 1967**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

“The Liturgy of the Lord’s Supper,” 1967 2 224

**Subseries 11.15 Hallock, Donna – Worship Leader, 2010**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Worship Leader – Donna Hallock, 2010 2 225

**Subseries 11.16 Lay Reader Reports, 1985-1990, 1993**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Lay Reader Reports, 1985-1990, 1993 2 226

**Series 12. Total Common Ministry, 1995-1997, 2006, 2008, 2011, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

A Total Ministry – A History, 2006 2 227

Total Common Ministry Baptism, 1995, 2007 2 228

“One Body, One Spirit,” No Date 2 229

“The Pleasure of Each Other’s Company,” 2008 2 230

Total Common Ministry Notes, 1995-1997 2 231

Total Common Ministry Readings, 1994-1997, No Date 2 232

Total Common Ministry Establishment Certificate, 2006 5

**Series 13. Ministry Circle, 2008, 2011**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Ministry Circle, 2008, 2011 2 233

**Series 14. Buildings and Grounds, 1908, 1984, 1986, 1988-1989, 1990-1993, 1995-1997, 1999, 2007-**

**2009, 2010-2012, 2015-2016, 2018-2020, No Date**

**Subseries 14.1 General Files, 1908, 1984, 1986, 1988-1989, 1990-1993, 1995-1997, 1999, 2007-**

**2009, 2010-2012, 2015-2016, 2018-2020, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Strategic Plan for Mutual Ministry, January, 2008 2 234

Policies, No Date 2 235

Parish Hall User Agreement, 1995 2 236

Celebration for Parish Hall Facilities, 1992 2 237

Plan for Upgrades, 1989, No Date 2 238

Roofing Bids, 2011, 2015 2 239

Washington Property Tax Exemption, 1991, 1995, 1997, 2 240

2007-2009

Washington Property Tax Exemption, 2012 2 241

Grays Harbor County Property Tax Exemption, 1996, 2018-2020 2 242

City of Elma Correspondence and Resolutions, 1986, 1991 2 243

Record of Keys, ca. 2012 2 244

Property Correspondence, 1990, 1996 2 245

Release of Lien Claim, 1991 2 246

Cornerstone Construction, 1992 2 247

Building Agreement Forms, 1990-1991, No Date 2 248

Financial Statement – Building Upgrades, 1991 2 249

Property Map, 1908, 1986, No Date 2 250

Building Drawings, 1988, 1990, No Date 2 251

Speaker Setup, No Date 2 252

Corrected Plots of the City of Elma, January 26, 1988 5

Additional Corrected Plots of the City of Elma, 1988 5

Additional Corrected Plots of the City of Elma, 1988 5

Additional Corrected Plots of the City of Elma, 1988 5

Additional Corrected Plots of the City of Elma, 1988 5

**Subseries 14.2 Reports and Building Projects, 1989-1992, 1995, 2018-2019, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Sprinkler System, No Date 3 253

Maintenance Repairs, 1984, 1986, 1988, 1991, 1993, 1997 3 254

1999, 2008, 2010, 2018, 2020, No Date

New Furnace Proposal, 2016 3 255

Building Contract, 1991 3 256

Inspection Report, 2019 3 257

Report to Vestry, ca. 1991 3 258

Building Project, 1989-1992, 1995, No Date 3 259

Child Care, 2018 3 260

**Series 15. Insurance Information and Policies, 1986-1989, 1992-1994, 2007, 2009-2013, 2018-2020, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Insurance Info, 1986 3 261

Insurance Policy, 1987 3 262

Insurance Info, 1988 3 263

Insurance Policy, 1989 3 264

Insurance, 1992 3 265

Insurance Policy, 1993 3 266

Insurance, 1994 3 267

Insurance Bills, 2007, 2009-2013, 2018-2020 3 268

Insurance Correspondence, No Date 3 269

**Series 16. Altar Guild, 1965, 1999, 2005, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Altar Guild, 1965, 1999, 2005, No Date 3 270

Guild Photograph, July 1, 1965 3 271

**Series 17. Eastern Grays Harbor Mission, 1956-1957**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

EGHEM – Receipt, 1956 3 272

EGHEM – Title Insurance, 1956 3 273

EGHEM – Promissory Note, 1956 3 274

EGHEM – Buyers, Sellers, and Final Statement, 1956 3 275

EGHEM – Correspondence, 1956-1957 3 276

EGHEM – Earnest & Money Receipt Agreement, 1956-1957 3 277

EGHEM – Statutory Warranty Deed, 1957 3 278

EGHEM – Indemnity Agreement, 1957 3 279

EGHEM – Bishop’s Committee Minutes, 1984, No Date 3 280

**Series 18. Service Bulletins, Ordinations, Special Service Program, U2Charist, 1977, 1990-1991, 1993, 1996, 1999, 2001-2002, 2004-2008, 2014, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Service Bulletins, Ordinations, Special Service Program, 3 281

U2Charist, 1977, 1990-1991, 1993, 1996, 1999, 2001-2002,

2004-2008, 2014, No Date

Thanksgiving Service, November 22, 2007 3 282

Music Service Program, 2007 3 283

Special Service Programs, 2001-2002, 2004, 2006-2008, 2014 3 284

Special Events, 1990, 2006 3 285

U2charist – Program & Info, ca. 2006 3 286

Easter – Holy Eucharist, 2007 3 287

Blessing of a New Ministry & Home, No Date 3 288

Holy Eucharist – Prayers – Lent, 2007 3 289

Programs from Other Churches, 1991, No Date 3 290

“Celebrate! Order of Service : Liturgy & Music 4

**Series 19. Website Information, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Website Information, No Date 3 291

**Series 20. Children’s Chapel, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Children’s Chapel, No Date 3 292

**Series 21. Bishop Visitations, 1996, 2008**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Bishop Visitations, 1996, 2008 3 293

**Series 22. Directory, 1997, 2008, 2014, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Directory, 1997 3 294

Directory, 2008 3 295

Directory, 2014 3 296

Directory, No Date 3 297

**Series 23. Diocesan Convention, 1985, 2012**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Diocesan Convention, 1985 3 298

Diocesan Convention, 2012 3 299

**Series 24. Guest Book, ca. 1997-2011**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Guest Book, ca. 1997-2011 3 300

**Series 25. Newsletters and Calendar of Events, 1991, 1995, 1997-1998, 2002-2004, 2007-2009, No**

**Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Newsletter, 1995, 1997-1998, 2002-2004, No Date 3 301

Calendar of Events, 1991, 1997-1998, 2003-2004, 2007-2009 3 302

**Series 26. Twin Harbor Episcopal Churches, 1990-1992**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Twin Harbor Episcopal Churches, 1990-1992 3 303

**Series 27. East County Ministerial Association, 1988, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

East County Ministerial Association, 1988, No Date 3 304

**Series 28. Musical Appendix, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Musical Appendix, No Date 3 305

**Series 29. Pictures, Images, Audio, and Video Materials, 1922-1929, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Watercolor of St. Luke’s, Elma – by Jenny Goeres, No Date 3 306

The Rev. George Garbett Ware Photograph, 1922-1929 3 307

Unknown Service at St. Luke’s, Elma 3 308

Service at St. Luke’s Elma, No Date 3 309

Bishop Suffragan Bavi Edna Rivera, St, Luke’s, Elma, No Date 3 310

The exterior of St. Luke’s Elma, No Date 3 311

Bishop Rickel visit to St. Luke’s, Elma, No Date 3 312

Painting of St. Luke’s Elma by Rith [unclear], No Date 5

**Series 30. Unsorted Papers & Objects, 1990, 1995-1996, 2009, No Date**

**Container Folder**

**Folder Title** **Number**  **Number**

Title, Date

Diocese of Olympia Archives, 1990 3 313

Campaign Message, 1995-1996, No Date 3 314

Church Pension Group Correspondence, 2009 3 315

Cross Necklace, No Date 5