

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday January 16, 2019

GRACE HOUSE, CONFERENCE ROOM

Update Date: 1/5/2020

SUMMARY:

MOTIONS:

- The Treasurer's Report, Balance Sheet and P&L, Rector's report, and Commission reports from Children and Youth, Fellowship and Pastoral Care were approved.
- The 2019 budget as submitted by the Treasurer and Finance Committee was approved
- The motion to designate the Miller and Dent estate donations to the St. Timothy's endowment fund was approved.
- The motion to allocate the 2018 net income to a new Pledge Reserve account, the Endowment account and Maintenance Reserve as submitted by the Treasurer was approved.
- The vestry voted to approve the Outreach request for the date for FOTH 2019 as Saturday, May 18, 2019

ACTION ITEMS:

- Create a plan to address the **storage of photographs** taken by Cathy Hager of Youth and Children's activities for discussion by vestry at the next regular vestry meeting – Cathy H./Mike Olden
- The Rector, Worship, Formation and Fellowship Commissioners will come up with a proposal for the **allocation of the \$7000 to promote church growth** by the March 2019 vestry meeting.

Attendees: Nancy Arroyoavila, Rev. Todd Bryant, Jim Coleman, Wally DeYoung, Kari Doolittle, Dick Firth, Allison Fletcher, Rev. Susan Geissler-O'Neil, Cathy Hager, Alison Hill, Ed Liggins, Tom Linari, Neal Matsunaga, Lisa Perry

Absent: Sally Shea Potts, James Vila

- 1. Opening Prayer** – Pastor Todd led a discussion of the wedding in Cana – John 2:1-10
- 2. Review and Confirm Agenda** - no changes were proposed at this point in the meeting
- 3. Introduction of Guests** – There were five (5) guests – Linda Clark, Trudy MacMillan, Mike Olden, Susan Oki and Jim Pope
- 4. Recurring Action Items** – The following items were approved:
 - a. Minutes from the December vestry meeting were approved with an amendment (under MOTIONS: "A modified budget was approved which removed \$7000 from Administration (for mailings) and moved that money to the Contingency line item; it will be allocated by the 2019 vestry. The Rector, Worship, Formation and Fellowship Commissioners will come up with a proposal for the allocation of the \$\$ to promote church growth by the March 2019 vestry meeting.")
 - b. Treasurers Report, Balance Sheet and P&L through December 31, 2018
 - c. Rector's Report
 - d. Commission Reports
 - Children and Youth

- Fellowship
- Pastoral Care Report

5. Non-Recurring Action Items

a. 2019 Budget.

Approve the amended 2019 budget for St. Timothy's Episcopal Church, as submitted by the Treasurer and Finance Committee.

MOTION: Accept the 2019 budget as outlined. By Ed L./2nd Dick F. **PASSED** with no vote against.

b. Estate Donations

Recommend designating Miller (\$23,709) and Dent (about \$7,200) estate donations to St. Timothy's endowment fund.

- Neal discussed that this was the intent by the individuals when the paperwork was signed.
- The \$\$ were distributed by the estates to St. Timothy's per the individuals' wishes.
- Per Ed: Both families were part of the Legacy Society. He remarked, "In future, we need to be careful to know the wishes of individuals regarding donations."

MOTION: Designate the noted estate donations to the St. Timothy's endowment fund.
By Kari D./2nd Alison H. **PASSED** with no vote against.

c. 2018 Net Income

At the December 2018 vestry meeting, the Vestry approved moving all 2018 net income to the long-term maintenance account. Neal recommends a change to instead move:

\$24,100.00 to a new Pledge Reserve account

\$23,709.00 to the Endowment account

\$ 1,878.61 to Maintenance Reserve account

- Per Neal: The change is being proposed due to the anticipated shortfall in pledge income for 2019. The \$24K to the new Pledge Reserve account will address the shortfall in the operating budget.
- Per Neal: Moving the \$\$ to 2019 will also result in it not being counted as 2018 income and hence we will see that impact in the 2021 Diocesan Assessment.

MOTION: Accept the revised allocation for moving the 2018 net income.
By Kari D./2nd Alison H. **PASSED** with no vote against.

d. Outreach – Date for FOTH 2019 – Saturday, May 18, 2019

MOTION: Approve the schedule for FOTH 2019. By Kari D./2nd Tom L. **PASSED** with no vote against.

6. Discussion Items

a. Discussion of items in the Rector's Annual Report – Pastor Todd

1. Grow St. Timothy's spiritually and numerically

Evangelism is key to our growth and getting more people in the seats. We want growth through intentional marketing. Build on such things as Invite, Welcome, Connect; inviting people is important then connecting by deepening our spirituality and programs.

- Per Pastor Todd: Currently, the average newcomer is in their 60's
- Per Linda C.: Knowing and focusing on "What people are looking for ..."
- Per Mike Olden: Suggest a forum to understand what they want and encourage organic growth.

2. **Further embed St. Timothy's into the larger San Ramon Valley area**

Ambassadors are a low risk approach. Recruit 2-4 people to the position – Wally De Young and Leslie Lucas are already onboard to be Ambassadors.

OBJECTIVE

- + Connect with Community Leaders and build on our embedded relationships
- + High School youth focus on Service, Service, Service

IDEAS/COMMENTARY

- Per Mike Olden: We need to understand "How to engage and sustain High School youth"
- Per Jim C.: Rotary has a Saturday program for helping the elderly we could connect to
- Per Todd: Mark Spaulding organizes periodic trips to Mexico to help build houses in the Tijuana area
- Per Alison H.: Broad spirituality – what do they want
- Per Lisa P.: Expand on fellowship
- Per Mike Olden: A clear message on Christianity to reach the community
- Per Pastor Todd: They may not have a religious vocabulary. We need to provide something to enrich kids not interested in religion – focus on things they can get involved in (Service, Service, Service). A message that "sizzles".
- Per Nancy A.: They want to know the impact they are having
- Per Linda C.: They want to be empowered
- Per Pastor Todd: Where is our passion ...
- Per Nancy A.: Look at the checkbook and where our money is going. Our \$\$ needs to align to our mission

3. **Facility upkeep and future capital campaign**

We need to discern a compelling message. We need \$100,000 per year to maintain our campus; that is approximately 25 new pledging families per year.

- Per Ed L.: We have a great 5 acre campus and need to maintain it
- Per Dick F.: Look at fund-raising for the campus maintenance

4. **Rector's Personal Goal**

Participation in Missional Leadership Cohort – selected out of 100's of other clergy. It will enable renewal of mind and facilitate personal growth that will be funneled into achieving the parish goals.

b. Question from Children/Youth Report – Safe place to store pictures – Cathy Hager

Is there a safe place to store pictures? Part of my ministry is to take pictures to document what our kids do and capture moments in the sanctuary and events. Right now they live on my phone. We do have to be careful about publishing, but if we had permission, we could use select pictures to show that we really do have kids attending and loving our service.

- Per Cathy: She has numerous pictures on her mobile phone which represent candid views of youth in our services and events. She would like to ensure that these are offloaded to a safe place for potential future use in advertising.
- Per Mike Olden: There are several options for repositories for photographs which are password protected.
- Per Cathy: Some individuals do not want their pictures on the internet.
- Per Pastor Todd: This should be a future action for Administration and Technology commissioner.

ACTION: Cathy and Mike to derive a plan of action to address photograph storage for discussion by vestry.

c. 2019 Vestry Meeting Closing Prayer Sign-Ups

No discussion

7. FYI

- a. Wednesday nights during lent – “Living the Life Model” – Lisa P.
- b. Scheduling a “Parents Night Out” event to support the community – Susan G./Kim B.
- c. Immediately following the Annual Meeting there will be a brief meeting of the 2019 Vestry to elect officers and approve signature resolutions.
- d. Vestry Retreat: at the Bryant’s
Feb 1 – 6:30 – 9:30 pm
Feb 2 – 8:00 – 12 noon
- e. Feb 9 – Endowment program at St. Timothy’s
- f. Feb 23 – [Beloved Community Training](#) @ Grace Cathedral – 9 a.m. to 3:30 p.m.

8. Closing Prayer – Lisa Perry

Notes taken by Susan Oki in the absence of Sally Shea Potts

Report updated by Sally Shea Potts to add reports submitted prior to the meeting

St Timothy's Calendar for Vestry as of 01/08/2019

Items in red have been added since the last vestry meeting

2019	
Wednesday, January 16 - 6:30 pm	Vestry Meeting
Friday, January 18	Annual Report input due to Clerk or Google Drive
Monday, January 21 – MLK Day	Parish Office Closed (tentative)
Tuesday, January 22 – 2:00 pm	Tea and Conversation – Grace House
Sunday, January 27 11:30 am	Annual Meeting followed by brief vestry meeting
Friday, Feb. 1 – Saturday, Feb. 2	Vestry Retreat
Monday, Feb 11 – Sunday, Feb 24	Winter Nights Shelter
Monday, February 18 – President’s Day	OPTIONS Staff Retreat in Grace House (all day)
Wednesday, March 20 - 6:30 pm	Vestry Meeting
Saturday, May 18	FOTH - 2019

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Sunday, January 27, 2019
 Vestry Retreat – Friday-Saturday, February 1-2, 2019
 Next Regular Vestry Meeting – Wednesday, March 20, 2019

2019 Annual Meeting- Rector's Report

It has been a very good year. We have found our groove together. In 2018 the biggest community experience was the service schedule change. Based on your feedback, we built a schedule that serves us pretty well. It's not perfect; it will never be perfect.

Because of the several town halls, we placed fellowship between the 8:30 and 10am service. Fellowship is as strong as ever. One of the *expected* consequences was that our adult formation attendance went down. As we move forward, I want to make sure education remains part of a common life.

I will finish Revelation in the spring 2019 semester. Starting in the fall of 2019, we're going to offer more periodic/ topically based education on Sunday morning. For example, we may do a multi-week scripture study about the theology of serving. This would be coupled with children's Sunday School that loosely tracks those same themes. It won't be every single Sunday.

Worship side note --as we grow, we might add a Sunday evening worship experience in 2019 or 2020 in Saint Timothy's sanctuary. This is an area on ongoing discernment and is nowhere close to a fait accompli.

Three Church Goals for 2019

1. Grow St. Timothy's spiritually and numerically

If we focus our eyes on God and continue to invest in our lives together, we can't go wrong. I know that as God renews our minds and hearts, we will naturally reach out to others and continue to make St. Timothy's an oasis of healing. By focusing on the Holy Spirit, we will be more attractive to people who will make St. Timothy's their new church home.

2. Further embed St. Timothy's into the larger San Ramon Valley area

One clergy I really respect challenged a group of priests with a simple question: "if your church were to close tomorrow, who would care?" (besides church members). Let's listen our way into more embedded relationships with God and the world

One way to embed, Ambassadors

I want us to embark on a listening tour. I'm working with a few good people to help St. Timothy's listen for how to deepen our connections with everyone in the San Ramon Valley.

The idea is pretty simple, but the execution will involve a lot of work. It takes a person with particular gifts. They will call their friends and even make cold calls. Three or four people will be using a basic script for a conversation starter and then dig deeper. For example, a local small business person might agree to meet with our ambassador. The ambassador starts with:

I don't want to ask you for money.

I am not trying to get you to come to church.

I wonder how St. Timothy's can partner with you to build a strong community.

I will personally compile all of the ambassador feedback and will blog about the content of these ambassadors' conversations. We as a community of faith can think about where God may be leading us to be a blessing. You'll get to see the program unfolding online. You are part of the conversation.

I don't think this program is just one more outreach opportunity. **It is** a different way of listening. Instead of us trying to create one more good Samaritan project, we will listen and join in the work of God right in our backyard. I'm not sure what the outcome will be, but we're leading with listening.

3. Facility upkeep and future capital campaign

A. Reserve study and maintenance

You may or may not be aware of how much work has gone into St. Timothy's campus. For the last two years a group of dedicated members have worked on a "reserve study", with the help of a specialized consulting firm.

As a result of this work, we have an excellent document. We know (with laser precision) our long-term maintenance costs. We know how much it will cost to keep St. Timothy's from going into a "deferred maintenance" hole. In the near term, the price tag for this is about \$100,000 a year for the next five years.

Beginning later this year, we will likely be asking for your help. We have some maintenance reserves, but they will likely run out by the end of 2019 or mid-2020.

Facility Side note - Screens in church

Many of you have responded positively towards the screens in church. I'm aware that's not 100% approval. Personally, I have really enjoyed a new way of speaking to you with media. The screens will continue to be part of our worship experience. During *weddings and funerals*, the screen/projector setup will come down. We installed these screens with the ability for them to come down easily (no tools required).

B. Capital Campaign

So, consider this fair warning! By the time we get to mid to late summer, we will be asking for extra help. I know it does not have a lot of sizzle to ask for money to keep the building afloat, but that's exactly what we need. But...that's not all!

C. Mission is also part of the campaign

I would like mission to be part of this campaign. I have a dream that St. Timothy's will reach deeply into the whole San Ramon Valley. Did you know that by the time we get to 2020, San Ramon will be 2 1/2 times the size of Danville and Episcopalians have no church in the area?

Let's dream with our money about how we can increase Episcopalian impact in this incredibly vital area. Bottom line: we will need your money to help the building stay well kept, as well as to reach out into the world.

1 Personal Goal

I have been selected to take part in a leadership development group for Episcopalian clergy. It is called the Missional Leadership Cohort. For more info go here

https://www.luthersem.edu/lifelong_learning/kairos/courses/missional_leadership_cohort.aspx

I am thrilled to have been chosen. This work over the next 18 months will help me clarify my ministry values *and* enhance my ability help us all at St. Timothy's achieve our three goals outlined above.

Conclusion

Let's keep seeking the renewal of our minds in Christ as we move forward with hope, faith, and love.

Todd

Treasurer's Report

January 16, 2019

Financial Highlights

- 2018 budget based on 164 pledges totaling \$650,300 with an additional 7 pledges received during the year
- 2018 Budget vs Actuals, through December

	Budget	Actual	Difference
Pledge Income	\$725,400	\$696,416	\$(28,984)
Other Income	\$ 43,270	\$64,317	\$21,047
Expenses	\$744,628	\$711,046	\$33,582

Income – Pledge Income difference due to:

2018 pledges \$2,356 over budget

Prior year pledges received this year \$3,230 over budget

Contributing income \$(34,570) under budget

Other Income difference due mainly to:

Plate offering \$(1,820) under budget

Special gifts \$25,507 over budget

Operating support \$(2,523) under budget

Expenses – Operating expenses difference is the sum of lots of overs and unders, with main ones being:

Personnel expenses \$11,407 under budget

Facility expenses \$(2,354) over budget

Christian Formation \$2,695 under budget

Fellowship expenses \$6,049 under budget

Finance expenses \$9,466 under budget

Contingency expenses \$3,312 under budget

Action Items

1. Approve the amended 2019 budget for St. Timothy's Episcopal Church, as submitted by the Treasurer and Finance Committee.
2. Recommend designating Miller (\$23,709) and Dent (about \$7,200) estate donations to St. Timothy's endowment fund.
3. Vestry approved moving all 2018 net income to long term maintenance account. Recommend a change to instead move
 - \$24,100 to a new Pledge Reserve account
 - \$23,709 to Endowment account
 - \$1878.61 to Maintenance Reserve account

Neal Matsunaga

Saint Timothy's Episcopal Church
P&L Budget vs. Actual 2018
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	91,800.53	91,800.53	0.00	100.0%
41100 - Current Year Pledges	560,855.63	558,499.47	2,356.16	100.4%
41300 - Prior Year Pledges Rec'd Late	3,330.00	100.00	3,230.00	3,330.0%
Total 41000 - Pledge Income	655,986.16	650,400.00	5,586.16	100.9%
42000 - Plate Offering				
42100 - Loose Plate	8,400.64	10,000.00	-1,599.36	84.0%
42101 - 1st Sunday Clergy Disc.	2,279.52	2,500.00	-220.48	91.2%
42150 - Contributing Income	40,430.00	75,000.00	-34,570.00	53.9%
Total 42000 - Plate Offering	51,110.16	87,500.00	-36,389.84	58.4%
43000 - Special Gifts	25,506.68			
44000 - Operating Support				
44200 - Facilities Cost Sharing	23,216.76	25,000.00	-1,783.24	92.9%
44300 - Flower Donations	4,560.00	5,000.00	-440.00	91.2%
44400 - Senior Ministry Donations	0.00	300.00	-300.00	0.0%
Total 44000 - Operating Support	27,776.76	30,300.00	-2,523.24	91.7%
45000 - Other Income				
45100 - eScrip Remittance	-9.62	25.00	-34.62	-38.5%
45200 - Amazon Smile	3.94	95.00	-91.06	4.1%
45300 - Interest Income	282.66	350.00	-67.34	80.8%
45400 - Miscellaneous Income	76.58			
Total 45000 - Other Income	353.56	470.00	-116.44	75.2%
Total 40000 - Donations	760,733.32	768,670.00	-7,936.68	99.0%
Total Income	760,733.32	768,670.00	-7,936.68	99.0%
Gross Profit	760,733.32	768,670.00	-7,936.68	99.0%
Expenses				
60000 - Operating Expenses				
61000 - Diocesan Assessment	93,792.60	93,793.00	-0.40	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	88,666.54	88,825.00	-158.46	99.8%
62120 - Associate Rector	71,173.05	71,427.00	-253.95	99.6%
62138 - Clergy Pension Premiums	32,545.44	35,698.00	-3,152.56	91.2%
62139 - Clergy Benefits & Insurance	25,770.26	25,842.00	-71.74	103.6%
Total 62100 - Clergy Compensation	219,555.29	221,792.00	-2,236.71	98.8%
62200 - Lay Staff Compensation				
62202 - Music Director	37,213.33	37,440.00	-226.67	99.4%
62203 - Office Manager	23,087.59	29,709.00	-6,621.41	77.7%
62213 - Office Staff-Temporary Help	5,653.75	4,368.00	1,285.75	129.4%
62204 - Bookkeeper	26,589.43	26,674.00	-84.57	99.7%
62205 - Childcare Assistant	2,451.94	2,200.00	251.94	111.5%
62297 - Lay Pension Premiums	3,445.35	6,436.00	-2,990.65	53.5%
62299 - Pension Reimbursemt Noah's Ark	2,035.23			
62298 - Lay Benefits & Insurance	2,363.42	1,588.00	775.42	148.8%
Total 62200 - Lay Staff Compensation	102,840.04	108,415.00	-5,574.96	94.9%
62300 - Workers Compensation Insurance	295.00	1,000.00	-705.00	29.5%
62400 - Payroll Taxes & Processing Fees	7,343.69	9,000.00	-1,656.31	81.6%
62500 - Contractors (1099)				

Saint Timothy's Episcopal Church
P&L Budget vs. Actual 2018
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
62501 - Musicians	15,078.00	13,000.00	2,078.00	116.0%
62504 - Landscaping	23,448.00	23,600.00	-152.00	99.4%
62505 - Janitorial Services	27,850.00	26,000.00	1,850.00	107.1%
Total 62500 - Contractors (1099)	66,376.00	62,600.00	3,776.00	106.0%
62600 - Staff Allowances				
62601 - Continuing Education	1,063.76	2,750.00	-1,686.24	38.7%
62602 - Travel	588.64	1,500.00	-911.36	39.2%
62603 - Clergy Hospitality	2,187.43	2,500.00	-312.57	87.5%
62604 - Clergy Discretionary Fund	350.00	1,800.00	-1,450.00	19.4%
62605 - Stephen Ministry	0.00	250.00	-250.00	0.0%
Total 62600 - Staff Allowances	4,189.83	8,800.00	-4,610.17	47.6%
Total 62000 - Personnel Expense	400,199.85	411,607.00	-11,407.15	97.2%
63100 - Altar Guild				
63101 - Candles and Wine	2,701.48	2,500.00	201.48	108.1%
63102 - Flower Expense	3,020.88	3,000.00	20.88	100.7%
63103 - Laundry Services	87.45	150.00	-62.55	58.3%
63105 - All Other Altar Guild Expenses	942.40	350.00	592.40	269.3%
Total 63100 - Altar Guild	6,752.21	6,000.00	752.21	112.5%
63200 - Music				
63205 - Music Expenses	1,765.49	3,000.00	-1,234.51	58.8%
63206 - Musical Equipment R&M	317.39	600.00	-282.61	52.9%
Total 63200 - Music	2,082.88	3,600.00	-1,517.12	57.9%
63300 - Christian Formation				
63301 - EFM	617.78	750.00	-132.22	82.4%
63302 - Adult Education	729.98	800.00	-70.02	91.2%
63303 - Lenten Series	544.25	500.00	44.25	108.9%
63304 - Activity Support	413.11	2,950.00	-2,536.89	14.0%
Total 63300 - Christian Formation	2,305.12	5,000.00	-2,694.88	46.1%
63350 - Children & Youth Ministry				
63351 - Family Ministries	385.34	1,500.00	-1,114.66	25.7%
63352 - Youth Ministries	1,754.38	2,000.00	-245.62	87.7%
63353 - Acolytes	246.24	100.00	146.24	246.2%
Total 63350 - Children & Youth Ministry	2,385.96	3,600.00	-1,214.04	66.3%
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	300.00	-300.00	0.0%
64110 - Talze	0.00	50.00	-50.00	0.0%
64150 - Miscellaneous Worship	879.36	500.00	379.36	175.9%
Total 64000 - Worship & Liturgy	879.36	850.00	29.36	103.5%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	1,523.18	1,600.00	-76.82	95.2%
64502 - Parish Events-Connect	1,089.35	1,800.00	-710.65	60.5%
64503 - Reception Expense	1,202.37	1,000.00	202.37	120.2%
64504 - Greeters-Welcome	535.54	1,200.00	-664.46	44.6%
64505 - Invites	178.51	2,400.00	-2,221.49	7.4%
64506 - Vestry Expenses	209.72	1,000.00	-790.28	21.0%
64507 - Senior Ministry	0.00	1,300.00	-1,300.00	0.0%
64508 - NEW (New Episcopal Women)	733.42	1,000.00	-266.58	73.3%
64599 - Coffee Hour Donations	-221.00			
Total 64500 - Fellowship	5,251.09	11,300.00	-6,048.91	46.5%

Saint Timothy's Episcopal Church
P&L Budget vs. Actual 2018
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
65000 - Administrative				
65100 - Office Supplies	2,446.91	1,500.00	946.91	163.1%
65101 - Paper	2,225.36	4,000.00	-1,774.64	55.6%
65102 - Advertising	326.70	500.00	-171.30	65.7%
65103 - Software	1,251.38	2,000.00	-748.62	62.6%
65105 - Phone & Internet	5,518.81	5,000.00	518.81	110.4%
65106 - Misc Administration	0.00	1,200.00	-1,200.00	0.0%
65200 - Equipment				
65201 - Hardware	1,412.15	800.00	612.15	176.5%
65202 - Copiers	19,648.07	16,000.00	3,648.07	122.8%
65203 - Other Equipment R&D	369.29	1,150.00	-780.71	32.1%
Total 65200 - Equipment	21,429.51	17,950.00	3,479.51	119.4%
65300 - Postage				
65301 - Meter Postage	529.74	1,900.00	-1,370.26	27.9%
65302 - Other Postage	100.00	250.00	-150.00	40.0%
65303 - Meter Lease	2,512.00	3,100.00	-588.00	81.0%
Total 65300 - Postage	3,141.74	5,250.00	-2,108.26	59.8%
Total 65000 - Administrative	36,342.41	37,400.00	-1,057.59	97.2%
66000 - Facilities				
66100 - Campus Maintenance	32,377.41	22,000.00	10,377.41	147.2%
66110 - Rectory Maintenance				
66111 - Insurance	482.00	600.00	-118.00	80.3%
66112 - Landscaping	3,990.00	3,400.00	590.00	117.4%
66113 - Pool	1,680.00	1,700.00	-20.00	98.8%
66116 - Maintenance	2,826.85	1,900.00	926.85	148.8%
Total 66110 - Rectory Maintenance	8,978.85	7,600.00	1,378.85	118.1%
66120 - Services				
66121 - Elevator & Fire Alarm	5,612.74	5,000.00	612.74	112.3%
66122 - Other Services	5,780.64	8,000.00	-2,219.36	72.3%
Total 66120 - Services	11,393.38	13,000.00	-1,606.62	87.6%
66130 - Facilities Supplies	2,745.65	3,500.00	-754.35	78.4%
66140 - Utilities				
66141 - EBMUD	20,927.81	27,000.00	-6,072.19	77.5%
66142 - Garbage	7,572.74	7,500.00	72.74	101.0%
66143 - PG&E Gas	4,694.11	4,800.00	-105.89	97.8%
66144 - PG&E Electrical	12,329.50	12,500.00	-170.50	98.6%
66145 - PG&E Loan	7,434.79	8,200.00	-765.21	90.7%
Total 66140 - Utilities	52,958.95	60,000.00	-7,041.05	88.3%
Total 66000 - Facilities	108,454.24	106,100.00	2,354.24	102.2%
67000 - Finance				
67050 - Stewardship	2,510.30	2,500.00	10.30	100.4%
67100 - Benevity Fees	171.24	250.00	-78.76	68.5%
67101 - Banking Charges	1,902.30	1,200.00	702.30	158.5%
67102 - LOC Interest	56.77			
67103 - Corporate Fees & Expenses	139.30	1,200.00	-1,060.70	11.6%
67104 - Property & Liability Insurance	26,723.00	27,228.00	-505.00	98.1%
67107 - Property Taxes	1,409.41	10,000.00	-8,590.59	14.1%
Total 67000 - Finance	32,912.32	42,378.00	-9,465.68	77.7%
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	15,000.00	15,000.00	0.00	100.0%
68003 - Schools & Interfaith Council	3,000.00	3,000.00	0.00	100.0%

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01/08/19

Accrual Basis

Saint Timothy's Episcopal Church
P&L Budget vs. Actual 2018

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Total 68000 - Budgeted Outreach	18,000.00	18,000.00	0.00	100.0%
69000 - Contingency	1,667.67	5,000.00	-3,312.33	33.8%
Total 60000 - Operating Expenses	711,045.71	744,626.00	-33,582.29	95.5%
Total Expense	711,045.71	744,626.00	-33,582.29	95.5%
Net Ordinary Income	49,687.61	24,042.00	25,645.61	206.7%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70040 - Boy Scout Troop #36				
70041 - Boy Scout Troop Income	30,379.00			
70045 - Boy Scout Troop Expenses	-31,354.00			
Total 70040 - Boy Scout Troop #36	-975.00			
70050 - Parish Activities				
70051 - Parish Activities Income	-880.17			
70055 - Parish Activities Expense	-1,068.41			
Total 70050 - Parish Activities	-1,948.58			
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	63,972.17			
70065 - Maint & Improvement Expense	-152,274.66			
Total 70060 - Maintenance & Improvement	-88,302.49			
70070 - Children's Liturgy				
70075 - Children's Liturgy Expense	-269.00			
Total 70070 - Children's Liturgy	-269.00			
70080 - Logo Items				
70081 - Logo Income	35.00			
Total 70080 - Logo Items	35.00			
70100 - Vestry Retreat				
70101 - Vestry Retreat Income	1,200.00			
70105 - Vestry Retreat Expense	-1,200.00			
Total 70100 - Vestry Retreat	0.00			
70110 - Youth Trips				
70111 - Youth Trips Income	6,764.00			
70115 - Youth Trips Expense	-5,353.48			
Total 70110 - Youth Trips	1,410.52			
70120 - Vacation Bible School				
70121 - Vacation Bible School Income	25.00			
70125 - Vacation Bible School Expense	-27.07			
Total 70120 - Vacation Bible School	-2.07			
70130 - Concert Series				
70131 - Concert Series Income	2,857.00			
70135 - Concert Series Expense	-6,955.60			
Total 70130 - Concert Series	-4,098.60			
70140 - Columbarium				
70141 - Columbarium Income	12,100.00			
70145 - Columbarium Expense	-13,111.74			



01/08/19

Accrual Basis

Saint Timothy's Episcopal Church P&L Budget vs. Actual 2018

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Total 70140 - Columbarium	-1,011.74			
70160 - Music Program				
70161 - Music Program Income	394.79			
Total 70160 - Music Program	394.79			
70170 - Memorial				
70171 - Memorial Income	965.00			
70175 - Memorial Expenses	-1,458.50			
Total 70170 - Memorial	-493.50			
70190 - New Episcopal Women (NEW)				
70191 - NEW Income	2,463.42			
70195 - NEW Expenses	-2,463.42			
Total 70190 - New Episcopal Women (NEW)	0.00			
70200 - Men's Group				
70201 - Men's Group Income	768.00			
70205 - Men's Group Expense	-509.55			
Total 70200 - Men's Group	258.45			
70210 - LED Project				
70211 - LED Income	1,811.29			
70215 - LED Expenses	-1,811.29			
Total 70210 - LED Project	0.00			
70600 - Bryant Family House Fund				
70601 - Deductible Payroll Donations	-6,815.14			
70602 - Non-Deductible Pass Thru Donations	-6,175.00			
70605 - House Fund Expenditures	-559.86			
Total 70600 - Bryant Family House Fund	-13,550.00			
Total 70000 - Program Accounts	-108,552.22			
80000 - Outreach Accounts				
80010 - Adopt-a-Bike Program				
80011 - Adopt-a-Bike Program Income	6,855.00			
80015 - Adopt-a-Bike Program Expense	-5,390.84			
Total 80010 - Adopt-a-Bike Program	1,464.16			
80020 - Christmas Boxes				
80021 - Christmas Boxes Income	10,707.00			
80025 - Christmas Boxes Expense	-9,800.90			
80029 - Christmas Boxes Disbursements	-1,400.00			
Total 80020 - Christmas Boxes	-493.90			
80040 - Fruits of the Harvest				
80140 - Restaurant Dinner				
80141 - Restaurant Dinner Income	3,631.00			
80145 - Restaurant Dinner Expense	-4,067.13			
Total 80140 - Restaurant Dinner	-436.13			
80041 - Event Ticket Sales	6,620.00			
80042 - General Donations	28,810.22			
80043 - Auction Sales Income	39,311.00			
80048 - Event Expenses	-9,453.36			
80049 - Outreach Disbursements	-65,063.87			
Total 80040 - Fruits of the Harvest	-232.14			

Saint Timothy's Episcopal Church
P&L Budget vs. Actual 2018

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
80050 - Backpack Project				
80051 - Backpack Project Donations	100.00			
80059 - Backpack Project Disbursements	-100.00			
Total 80050 - Backpack Project	0.00			
80090 - Stop Hunger				
80091 - Stop Hunger Donations	5,302.87			
80095 - Stop Hunger Disbursements	-2,105.00			
Total 80090 - Stop Hunger	3,197.87			
80100 - Trinity Center				
80101 - Trinity Center Donations	2,114.76			
80105 - Trinity Center Disbursements	-1,524.98			
Total 80100 - Trinity Center	589.78			
80110 - Winter Nights				
80111 - Winter Nights Income	1,625.00			
80115 - Winter Nights Expense	-1,434.21			
Total 80110 - Winter Nights	190.79			
80120 - Fair Trade				
80121 - Fair Trade Income	2,185.70			
80125 - Fair Trade Disbursements	-2,155.80			
Total 80120 - Fair Trade	29.90			
80150 - Options Recovery Services				
80151 - Options Donations	100.00			
Total 80150 - Options Recovery Services	100.00			
80160 - Habitat for Humanity				
80161 - Habitat Donations	1,500.00			
Total 80160 - Habitat for Humanity	1,500.00			
89000 - Other Outreach				
89001 - Other Outreach Donations	70.00			
Total 89000 - Other Outreach	70.00			
Total 80000 - Outreach Accounts	6,416.46			
Total Other Income	-102,135.76			
Other Expense				
100000 - Ask My Accountant	5.54			
Total Other Expense	5.54			
Net Other Income	-102,141.30			
Net Income	-52,453.69	24,042.00	-76,455.69	-218.2%

Saint Timothy's Episcopal Church
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	34,322.21
10002 - Heritage Savings	105,576.73
17103 - Schwab	286,536.84
17104 - TD Ameritrade	302,580.72
Total Checking/Savings	729,016.50
Total Current Assets	729,016.50
Fixed Assets	
18000 - Fixed Assets	
18001 - Bell Tower	64,000.00
18002 - Church Building	206,463.00
18003 - Education Wing	29,133.00
18004 - Equipment	94,354.00
18005 - Furniture	283.00
18006 - Grace House & Columbarium	1,800,000.00
18007 - Land	12,000.00
18008 - Land Improvements	62,854.00
18009 - Parish Hall	117,630.00
18010 - Ackerman Property	580,850.00
Total 18000 - Fixed Assets	2,967,567.00
Total Fixed Assets	2,967,567.00
Other Assets	
17101 - SSGA Endowment Fund	310,528.78
17102 - SSGA Endowment Gain/Loss	106,542.46
Total Other Assets	417,071.24
TOTAL ASSETS	4,113,654.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21005 - Prepaid Pledges 2019	41,126.49
Total Other Current Liabilities	41,126.49
Total Current Liabilities	41,126.49
Total Liabilities	41,126.49
Equity	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	310,528.78
31503 - Fixed Assets	2,967,567.00
Total 31300 - Perm. Restricted Net Assets	3,278,095.78
31500 - Temp. Restricted Net Assets	
31504 - SSGA Endowment Gain/(Loss)	106,542.46
31510 - Program	353,223.23
31520 - Outreach	46,562.27
Total 31500 - Temp. Restricted Net Assets	506,327.96
32000 - Unrestricted Net Assets	340,558.20
Net Income	-52,453.69
Total Equity	4,072,528.25
TOTAL LIABILITIES & EQUITY	4,113,654.74



2019 BUDGET SHORTFALL ANALYSIS

1/9/19

BUDGET VERSION

ACCOUNT	12/19	1/9	CHANGE	EXPLANATION
41100 - Current Year Pledges	\$674,566	\$565,665	-\$108,901	Moved \$54,000 potential pledges from 41100 to 42150
41120 - Prepaid Pledges	\$14,786	\$42,751	\$27,965	
Total 41000 - Pledge Income	\$689,352	\$608,416	-\$80,936	
42150 - Contributing Income	\$37,000	\$91,000	\$54,000	Moved \$54,000 potential pledges to 42150 FROM 41100
Total Income	\$762,279	\$735,343	-\$26,936	
Projected Surplus/Loss	-\$531	-\$27,767	-\$27,236	

NOTES

Error in 12/19 budget - double counted \$14,786 in prepaid pledges

2018 budget based on 164 pledges for \$650,300

12/19 budget pledge income based on 11/27 status

139 pledges for \$592,036

32 potential pledges for \$82,530

6 prepaid pledges for \$14,786 (included in pledge info)

1/8 pledge status

145 pledges for \$608,416

28 potential pledges for \$54,000

14 prepays for \$42,751

potentials became pledges for \$16,380 in pledge income, but reduced potential pledge amount by \$28,530.

Net loss of potential pledge income of \$12,150.

\$12,150 potential income decrease plus double count of \$14,786 totals \$26,936

RECOMMENDATIONS/ACTIONS NEEDED

Decided how much to budget Contributing Income for.

Pledge Secretary proposed \$12,000 and 2018; actuals were \$40,430 so decided to leave \$37,000 in 12/19 approved budget

Also moved \$54,000 in potential pledges from Pledge Income to

Contributing Income given that as of final budget no pledges received yet.

for contributing income.

Add \$2,600 to Loose Plate income based on 2018 actuals

Add \$1,600 to Flower Donations income based on 2018 actuals

Add \$500 to Garbage expense based on 2018 actuals

Allocate \$24,100 of 2018 net surplus (\$49,688) to new Pledge Reserve account

Allocate remainder of 2018 net surplus \$25,588 to Maintenance Reserve account

ST. TIMOTHY'S EPISCOPAL CHURCH
2019 Proposed Budget
 1/16/19

	SOURCE	2016 Actuals	2017 Actuals	2018 Budget	2018 Actuals YTD Dec	2019 Proposed	2019 vs 2018 Difference	CUT	ADD	NOTES
Income										
40000 - Donations										
41000 - Pledge Income										
41100 - Current Year Pledges	Firth	636,654	596,814	650,300	560,856	565,665	-84,635			-13.01%
41120 - Prepaid Pledges Rec'd 2018	Firth	0	43,851		91,801	42,751	42,751			
	Total	636,654	640,665	650,300	652,656	608,416	-41,884			
41300 - Prior Year Pledges Rec'd Late	Matsunaga	0	130	100	3,330	0	-100			
41000 - Pledge Income Other	Matsunaga					0	0			
	Total 41000 - Pledge Income	636,654	640,795	650,400	655,986	608,416	-41,984			
42000 - Plate Offering										
42100 - Loose Plate	Matsunaga	9,244	9,484	10,000	8,401	8,000.00	-2,000		2,600	
42101 - 1st Sunday Clergy Disc.	Matsunaga	1,266	2,591	2,500	2,280		-2,500			
42150 - Contributing Income	Matsunaga	67,180	82,021	75,000	40,430	91,000	16,000			
42102 - Birthday & Anniversary	Matsunaga	420	235	0	0	0	0			
42103 - Talze	Matsunaga	0	0	0	0	0	0			
42000 - Plate Offering - Other	Matsunaga	0	0	0	0	0	0			
	Total 42000 - Plate Offering	78,109	94,331	87,500	51,110	99,000	11,500			
43000 - Special Gifts										
	Matsunaga		3,988	0	25,507	0	0			
44000 - Operating Support										
44200 - Facilities Cost Sharing	Matsunaga		24,995	25,000	23,217	24,677	-323			
44300 - Flower Donations	Arroyoavila	2,485	4,487	5,000	4,560	2,900	-2,100		1,600	
44400 - Senior Ministry Donations	Coleman	129	272	300		0	-300			
	Total 44000 - Operating Support	2,614	29,754	30,300	27,777	27,577	-2,723			
45000 - Other Income										
45100 - eScript Remittance	Matsunaga		10	25	-10	0	-25			
45200 - Amazon Smile	Matsunaga		23	95	4	0	-95			
45300 - Interest Income	Matsunaga	965	369	350	283	280	-70			
45400 - Miscellaneous Income	Matsunaga	3,331	68	0	77	70	70			
	Total 45000 - Other Income	4,296	470	470	354	350	-120			
Total Income		721,673	769,338	768,670	760,733	735,343	-33,327			
Expense										
60000 - Operating Expenses										
61000 - Diocesan Assessment										
	Matsunaga	131,601	123,337	93,793	93,793	\$107,319	\$13,526			
62000 - Personnel Expense										
62100 - Clergy Compensation										
62110 - Rector	Matsunaga	191,990	31,875	88,825	88,667	92,290	3,465			
62120 - Associate Rector	Matsunaga	0	67,073	71,427	71,173	74,537	3,110			
62130 - Supply Clergy/Honoraria	Matsunaga	0	350	0	0	0	0			
62198 - Clergy Pension Premiums	Matsunaga	21,904	30,486	35,698	32,545	36,110	412			
62199 - Clergy Benefits & Insurance	Matsunaga	28,768	13,843	25,842	26,770	28,645	2,803			
	Total 62100 - Clergy Compensation	242,662	143,628	221,792	219,155	231,582	9,790			
62200 - Lay Staff Compensation										
62202 - Music Director	Matsunaga		35,500	37,440	37,213	38,901	1,461			
62203 - Office Manager	Matsunaga		32,359	29,709	23,088	24,960	-4,749			
62213 - Office Temp Help	Matsunaga			4,368	5,654	873	-3,495			
62204 - Bookkeeper	Matsunaga	4,328	25,648	26,674	26,589	27,715	1,041			
62205 - Childcare Assistant	Matsunaga		2,614		2,452	2,920	2,920			
62296 - Lay Payroll Taxes	Matsunaga					7,296	7,296			
62297 - Lay Pension Premiums	Matsunaga		2,672	6,436	3,445	5,747	-689			
62298 - Lay Benefits & Insurance	Matsunaga		1,090	1,588	2,363	1,111	-477			
62299 - Lay Pension Reimbrsmnt Noalt's	Matsunaga				2,035					
	Total 62200 - Lay Staff Compensation	4,328	99,882	106,215	102,840	109,523	3,308			
62300 - Workers Compensation Insurance	Matsunaga	1,399	531	1,000	295	325	-675			
62400 - Payroll Processing	Matsunaga	8,001	7,656	9,000	7,344	3,094	-5,906			

ST. TIMOTHY'S EPISCOPAL CHURCH
2019 Proposed Budget
1/16/19

	SOURCE	2016 Actuals	2017 Actuals	2018 Budget	2018 Actuals YTD Dec	2019 Proposed	2019 vs 2018 Difference	CUT	ADD	NOTES
62500 - Contractors (1099)		4,529					0			
62501 - Musicians	Arroyoavila	16,885	13,603	13,000	15,078		-13,000			
62511 - Paid Musicians	Arroyoavila					10,700	10,700			
62512 - Supply Musicians	Arroyoavila					2,300	2,300			
62502 - Childcare Assistants	Matsunaga	2,903		2,200	0	0	-2,200			
62503 - Temporary Assistance	Doolittle	4,789		0	0	0	0			
62504 - Landscaping	Liggins	20,933	23,598	23,600	23,448	24,210	610			
62505 - Janitorial Services	Liggins	22,550	27,425	26,000	27,850	28,600	2,600			
Total 62500 - Contractors (1099)		72,590	64,626	64,800	66,376	65,810	1,010			
62600 - Staff Allowances										
62601 - Continuing Education	Matsunaga		1,094	2,750	1,064	1,200	-1,550			
62602 - Travel	Matsunaga		1,640	1,500	589	600	-900			
62603 - Clergy Hospitality	Matsunaga		2,130	2,500	2,187	2,100	-400			
62604 - Clergy Discretionary Fund	Matsunaga		450	1,800	350	1,000	-800			
62605 - Stephen Ministry	Matsunaga		0	250	0	0	-250			
Total 62600 - Staff Allowances		0	5,314	8,800	4,190	4,900	-3,900			
Total 62000 - Personnel Expense		328,960	321,638	411,607	400,200	415,234	3,627			
63100 - Altar Guild	Arroyoavila									
63101 - Candles and Wine	Arroyoavila	1,844	1,900	2,500	2,701	2,950	450			
63102 - Flower Expense	Arroyoavila	3,076	3,239	3,000	3,021	3,220	220			
63103 - Laundry Services	Arroyoavila	130	0	150	87	95	-65			
63105 - All Other Altar Guild Expenses	Arroyoavila		708	350	943	350	0			
Total 63100 - Altar Guild		5,050	5,846	6,000	6,752	6,615	615			
63200 - Music - Darla Seth	Arroyoavila									
63201 - Music Donations & Disbursements	Arroyoavila		-1,000	0		0	0			
63205 - Music Expenses	Arroyoavila	1,912	3,231	3,000	1,765		-3,000			
63215 - Professional Expenses	Arroyoavila					1,300	1,300			
63216 - Music Hospitality	Arroyoavila					500	500			
63206 - Musical Equipment R&M	Arroyoavila		1,077	600	317	350	-250			
Total 63200 - Music		1,912	3,307	3,600	2,083	2,150	-1,450			
63300 - Christian Formation	Perry									
63301 - EFM	Perry	0	0	750	618	800	50			
63302 - Adult Education	Perry	1,184	1,335	800	730	1,000	200			
63303 - Lenten Series	Perry	191	318	500	544	500	0			
63304 - Activity Support	Perry	0	0	2,950	413		-2,950			
Total 63300 - Christian Formation		1,374	1,653	5,000	2,305	2,300	-2,700			
63350 - Children & Youth Ministry	Hager									
63351 - Family Ministries	Hager	1,281	556	1,500	385	1,300	-200			Increase for xmas youth event
63352 - Youth Ministries	Hager	634	286	2,000	1,754	2,000	0			
63353 - Acolytes	Hager	0	40	100	246		-100			
Total 63350 - Children & Youth Ministry		1,914	882	3,600	2,386	3,300	-300			
64000 - Worship & Liturgy										
64105 - Liturgical Art	Arroyoavila	0	0	300	0	0	-300			
64110 - Tazbe	Arroyoavila	0	0	50	0	0	-50			
64150 - Miscellaneous Worship	Arroyoavila	521	787	500	679	500	0			
Total 64000 - Worship & Liturgy		521	787	850	679	500	-350			
64500 - Fellowship										
64501 - Sunday Coffee & Supplies	Coleman	1,478	1,526	1,600	1,523	1,500	-100			
64502 - Parish Events - Connect	Coleman	431	504	1,800	1,089	1,300	-500			
64503 - Reception Expense	Coleman	599	24	1,000	1,202	1,200	200			
64504 - Greeters - Welcome	Coleman		240	1,200	536	100	-1,100			
64505 - Invites	Coleman	159	1,210	2,400	179	400	-2,000			
64506 - Vestry Expenses	Coleman		736	1,000	210	230	-770			
64507 - Senior Ministry	Coleman	808	1,061	1,300	0	0	-1,300			
64508 - NEW (New Episcopal Women)	Coleman			1,000	733	800	-200			
64599 - Coffee Hour Donations	Coleman				-221	0	0			

ST. TIMOTHY'S EPISCOPAL CHURCH

2019 Proposed Budget

1/16/19

SOURCE	2016 Actuals	2017 Actuals	2018 Budget	2018 Actuals YTD Dec	2019 Proposed	2019 vs 2018 Difference	CUT	ADD	NOTES
Total 64500 - Fellowship	3,475	5,302	11,300	5,251	5,530	-5,770			
65000 - Administrative									
65100 - Office Supplies	Doolittle 2,827	2,841	1,500	2,447	1,500	0			
65101 - Paper	Doolittle 2,294	3,603	4,000	2,225	4,000	0			
65102 - Advertising	Doolittle 255	633	500	329	300	-200			move \$7,000 to contingency, make \$300
65103 - Software	Doolittle 3,037	1,841	2,000	1,251	2,000	0			
65105 - Phone & Internet	Doolittle 4,008	5,227	5,000	5,519	4,500	-500			
65106 - Miscellaneous Administration	Doolittle 342		1,200	0	600	-600			cut \$600 instead of \$1,200
65200 - Equipment									
65201 - Hardware	Doolittle	66	800	1,412	800	0			
65202 - Copiers	Doolittle 17,271	18,183	16,000	19,648	20,000	4,000			
65203 - Other Equipment R&D	Doolittle 608	0	1,150	369	500	-650			cut \$500 instead of \$1,000
Total 65200 - Equipment	17,879	18,249	17,950	21,430	21,300	3,350			
65300 - Postage	Doolittle								
65301 - Meter	Doolittle 4,373	5,564	1,900	530	900	-1,000			
65302 - Other Postage	Doolittle 196	200	250	100	200	-50			
65303 - Meter Lease	Doolittle		3,100	2,512	2,600	-500			
Total 65300 - Postage	4,569	5,764	5,250	3,142	3,700	-1,550			
Total 65000 - Administrative	35,212	38,157	37,400	36,342	37,900	500			
66000 - Facilities									
66100 - Campus Maintenance	Liggins 19,078	15,115	22,000	32,377	35,000	13,000			
66110 - Rectory Maintenance	Liggins								
66111 - Insurance	Liggins	536	600	482	650	50			
66112 - Landscaping	Liggins	1,350	3,400	3,990	4,000	600			
66113 - Pool	Liggins	2,379	1,700	1,680	1,700	0			
66114 - Property Taxes	Liggins 4,964	5,769				0			
66115 - Utilities	Liggins	400	0			0			
66116 - Maintenance	Liggins	765	1,900	2,827	3,000	1,100			
66110 - Rectory Maintenance Other	Liggins								
Total 66110 - Rectory Maintenance	4,964	11,199	7,600	8,979	9,350	1,750			
66120 - Services	Liggins								
66121 - Elevator, Fire & Burglar Alarm	Liggins	3,824	4,672	5,000	5,613	5,000	0		
66122 - Other Services	Liggins		6,724	8,000	5,781	6,000	-2,000		
Total 66120 - Services	3,824	11,396	13,000	11,393	11,000	-2,000			
66130 - Facilities Supplies	Liggins	3,126	2,807	3,500	2,746	3,000	-500		
66140 - Utilities	Liggins								
66141 - EBMUD	Liggins	8,137	17,201	27,000	20,928	21,000	-6,000		
66142 - Garbage	Liggins	7,243	7,415	7,500	7,573	7,000	-500		500
66143 - PG&E Gas	Liggins	18,329	4,727	4,800	4,694	4,500	-300		
66144 - PG&E Electrical	Liggins		11,506	12,500	12,330	12,000	-500		
66145 - PG&E Loan	Matsunaga		8,666	8,200	7,435	8,111	-89		
Total 66140 - Utilities	33,708	49,516	60,000	52,959	52,611	-7,389			
Total 66000 - Facilities	64,700	90,033	106,100	108,454	110,961	4,861			
67000 - Finance									
67050 - Stewardship	Firth 573	1,955	2,500	2,510	2,000	-500			
67100 - Benefity Fees	Matsunaga 0	178	250	171	190	-60			
67101 - Banking Charges	Matsunaga 1,949	1,030	1,200	1,902	1,800	600			
67102 - LOC Interest	Matsunaga	965	0	57	0	0			
67103 - Corporate Fees & Expenses	Matsunaga	1,052	1,200	139	1,000	-200			\$700 for 2018 audits
67104 - Property & Liability Insurance	Liggins 20,445	19,957	27,228	26,723	29,700	2,472			
67106 - Property Taxes	Matsunaga	8,346	10,000	1,409		-10,000			
67117 - Church Property Tax	Matsunaga				5,573	5,573			
67118 - Rectory Property Tax	Matsunaga				1,038	1,038			
Total 67000 - Finance	22,967	33,482	42,378	32,912	41,301	-1,077			
68000 - Budgeted Outreach									
68001 - Interim Rector's Discretionary	Matsunaga 1,092	2,690	0	0	0	0			
68002 - Budgeted Outreach	Matsunaga 5,000	7,300	15,000	15,000	15,000	0			
68003 - Schools & Interfaith Council	Hill 2,700	2,700	3,000	3,000	3,000	0			

ST. TIMOTHY'S EPISCOPAL CHURCH
2019 Proposed Budget
 1/16/19

	SOURCE	2016 Actuals	2017 Actuals	2018 Budget	2018 Actuals YTD Dec	2019 Proposed	2019 vs 2018 Difference	CUT	ADD	NOTES
68004 - Birthday & Anniversary	Matsunaga	340	0	0	0	0	0			
Total 68000 - Budgeted Outreach		9,132	12,690	18,000	18,000	18,000	0			
69000 - Contingency	Matsunaga	1,143	488	5,000	1,688	12,000	7,000			move \$7000 from 65102 advertising
Total Expense		607,981	637,601	744,628	711,046	763,110	18,482			
Parish Development	Matsunaga	5,649	0	0	0	0	0			
Rector Search	Matsunaga	9,000	0	0	0	0	0			
Projected Surplus/Loss				24,042	49,688	-27,767	-51,809	0	500	
						-27,767	net income			
							proposed income reductions			
						4,200	proposed income additions			
						0	proposed budget reductions			
						-500	proposed budget additions			
						-24,067	projected surplus/loss			
						100,000	unfunded maintenance reserve contribution			

ST. TIMOTHY'S CHILDREN AND YOUTH COMMISSION REPORT

January 2019

During the last weeks of Advent and into Epiphany, our youth told the Christmas story. They learned what it means to share, to get excited, and how much God loves us. Kathy Wills created beautiful artwork for pillowcases that everyone got at the December 16th afternoon event.



Action/Discussion Item: Is there a safe place to store pictures? Part of my ministry is to take pictures to document what our kids do and capture moments in the sanctuary and events. Right now, they live on my phone. We do have to be careful about publishing, but if we had permission, we could use select pictures to show that we really do have kids attending and loving our service.

FELLOWSHIP COMMISSION JANUARY 2019

Jim Coleman - Vestry Commissioner

Matthew 28:19-20 Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.

Invitation is not only about inviting people into a relationship with you and others in your congregation, but rather it is about inviting them into a relationship with God through Jesus.

People need a language with which to talk about their faith. We need to help them "spell Episcopalian with the alphabet of their own soul." –Roy Oswald, Speed B. Leas. The Inviting Church (Alban Institute, 1987)

INvite-Activities



Invite Processes - Need to have a focus on how to do this part of the process and a solid gospel setting for this work. This is not solely clergy responsibility. This is a parish responsibility and part of our Baptismal Covenant. It is perhaps a clergy responsibility to train and lead all the Saint Timothy's flock in the process of Evangelism, but doing the invite work it is not theirs alone. Yes, Invite is Evangelism. It should be a shared joy. While we do much good work in many communities, we do too little to make the teachings of Jesus alive for the people's lives of our own very local community. For whatever reason most people have the impression that God is not relevant to their lives today. If there were anything in which I feel most disappointed about in my time as Vestry Fellowship Commissioner, it is that "Invite," Evangelism, is and seems to be a forgotten call. Our light at Saint Timothy's remains mostly under a bushel in our community by our own choices of silence. I hope that the next commissioner, will attend National Episcopal trainings like the Evangelism Matters Conference or an Invite Welcome Connect Summit June 12-14, 2019. to be more effective in Parish leadership that I have been in this area. I will continue to work in this area during the following years.

*Here is a practical definition collectively crafted by members of the Presiding Bishop's Evangelism Initiatives Team, the Task Force for Leveraging Social Media for Evangelism, and many more partners: **We seek, name and celebrate Jesus' loving presence in the stories of all people – then invite everyone to MORE.** #EpiscopalEvangelism*

WELCOME ACTIVITIES



Welcome Processes – This is the most effective process that we do at Saint Tim's. It could use a heavy dose of computer/web integration for tracking and follow-up. However, it is more important to have a good process than one ineptly integrated into the fabric of the community. Welcome is the personal process of taking that uncomfortable edge off those people who arrive in some way at our door. It is a time to listen to their life story, not to overwhelm them about Saint Tim's life. Talking about Saint Timothy's is not the main purpose at that time. It is a time to listen and react as a messenger of God's love in response to their needs in their life. The group of Greeters is a great team of people and has a well-organized process for following up on people and coordinating the resources with clergy. I wish it were more defined and described so the follow-up tasks could be more easily shared. The group of Greeters need refresher training and review of the process and purpose. They can also use a big dose of younger people.

Greeters Committee - Meetings have been moved to the first Thursday of every month at 11:30. They are following 9 people, some of which are quite interested in Saint Timothy's. They scheduled 3 lay calls by members or other visitors. Susan inquired about 3 other

individuals not of the greeter's screen. We have a significant number of church shoppers, and they have had nice conversations with Todd+ and the assigned Greeter. Greeter information is shared with clergy who are also making independent follow-ups and at the monthly meetings so others who may have had contact add to that experience of welcoming an individual. Virginia Woy and Cathy Morris maintain a unique structure of keeping track of visitors and, while hand done, Virginia can go back years in tracking visitors. The Greeters Committee requested additional book marks by Greg Skuce and more of the Parish logo pens which were delivered before the end of the year.

Coffee hour between services fails miserably at providing a time for welcome 10:00AM visitors. I visited with an individual from another denomination and their coffee hour between services does not serve them well either. Visitors arrive just before the 10:00 service and there is no arranged location or forum for them afterwards. A separate committee was being formed with Todd+ and members from various groups to review the coffee hour purpose and structure but never got off the ground. Attendance at coffee hour had been about 50 between services but has been falling rapidly in the last several weeks. Basically, there are two shifts attending coffee hour. A steady group of about 12 from the 8:30 service visit for about 30 minutes and about 9:50AM some of the 10:00AM congregation arrive. They are mothers with children seeking a sweet and a juice before the service as bribery and some regular adult parishioners seeking contact with other friends. There is no trained Greeter present at the coffee hour. I am not sure why coffee hour numbers are low.

Coffee hour administration is a struggle to get individuals to take responsibility for the refreshments setup and mostly clean up. Jacque Chiavini has contacted the former 7:30 teams and many have agreed to host coffee hour. The latest of which was held December 11 in Grace House. It is unfortunate that this ministry is not embraced by more people as many hands make light the load.

Jackie Chiavini has indicated that she will continue to set up the coffee hour tables. Vestry members are expected to be **lead** hosts two coffee hours per year. Please sign up using Signup Genius using the Parish Website:

Connect Activities

Connect - This process at Saint Timothy's is, unfortunately, totally without definition. Connect is the process of finding where in Saint Timothy's an individual's spiritual gifts can best blossom and grow or where their spiritual needs can be met. It is a process of connecting their Spiritual Gifts to God's work at Saint Timothy's. Everyone is different and has different gifts.

New Episcopal Women NEW has held the 2nd annual Teddy Bear Tea December 8. The 26 children attending had a great time eating, playing games, and of course visiting Santa.

Foyer Group signups have begun and are being led by Cathy Morris. I have no report on how this new session is going. It would be nice to have 4 dinners turn over quicker so the groups can accommodate changes more quickly. Perhaps having a common structure for discussion would help provide a connect process for people to find common ministries. It needs to have an identity beyond just being a gathering of friends.

Men's Group – Dick Firth has led a team of Steve Bried, Dick Firth, Stephen Hedden, Dave Kutrosky, Henry Thatcher, and Herb Wilson keep this casual ministry going approximately quarterly

Senior Ministry – no activity reported. A discernment for a new leader is progressing slowly. Patti Alexanderson has requested that we start simple tea time type program where seniors can talk together casually.

Funeral Activities – There were no funerals in December! Yea!

Decisions of the Committees

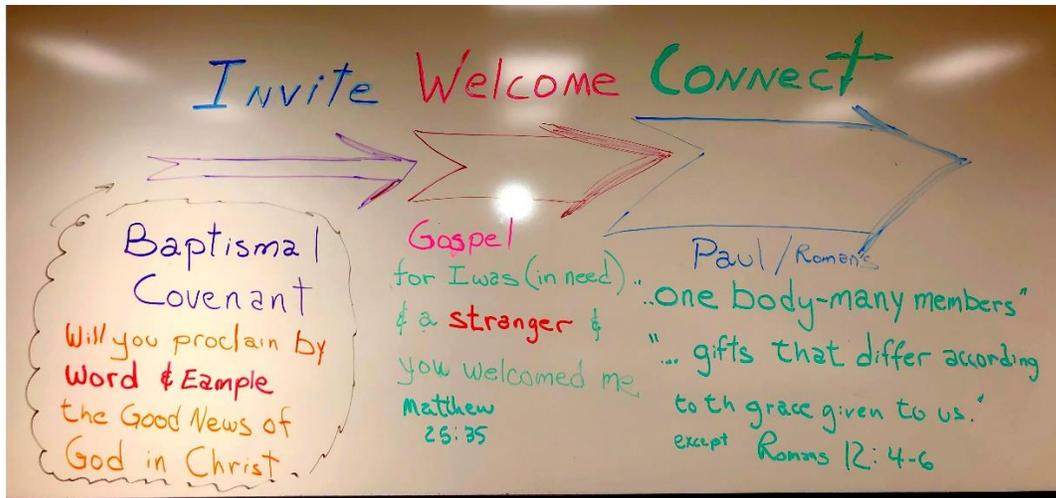


No Report

Training



I conducted a training of the Greeters committee attendees at the January 3, 2019 meeting. The Greeters familiarized themselves with the contents of the Greeter's Bags and how their role fits into the process of building Faith in the invite Welcome Connect Process.



Budgets

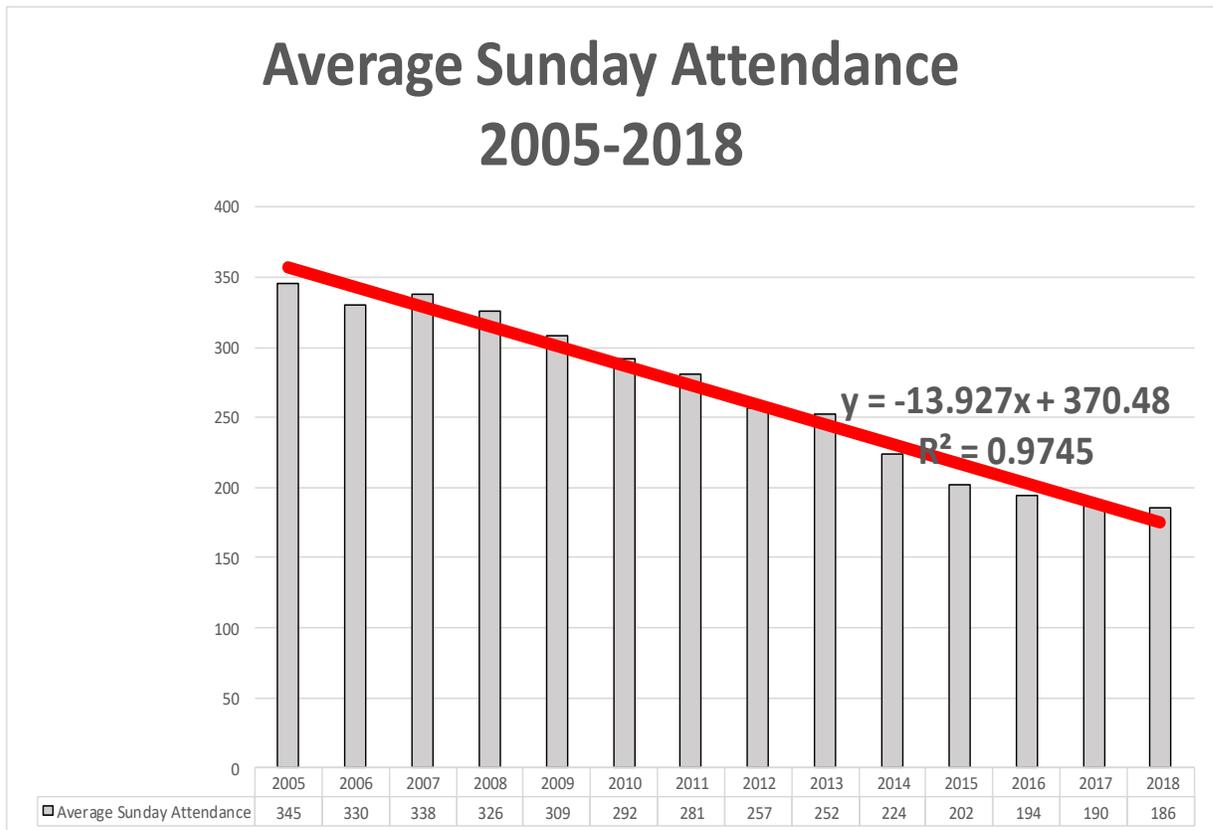


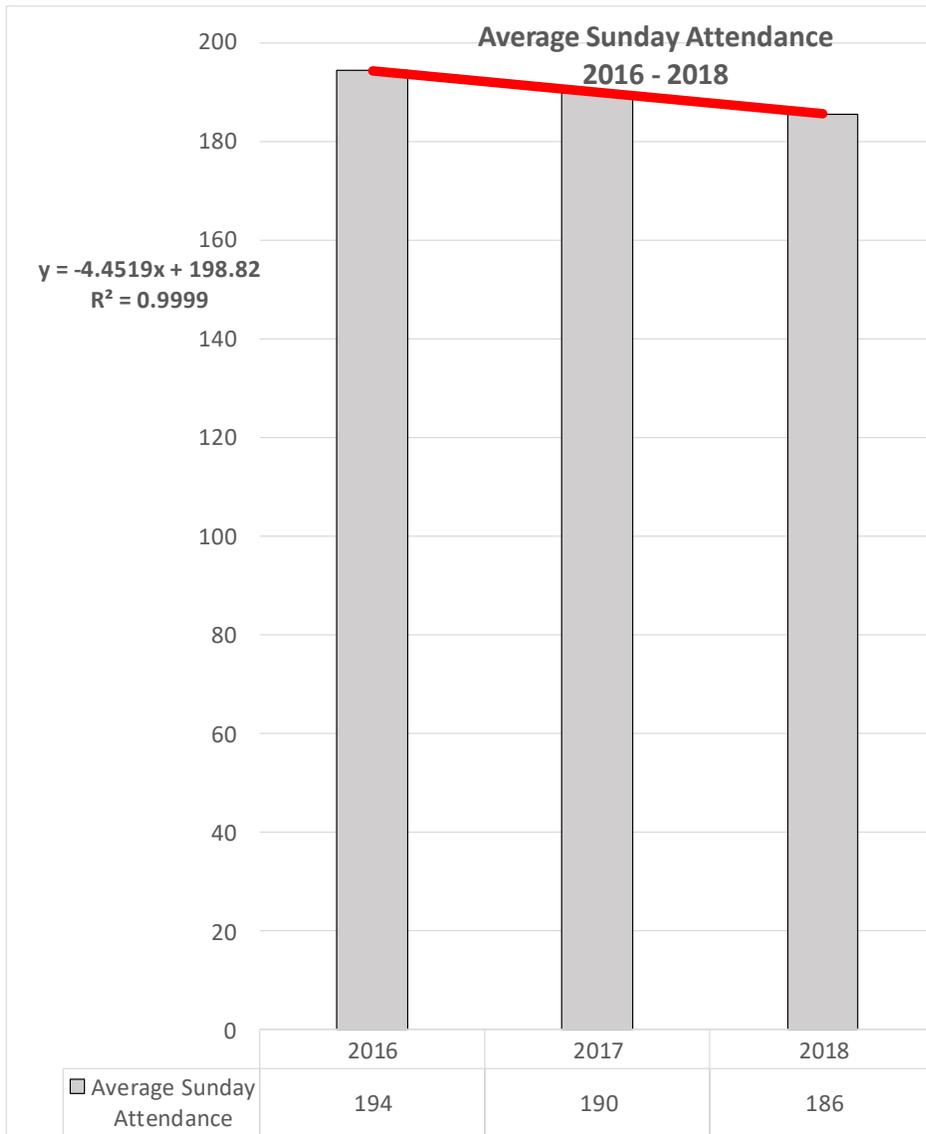
My budget request was largely denied in the December meeting. I was extremely disappointed that the budget priorities are much more focused upon maintaining the status quo than growing Spirit of Christ's Love within the community. My budget request for whoever follows me was to provide them, Pastor Todd and Rev. Susan resources to do training and inspiration of the existing Parishioners to find their callings and those of others or to fund new ministries to spread how we are the Episcopal Branch of the Jesus movement as expressed by PB Curry.

Addendum 1

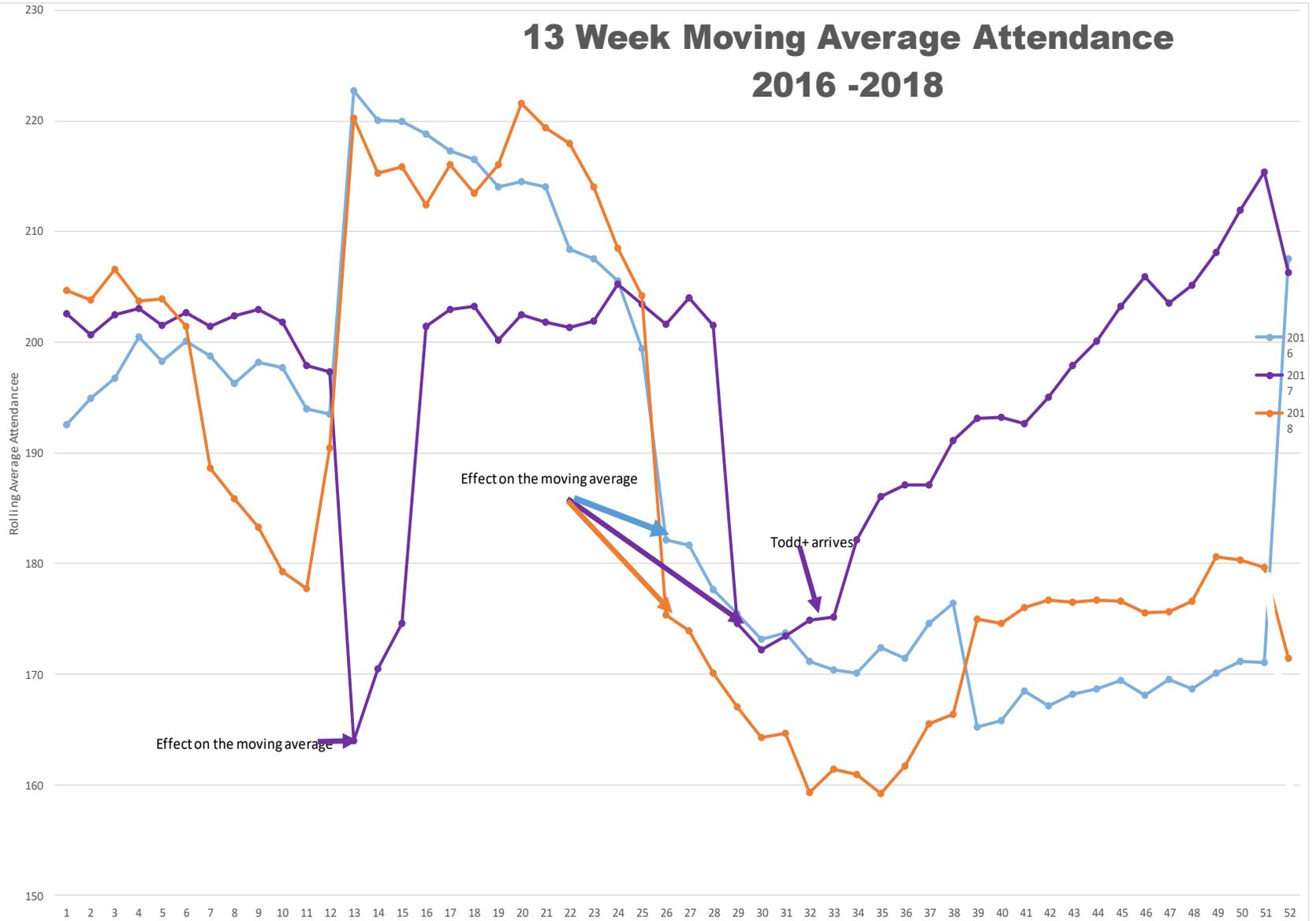
Since it is the end of the year, I have accumulated data for the reverend ASA (Average Sunday Attendance) as defined by ECUSA) numbers for this year and a comparison to the previous years back to 2005 and a look at the last three years. Since 2005 the decline in ASA has been close to 14 people per year, a linear fit that almost completely explained by time alone. I also present data for the last three years that shows a decline, also with a very good linear fit, where the decline is currently just 4 people per year. It is important to note that in 2018 we eliminated one service and the attendant staff (one choir director, acolytes, and clergy) that is counted in the attendance data. While Darita has brought in some paid section leaders, I would expect that this is a form of Evangelism as well as an amazing improvement in the quality of music. Darita has done more Evangelism with his music program than the whole parish has done in the 32 years I have been here. Congratulations Darita for a great side benefit of a music program!

I have also presented the three-year thirteen week rolling average numbers for the year. Note that only 52 Sundays are presented but that 2017 was a 53 Sunday year, I omitted the week 53 of 2017 for convenience the ASA was 199 at that point. It is also important to note that 2016 had Christmas Eve on a Sunday so those numbers were spiked like that Easter number every year. These numbers show the effect of the loss of one service and the effect of a "honeymoon" period expected for a new rector.





13 Week Moving Average Attendance 2016 -2018



Property Report

January 2019

I was unable to attend the Meeting which was held on December 9, 2018 in Grace House. I have copied the facility report for you to see.

St. Timothy's Episcopal Church Facility Report – January 2019

MAINTENANCE

There are a number of areas around the campus requiring maintenance/repair. The repairs have been prioritized and classified into major and minor issues.

Church

- Need to follow-up with contractor about refinishing the 12-foot pew in the parish hall that will go in the church when finished
- Need to move 8-foot pew stored in youth center into church in healing area – need handyman to install screws to anchor pews
- Need to move 8-foot pew in church (located on the patio side of church) to healing area – need handyman to install screws to anchor pews

Grace House

- Storm drain systems needs to be hydro cut to remove blockage – PENDING – Roto-Rooter is scheduled for Wednesday, January 9.
- Water line to refrigerator has not been installed – PENDING – follow-up with Don Perry
- Two fixtures are not working on the walkway. Neal replaced the bulbs, but they are still not working – PENDING – have to contact electrician about ballast issue
- Fixtures in hallways need to new bulbs – PENDING – contact electrician
- Need evaluation of deck area roof - PENDING – Can Fidelity check for us
- Need to schedule annual inspection of generator by Valley Power
- Need to schedule annual inspection of sump pumps by East Bay Pump

Parish Hall

- Install smoke detectors in hall
- Need evaluation of breezeway and flat roof – PENDING – Can Fidelity check

Education Wing/Preschool

- Fence posts on east side of playground are starting to fall down – PENDING – can metal inserts be added to stabilize posts which have rotted. Fence installed in 2012 by C&G
- Still working on new gates for the playground that is constructed with panic hardware. Need to find contractor who can make suggestions about fence material and gates – PENDING
- Floor in snack room has been stripped and waxed. Fluromatic recall of cartridges - repair kits have arrived and will be installed in 3 of the toilets – PENDING – Plumber will be out on Wednesday, January 9 to take care of repairs.
- Getting estimate to replace carpet in preschool office. Will contact Carpet One

General

- The janitor has been replaced by Wessne's Janitorial Service. There have been some issues since the change was made. Working with Wessnes's office to tackle issues.
- Want to have Traverso come out and do evaluation of heritage oak trees
- Do we want to have the liquid amber trees sprayed again this year
- Have electrician check out the walkway lights to the church – believe bulbs need to be changed.
- Two companies who have done gutters and drains in the past are
 - B&B Window and Gutter Cleaning – Pleasanton – 925 264-9149 – used several times. Important to confirm work done – has liability insurance
 - All Clean Rain Gutters – Concord – 925 980-4307 – has liability insurance

Rectory

Pending Items

- Replace tile in all 3 bathrooms floors – cabinet in master bath – Sandy Varco working on this project. She also is looking at a new cabinet in the master bath. Need to get estimates on the cost for the tile and cabinet – **PENDING – Tuesday, January 8, Sandy and Kimberly went to Lowe's to get ideas and prices. Need to find contractor to do the work. Need info for review and approval by Property Commission before starting work.**
- Fence needs to be installed around the compressors to avoid dogs rotting coil on compressor installed last summer – PENDING – need to find handyman
- Need to resolve how to handle bare spot in back lawn caused by trampoline.
- Continuing to have issues with the irrigation system
- Electrician to install 6 GFI plugs – bathrooms and kitchen
- Replace smoke detector on second floor hallway
- Install carbon monoxide detectors in house
- Why does water level in pool rise when irrigation runs???? No sprinkler is touching the pool

Completed Projects

- Contra Costa Climate Control repaired the foundation vent at the first-floor closet and replaced a corroded wall flue pipe
- Aptive pest company has started servicing property
- Contra Costa Climate Control had to clear evap drain on the second-floor unit.
- Irrigation valve in back yard was replaced
- Country has approved change in residence to rectory
- Repair tile in pool
- Repair 3 drains located between pool deck and patio
- Replace GFI for pool lights
- Replace refrigerator
- Per PG&E citation, remove electric ground from gas line
- Replace pool sweep
- Painting interior of house
- Redid trim on exterior of house
- Replaced floor coverings throughout
- Installed gutter guards
- Inspected sump pump beneath house
- Locksmith changed door locks
- Serviced garage door openers
- Install earthquake device on gas line

Long Term

- Replace drapes in living room, dining room, den
- Upgrade bathrooms
- Upgrade kitchen including tile
- Replace granite in breakfast nook
- Redo front yard
- Redo back yard

Submitted by

Ed Liggins, Junior Warden

Saint Timothy's roof

As you may know or may have observed, we had some work done on our church roof recently. Let me give you a brief history. We started this project a couple of years ago when we noticed some leaks. We found out that to replace the entire roof was going to be quite expensive and would reduce our reserves substantially. We decided to hire an architect to work with a roofer that was referred to us by the diocese.

These two contractors, as well as several people from Saint Tim's, went up onto the roof to see if there were other alternatives. We came up with one that all of us agreed was worth a try. We replaced the flat area that surrounds our roof and installed new material that is more suited for a flat roof (that was where the leaks appeared). Between our roofer and our architect there was consensus that our peaked roof appeared to be in decent condition and could possibly last 5-10 years (NO GUARANTY). The work took approximately 15 days and there was quite a bit of wood rot.

The cost was approximately 25% of replacing the roof. Please remember we did NOT replace the roof, so some time in the future we will need to complete the job. Our repairs should not need replacing, so our overall cost at that time should be minus the work on the flat roof.

We have four buildings and a walkway that all have roofs that are either near or at their time to be replaced. We all need to be aware of this and begin to make plans to handle these expenses.

Ed Liggins, Property Commissioner

Pastoral Care Commission – 2018

Pastoral Care was in a slump for a period of time, and former Vestry member, Scott Sampson saw the need and started the Pastoral Care Commission...Thank you Scott for your vision in meeting that need.

This past year it was decided to have a Liaison outside Vestry but reporting to Vestry. Pastor Todd asked me to be that person. This group with Pastor Susan our Clergy guide and me as titular head, meets on an ad hoc basis. Those on the committee are parishioners who head ministries with pastoral care concerns, such as LEVs. We do our best to meet the Pastoral Care needs that we are presented with and honoring those who prefer to be left alone. Pastor Susan is a "Pastoral Care Warrior" and anyone who has had her ministry knows this. We are fortunate to have 2 hardworking and dedicated clergy, and this committee works in partnership to support their efforts.

I would like to take time to acknowledge those who quietly, behind the scenes minister to one another in time of need. I am aware that this goes on informally, and frankly I believe that this is one of St. Timothy's strengths.

Respectfully submitted,

Patti Farris