

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Tuesday March 19, 2019

GRACE HOUSE, CONFERENCE ROOM

Update Date: 3/31/2019

SUMMARY:

MOTIONS:

- The minutes of the 2 January 2019 vestry meetings were approved.
- The treasurer's report, balance sheet and P&L through 28 February 2019 were approved.
- The rector's report and the communications, children and youth, formation and property commission reports were approved.
- The draft 2018 Parochial report assembled by the staff and the treasurer was approved.
- The motion to approve having only check signer sign a discretionary fund check that is less than \$500 was approved.
- The records retention policy proposed by the treasurer, Neal Matsunaga and based on the national Episcopal Church records retention policy was approved.
- The allocation of \$38,200 from the rectory maintenance and improvement fund for renovations to the rectory bathrooms was approved.
- The expenditure of up to \$800 from the memorial funds to replace one of the church microphones used by the clergy was approved.

ACTION ITEMS:

- SALLY: Set up Sign-Up Genius page for locking up church on Sundays
- VESTRY: Sign-up for 2 coffee hours/ year
- SALLY: Send information on where to sign up for coffee hour
- LISAP, MIKEO, NANCYA: Recommendation for how to spend \$\$ in budget to promote church growth.
- FELLOWSHIP: (TrudyM, MikeO) Easter Coffee hours

Attendees: Rev. Todd Bryant, Linda Clark, Dick Firth, Rev. Susan Geissler-O'Neil, Cathy Hager, Steve Hedden, Tom Linari, Neal Matsunaga, Trudy McMahan, Mike Olden, Lisa Perry, Sally Shea Potts

Absent: Nancy Arroyoavila, Kari Doolittle, Allison Fletcher, Alison Hill

- 1. Opening Prayer** – Pastor Todd – Reading from Exodus – Moses, God: I am who I am. The vestry shared the names of those for whom they are praying.
- 2. Review and Confirm Agenda** – There were no changes to the agenda.
- 3. Introduction of Guests** – There were no guests at the meeting
- 4. Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
(links are added as the reports become available on the Google Drive)
 - a. The minutes of the following January vestry meetings were approved unanimously:
 - January 16, 2019
 - January 27, 2019
 - b. The Treasurers Report, Balance Sheet and P&L through 28 February 2019 submitted by the treasurer, Neal Matsunaga were approved, unanimously.
Comments on Pledge income in 2018 vs 2019 –

- There is less pledge income this year than last year, fewer pledgers.
 - Expenses have increased.
- c. The rector's report was approved as submitted. Content of the report was discussed later in the meeting.
- d. The reports from the following commissions were approved as submitted:
- Communications
 - Children and Youth
 - Formation
 - Property

5. Non-Recurring Action Items

- a. **Parochial Report for 2018** (Neal Matsunaga) – Approval by the vestry is requested by the treasurer – Moved by C.Hager, Second by L. Perry – **APPROVED**

- b. **MOTION: 1 signature on urgent/emergency/clergy discretionary checks for less than \$500.**

Neal requested that the vestry approve requiring only one signature on urgent/emergency/clergy discretionary checks that are \$500 or less versus normal two signatures for all others. Our current check approval policy requires two authorized signatures, but Heritage Bank only requires one authorized signature before they will process the check. In urgent situations it is sometimes difficult to get two authorized signatories to come to the church to sign a check. Process will also include a second approved signature person reviewing the check request after the fact. Moved by S. Hedden, seconded by M. Olden - **APPROVED**

- c. **MOTION: Records Retention Policy.** See the Treasurer's report for details.

Approve document retention policy, based on Episcopal Church records management policy, as modified for St. Timothy's. Our policy will be:

- Records to be permanently retained – St. Timothy's is the same
- Records to be destroyed after 7 years – St. Timothy's is the same
- Records to be destroyed before 7 years – St. Timothy's destroy after 7 years.
- Records needed for legal situations will be retained for as long as needed.

APPROVED

- d. **MOTION: Rectory/Ackerman House maintenance expenditure**

At the end of February, the Ackerman rectory maintenance & improvement account had a \$50,000 balance. Recommend retaining \$8,000 for future large repairs and using \$3,800 for replacing the fence on the north side of property and allocating the remaining \$38,200 for renovation work at the rectory. \$8,000 set aside is based on about \$4,000 spent in 2018 for large repair/replacement work and recommending setting aside enough for at least 2 years' worth of large repair/replacement work to hopefully tide us over until capital fund drive

completes. FYI, currently there is no identified income source for replenishing this account. **APPROVED**

- e. **MOTION:** Approve spending \$800 from the available memorial funds for a new wireless microphone for the church to replace one of wireless microphones that is not working well. Moved by Steve Hedden, seconded by Mike Olden – APPROVED

6. Discussion Items

- f. **Noah's Ark** – The Noah's Ark 2018-2019 budget approved by the vestry was \$40,000 in the red when approved in 2018. They have increased their enrollment and are now < \$10,000 in the red for the year. See the treasurer's report for more details.

- a. **Recommendation for allocation of \$7000 for church growth.**

Per minutes from the January vestry meeting: "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.

Lisa: She and Mike Olden and Nancy A. have been talking about ideas to use some of the money to promote St. Timothy's. The group needs to come to the vestry with a proposal before spending the money.

- b. **Storage of picture of children** (Action item from January 2019 meeting) – No progress - Kari Doolittle has a hard drive that could be used for this

- c. **Ackerman Property** – Fence and bathrooms (T. Linari) (*related item under Treasurer and Property Commission*) – The property commission is currently getting bids on rehabilitation of the 3 bathrooms in the rectory. Currently they have 2 bids and waiting for the 3rd.

The vestry is encouraged to forward names of good contractors to Tom Linari. (C. Hager, L. Perry). Contractors must be licensed and insured.

- d. **Sunday Coffee Hours -T. Bryant**

Education attendance on Sundays has suffered with the transition from 3 to 2 services. Some drop-off was expected but not as much as had happened. Suggestion: keep coffee hour out for after the 10:00 service and the vestry signs up for 2 coffee hours/year.

ACTION: Fellowship: Plan how to do something special for Easter. There will be 3 services on Easter Sunday – 7:30 am, 9am and 11 am.

ACTION: Vestry signs up to host 2 coffee hours / year

- e. **Sunday building locking (T. Bryant)** – details are in the rector's report

Pastor Todd explained that after Gary Cyr moved to Arizona, the task of ensuring all church buildings are locked after the Sunday services has fallen to him and Pastor Susan. He requested that the vestry take on this responsibility.

ACTION: Sally will set up a Sign-up Genius site for use by the vestry to sign up to lock up the church buildings on Sundays. She will arrange for a key and a check-list to be available in the church office for use in this operation.

- f. **Update on Wi-Fi (K. Doolittle)**

There is a new Wi-Fi Router in Grace House and repeater in Parish Hall and in the church office. There are four Wi-Fi access points – STEC Parish, STEC Staff, STEC Event, and STEC Boy Scouts. The password for the Parish access point will be reset soon.

7. Closing Prayer – Sally Potts

St Timothy's Calendar for Vestry as of 3/3/2019

Wednesday, March 6	ASH WEDNESDAY
Wednesday, March 13 – 7:00 pm	Lent Wednesday Program – Evil, Suffering, God of Love
Tuesday, March 19 - 6:30 pm	Vestry Meeting
Wednesday, March 20 – 7:00 pm	Lent Wednesday Program – Lives of Jesus
Wednesday, March 27 – 7:00 pm	Lent Wednesday Program – Challenges facing progressive Christians
Wednesday, April 3 – 7:00 pm	Lent Wednesday Program – Restoring Relationships
Tuesday, April 9 - 6:30 pm	Vestry Meeting
Wednesday, April 10 – 7:00 pm	Lent Wednesday Program – Stories of Creation
Sunday, April 17 – Sunday, April 24	HOLY WEEK
Sunday, April 24	EASTER
Saturday, May 5	Rector's Open House
Saturday, May 18	FOTH - 2019

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Monday, March 25, 2019
Next Regular Vestry Meeting – Tuesday, April 9, 2019 (EARLIER DUE TO EASTER!)

Rector's Report
March 2019

It was a lot of work to get to Lent, but now that we are in it, it feels relatively smooth.

Parents Night Out (PNO) -- went really, really well. I think we put our best foot forward.

Ash Wednesday -- very grounding and went smoothly.

Altar Rails -- a little hiccup. However, as you will see in the service bulletin, we have some clear instructions for how to take communion. This should help a lot.

Coffee hour / Fellowship - for discussion in the Vestry meeting

History of my Adult Ed experience at St. Timothy's -- Adult education was rocking **Then -- We moved to two services.** Because of the several town halls, we placed fellowship between the 8:30 and 10am service. One of the *expected* consequences was that our adult formation attendance went down -- it went to down faster than I had hoped. By the end of Revelation, we were down to an average of 10 people from a high of 60-65 people.

So

I want us to consider leaving the food from coffee hour out during the 10am service so that people can nosh on it *after 10am worship.*

***Vestry - we really need your help on coffee hours.** Leaving out the food will allow people to stay and those who do coffee can actually go church instead of cleaning up from 10-10:20.*

We don't have the horsepower to do two full, independent coffee hours. We can barely staff one. But fellowship is King at St. Timothy's. Therefore, we plan to only offer periodic adult in the Fall of 2019 and Spring of 2020 in order to support fellowship and other lay-led adult formation opportunities. I want your feedback about this suggested move to 2 coffee hours which is really one long coffee period of time.

Lastly - closing the buildings on Sunday - need your help

Vestry I need your help. Can we have a rotation of people who "shut down" the buildings after the 10am service. It used to be Gary Cyr, but he's gone.

Treasurer's Report

March 19, 2019

Financial Highlights

- 2019 budget based on 144 pledges, with additional 8 pledges received so far in 2019.
- 2019 budget vs actual results, through February, were:

	Budget	Actual	Difference
Pledge Income	\$101,403	\$100,761	\$ (642)
Other Income	\$ 21,155	\$ 14,190	\$(6,965)
Expenses	\$127,185	\$124,506	\$ 2,679

Income – Pledge Income difference due to:

Current year pledges about \$3,700 under budget.

Prior year pledges received in 2019 about \$3,100 over budget.

Other Income difference due to:

Loose plate offerings about \$400 under budget.

Contributing income about \$9,700 under budget.

Facility cost sharing about \$3,300 over budget.

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

Altar Guild about \$960 over budget.

Fellowship about \$870 under budget.

Administration about \$420 under budget.

Facilities about \$600 under budget.

Finance about \$1,300 over budget.

Contingency about \$2,000 under budget.

It is important to remember is that this is only the second month of the year and we have differences that are caused by pledges and bills occurring periodically and not consistently each month versus the budget assuming 1/12 of expenses each month.

Action Items

1. Approve parish 2018 parochial report.
2. Approve requiring only one signature on urgent/emergency/clergy discretionary checks that are \$500 or less versus normal two signatures for all others. Our current check approval policy requires two authorized signatures, but Heritage Bank only requires one authorized signature before they will process the check. In urgent situations it is sometimes difficult to get two authorized signatories to the come to the church to sign a

check. Process will also include a second approved signature person reviewing the check request after the fact.

3. Approve document retention policy, based on Episcopal Church records management policy, as modified for St. Timothy's. Our policy will be:
 - Records to be permanently retained – St. Timothy's is the same
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 - Records to be destroyed before 7 years – St. Timothy's destroy after 7 years
 - Records needed for legal situations will be retained for as long as needed.
4. At the end of February, the Ackerman rectory maintenance & improvement account had a \$50,000 balance. Recommend retaining \$8,000 for future large repairs and using \$3,800 for replacing the fence on the north side of property and allocating the remaining \$38,200 for renovation work at the rectory. \$8,000 set aside is based on about \$4,000 spent in 2018 for large repair/replacement work and recommending setting aside enough for at least 2 year's worth of large repair/replacement work to hopefully tide us over until capital fund drive completes. FYI, at this time there is no identified income source for replenishing this account.
5. Approve allocating up to \$800 of undesignated memorial gifts for the purchase of a wireless microphone for worship service use.

Other Status

1. Noah's Ark update at six months into their nine-month school year. Enrollment in March is at 51 students. 2018-2019 budget was based on 44 students and had a shortfall of \$44,380.97. With 51 students and one open teacher position, shortfall at end of February was about \$8,000. The school director is looking to fill the open position for the balance of the school year and for all of next year. Current thinking, regarding enrollment, is to enlarge the pre-K class next year due to demand to 24 students. Preschool is also planning a fund raiser during their annual art show, similar to church's FOTH, to raise money for capital projects. It is being planned and executed by parent volunteers. Director is also investigating working with a company that helps businesses get better coverage and publicity on the internet.
2. Treasurer report in annual meeting publication had different line item information than the 2019 budget the Vestry approved in January. Vestry approved budget had \$54,000 for potential pledges moved to Contributing Income from Current Year Pledges while the annual meeting report showed the \$54,000 still in Current Year Pledges. No effect on rest of budget. No difference is the budget bottom line. Too many budget versions, too short a time and got my hands crossed when preparing annual meeting report and used an older version as the basis for the annual report.
3. Pledge status
 - a. 2019 budget was \$565,665 based on 144 pledges and possibly 27 more pledges for \$54,000.

- b. As of 2/7 we have received 8 additional pledges for \$21,930 with possible 19 more pledges for \$27,000. As time passes it becomes less likely that the 19 will make pledges so it is likely that Contributing Income budget may be significantly too high.
- c. Other point to be made is that the if any of the additional pledges are 2018 pledgers pledging late, they do not add to overall income but just moves income dollars from Contributing Income to Current Year Pledges account. Still good, but not incremental income.

Neal Matsunaga

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03/05/19

Accrual Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
10001 · Heritage Checking	35,417.99
10002 · Heritage Savings	96,222.52
17103 · Schwab	288,799.20
17104 · TD Ameritrade	312,600.71
Total Checking/Savings	733,040.42
Total Current Assets	733,040.42
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	131,363.44
Total Other Assets	441,892.22
TOTAL ASSETS	4,142,499.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21010 · Endowment Gifts Pending	36,966.94
Total Other Current Liabilities	36,966.94
Total Current Liabilities	36,966.94
Total Liabilities	36,966.94
Equity	

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Accrual Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
31300 · Perm. Restricted Net Assets	
31501 · SSGA Endowment Fund	310,528.78
31503 · Fixed Assets	<u>2,967,567.00</u>
Total 31300 · Perm. Restricted Net Assets	3,278,095.78
31500 · Temp. Restricted Net Assets	
31504 · SSGA Endowment Gain/(Loss)	131,363.44
31510 · Program	371,224.94
31520 · Outreach	<u>50,721.58</u>
Total 31500 · Temp. Restricted Net Assets	553,309.96
32000 · Unrestricted Net Assets	253,239.93
Net Income	<u>20,887.03</u>
Total Equity	<u>4,105,532.70</u>
TOTAL LIABILITIES & EQUITY	<u>4,142,499.64</u>

Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	41,126.49	42,751.00	-1,624.51	96.2%
41100 - Current Year Pledges	90,815.00	565,665.00	-474,850.00	16.1%
41300 - Prior Year Pledges Rec'd Late	3,092.00			
Total 41000 - Pledge Income	135,033.49	608,416.00	-473,382.51	22.2%
42000 - Plate Offering				
42100 - Loose Plate	959.50	8,000.00	-7,040.10	12.0%
42150 - Contributing Income	5,474.00	91,000.00	-85,526.00	6.0%
Total 42000 - Plate Offering	6,433.90	99,000.00	-92,566.10	6.5%
43000 - Special Gifts	160.00			
44000 - Operating Support				
44200 - Facilities Cost Sharing	7,421.32	24,677.00	-17,255.68	30.1%
44300 - Flower Donations	92.01	2,900.00	-2,807.99	3.2%
Total 44000 - Operating Support	7,513.33	27,577.00	-20,063.67	27.2%
45000 - Other Income				
45100 - eScrip Remittance	2.29			
45200 - Amazon Smile	28.48			
45300 - Interest Income	51.68	280.00	-228.32	18.5%
45400 - Miscellaneous Income	0.00	70.00	-70.00	0.0%
Total 45000 - Other Income	82.45	350.00	-267.55	23.6%
Total 40000 - Donations	149,223.17	735,343.00	-586,119.83	20.3%
Total Income	149,223.17	735,343.00	-586,119.83	20.3%
Gross Profit	149,223.17	735,343.00	-586,119.83	20.3%
Expense				
60000 - Operating Expenses				
61000 - Diocesan Assessment	17,886.42	107,319.00	-89,432.58	16.7%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	15,381.64	92,290.00	-76,908.36	16.7%
62120 - Associate Rector	12,422.84	74,537.00	-62,114.16	16.7%
62156 - Clergy Pension Premiums	6,937.61	36,110.00	-29,172.39	19.2%
62159 - Clergy Benefits & Insurance	4,921.44	28,645.00	-23,723.56	17.2%
Total 62100 - Clergy Compensation	39,663.53	231,582.00	-191,918.47	17.1%
62200 - Lay Staff Compensation				
62202 - Music Director	6,483.52	38,901.00	-32,417.48	16.7%
62203 - Office Manager	2,610.78	24,960.00	-22,349.22	10.5%
62213 - Office Staff-Temporary Help	299.25	873.00	-573.75	34.3%
62204 - Bookkeeper	4,619.16	27,715.00	-23,095.84	16.7%
62205 - Childcare Assistant	402.12	2,920.00	-2,517.88	13.8%
62296 - Lay Payroll Taxes	972.56	7,296.00	-6,323.44	13.3%
62297 - Lay Pension Premiums	598.22	5,747.00	-5,148.78	10.4%
62299 - Pension Ralmbraunt Noah's Ark	1,523.38			
62298 - Lay Benefits & Insurance	132.34	1,111.00	-978.66	11.9%
Total 62200 - Lay Staff Compensation	17,641.33	109,523.00	-91,881.67	16.1%
62300 - Workers Compensation Insurance	670.00	325.00	345.00	206.2%
62400 - Payroll Processing Fees	161.00	3,094.00	-2,933.00	5.2%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	1,200.00	10,700.00	-9,500.00	11.2%

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03/05/19

Accrual Basis

Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
62512 - Supply Musicians	154.50	2,300.00	-2,145.50	6.7%
Total 62501 - Musicians	1,354.50	13,000.00	-11,645.50	10.4%
62504 - Landscaping	4,034.00	24,210.00	-20,176.00	16.7%
62505 - Janitorial Services	5,200.00	28,600.00	-23,400.00	18.2%
Total 62500 - Contractors (1099)	10,588.50	65,810.00	-55,221.50	16.1%
62600 - Staff Allowances				
62601 - Continuing Education	0.00	1,200.00	-1,200.00	0.0%
62602 - Travel	5.50	600.00	-594.50	0.9%
62603 - Clergy Hospitality	248.07	2,100.00	-1,851.93	11.8%
62604 - Clergy Discretionary Fund	0.00	1,000.00	-1,000.00	0.0%
Total 62600 - Staff Allowances	253.57	4,900.00	-4,646.43	5.2%
Total 62000 - Personnel Expense	68,977.93	415,234.00	-346,256.07	16.6%
63100 - Altar Guild				
63101 - Candles and Wine	818.47	2,950.00	-2,131.53	27.7%
63102 - Flower Expense	1,248.07	3,220.00	-1,971.93	38.8%
63103 - Laundry Services	0.00	95.00	-95.00	0.0%
63105 - All Other Altar Guild Expenses	0.00	350.00	-350.00	0.0%
Total 63100 - Altar Guild	2,066.54	6,615.00	-4,548.46	31.2%
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	192.90	1,300.00	-1,107.10	14.8%
63216 - Music Hospitality	0.00	500.00	-500.00	0.0%
Total 63205 - Music Expenses	192.90	1,800.00	-1,607.10	10.7%
63206 - Musical Equipment R&M	0.00	350.00	-350.00	0.0%
Total 63200 - Music	192.90	2,150.00	-1,957.10	9.0%
63300 - Christian Formation				
63301 - EFM	0.00	800.00	-800.00	0.0%
63302 - Adult Education	0.00	1,000.00	-1,000.00	0.0%
63303 - Lenten Series	0.00	500.00	-500.00	0.0%
Total 63300 - Christian Formation	0.00	2,300.00	-2,300.00	0.0%
63350 - Children & Youth Ministry				
63351 - Family Ministries	250.00	1,300.00	-1,050.00	19.2%
63352 - Youth Ministries	92.50	2,000.00	-1,907.50	4.6%
Total 63350 - Children & Youth Ministry	342.50	3,300.00	-2,957.50	10.4%
64000 - Worship & Liturgy				
64150 - Miscellaneous Worship	0.00	500.00	-500.00	0.0%
Total 64000 - Worship & Liturgy	0.00	500.00	-500.00	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	36.95	1,500.00	-1,463.05	2.5%
64502 - Parish Events-Connect	0.00	1,300.00	-1,300.00	0.0%
64503 - Reception Expense	17.91	1,200.00	-1,182.09	1.5%
64504 - Greeters-Welcome	0.00	100.00	-100.00	0.0%
64505 - Invites	0.00	400.00	-400.00	0.0%
64506 - Vestry Expenses	0.00	230.00	-230.00	0.0%
64508 - NEW (New Episcopal Women)	0.00	800.00	-800.00	0.0%
64599 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 64500 - Fellowship	54.86	5,530.00	-5,475.14	1.0%
65000 - Administrative				

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03/05/19

Accrual Basis

**Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual**

January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
65100 - Office Supplies	475.37	1,500.00	-1,024.63	31.7%
65101 - Paper	176.74	4,000.00	-3,823.26	4.4%
65102 - Advertising	53.35	300.00	-246.65	17.8%
65103 - Software	588.00	2,000.00	-1,412.00	29.4%
65105 - Phone & Internet	1,193.94	4,500.00	-3,306.06	26.5%
65106 - Misc Administration	0.00	600.00	-600.00	0.0%
65200 - Equipment				
65201 - Hardware	0.00	800.00	-800.00	0.0%
65202 - Copiers	2,399.84	20,000.00	-17,600.16	12.0%
65203 - Other Equipment R&D	0.00	500.00	-500.00	0.0%
Total 65200 - Equipment	2,399.84	21,300.00	-18,900.16	11.3%
65300 - Postage				
65301 - Meter Postage	236.27	900.00	-663.73	26.3%
65302 - Other Postage	0.00	200.00	-200.00	0.0%
65303 - Meter Lease	772.24	2,600.00	-1,827.76	29.7%
Total 65300 - Postage	1,008.51	3,700.00	-2,691.49	27.3%
Total 65000 - Administrative	5,895.75	37,900.00	-32,004.25	15.6%
66000 - Facilities				
66100 - Campus Maintenance	7,282.35	35,000.00	-27,717.65	20.8%
66110 - Rectory Maintenance				
66111 - Insurance	0.00	650.00	-650.00	0.0%
66112 - Landscaping	540.00	4,000.00	-3,460.00	13.5%
66113 - Pool	230.00	1,700.00	-1,470.00	13.5%
66116 - Maintenance	1,330.48	3,000.00	-1,669.52	44.3%
Total 66110 - Rectory Maintenance	2,100.48	9,350.00	-7,249.52	22.5%
66120 - Services				
66121 - Elevator & Fire Alarm	1,314.60	5,000.00	-3,685.40	26.3%
66122 - Other Services	0.00	6,000.00	-6,000.00	0.0%
Total 66120 - Services	1,314.60	11,000.00	-9,685.40	12.0%
66130 - Facilities Supplies	361.00	3,000.00	-2,639.00	12.0%
66140 - Utilities				
66141 - EBMUD	454.95	21,000.00	-20,545.05	2.2%
66142 - Garbage	1,266.26	7,000.00	-5,733.74	18.1%
66143 - PG&E Gas	1,788.64	4,500.00	-2,711.36	39.7%
66144 - PG&E Electrical	1,978.61	12,000.00	-10,021.39	16.5%
66145 - PG&E Loan	1,351.78	8,111.00	-6,759.22	16.7%
Total 66140 - Utilities	6,840.24	52,611.00	-45,770.76	13.0%
Total 66000 - Facilities	17,898.67	110,961.00	-93,062.33	16.1%
67000 - Finance				
67050 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
67100 - Benevity Fees	0.00	190.00	-190.00	0.0%
67101 - Banking Charges	203.45	1,800.00	-1,596.55	11.3%
67103 - Corporate Fees & Expenses	55.92	1,000.00	-944.08	5.6%
67104 - Property & Liability Insurance	7,417.00	29,700.00	-22,283.00	25.0%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	5,573.00	-5,573.00	0.0%
67118 - Rectory Property Tax	513.81	1,038.00	-524.19	49.5%
Total 67107 - Property Taxes	513.81	6,611.00	-6,097.19	7.8%
Total 67000 - Finance	8,190.18	41,301.00	-33,110.82	19.8%
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	2,500.00	15,000.00	-12,500.00	16.7%

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03/05/19

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual

January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
68003 - Schools & Interfaith Council	500.00	3,000.00	-2,500.00	16.7%
Total 68000 - Budgeted Outreach	3,000.00	18,000.00	-15,000.00	16.7%
69000 - Contingency				
69001 - Contingency	0.00	12,000.00	-12,000.00	0.0%
Total 69000 - Contingency	0.00	12,000.00	-12,000.00	0.0%
Total 60000 - Operating Expenses	124,505.75	763,110.00	-638,604.25	16.3%
Total Expense	124,505.75	763,110.00	-638,604.25	16.3%
Net Ordinary Income	24,717.42	-27,767.00	52,484.42	-89.0%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70040 - Boy Scout Troop #36				
70041 - Boy Scout Troop Income	1,150.00			
70045 - Boy Scout Troop Expenses	-1,150.00			
Total 70040 - Boy Scout Troop #36	0.00			
70050 - Parish Activities				
70051 - Parish Activities Income	50.00			
Total 70050 - Parish Activities	50.00			
70060 - Maintenance & Improvement				
70065 - Maint & Improvement Expense	-1,288.93			
Total 70060 - Maintenance & Improvement	-1,288.93			
70100 - Vestry Retreat				
70101 - Vestry Retreat Income	310.00			
70105 - Vestry Retreat Expense	-304.36			
Total 70100 - Vestry Retreat	5.64			
70130 - Concert Series				
70131 - Concert Series Income	2,500.00			
70135 - Concert Series Expense	-3,505.10			
Total 70130 - Concert Series	-1,005.10			
70140 - Columbarium				
70145 - Columbarium Expense	-37.64			
Total 70140 - Columbarium	-37.64			
70150 - Ackerman				
70155 - Ackerman Expenses	-5,698.87			
Total 70150 - Ackerman	-5,698.87			
Total 70000 - Program Accounts	-7,974.90			
80000 - Outreach Accounts				
80010 - Adopt-a-Bike Program				
80011 - Adopt-a-Bike Program Income	700.00			
80015 - Adopt-a-Bike Program Expense	-920.27			
Total 80010 - Adopt-a-Bike Program	-220.27			
80020 - Christmas Boxes				
80025 - Christmas Boxes Disbursements	-900.00			
Total 80020 - Christmas Boxes	-900.00			

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03/05/19

Accrual Basis

Saint Timothy's Episcopal Church
 Profit & Loss Budget vs. Actual

January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
80100 - Trinity Center				
80101 - Trinity Center Donations	1,500.00			
80105 - Trinity Center Disbursements	-110.42			
Total 80100 - Trinity Center	1,389.58			
80110 - Winter Nights				
80111 - Winter Nights Income	890.00			
Total 80110 - Winter Nights	890.00			
89000 - Other Outreach				
89001 - Other Outreach Donations	3,000.00			
Total 89000 - Other Outreach	3,000.00			
Total 80000 - Outreach Accounts	4,159.31			
Total Other Income	-3,815.59			
Other Expense				
100000 - Ask My Accountant	14.80			
Total Other Expense	14.80			
Net Other Income	-3,830.39			
Net Income	20,887.03	-27,767.00	48,654.03	-75.2%

THE 2018 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
 ACCORDING TO CANONS I.6, I.7, AND I.17
 (OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



Name of Congregation St Timothy's Episcopal Church		Diocese California	
Street Address 1 1550 Diablo Rd		City Danville	State CA
Street Address 2		Zip + 4 94526-1952	County Contra Costa
Mailing Address 1 1550 Diablo Rd		City Danville	State CA
Mailing Address 2		Zip + 4 94526-1952	Phone # 925-837-4993
Federal Tax ID # 94-6037235	Congregation's Email address parish@sainttimothysdanville.org	Congregation's Web Address www.sainttimothysdanville.org	

Report Preparation

Page 2 Prepared by (<i>Print or type name</i>) the Reverend Todd Bryant	Daytime Phone (925) 837-4993 x 114	Email Address rector@sainttimothysdanville
Page 3 Prepared by (<i>Print or type name</i>) Neal Matsunaga	Daytime Phone (925) 837-4993 x117	Email Address treasurer@sainttimothysdanvi

Certified by the Clerk of the Vestry

Certified by (<i>Print or type name</i>) Sally Potts	
Signature	Date

Certified by Treasurer/Financial Officer

Certified by (<i>Print or type name</i>) Neal Matsunaga	
Signature	Date

Certified by Rector/Vicar/Person in Charge

Certified by (<i>Print or type name</i>) The Reverend Todd Bryant	Daytime Phone (925) 837-4993 x114
Signature	Date

Vestry Approval

Indicate date that your 2018 Parochial Report was approved by the Vestry or Bishop's Committee (Canon I.6.1)	Date
--	------

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2018 :				
Number of Pledges	1. Number of signed pledge cards for 2018 -report year	(1)	171	
Total \$ Pledged	2. Total dollar amount pledges for 2018-report year	(2)	\$668,860	
Report of Revenues and Expenses for 2018:				
Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)	\$685,630	
	4. Money from investments used for operations in 2018	(4)	\$283	
	5. Other operating income, including unrestricted gifts & restricted gifts used for operations, & contributions from congregation's organizations	(5)	\$23,287	
	6. Unrestricted bequests used for operations	(6)	\$1,847	
	Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A			\$711,047
	7. Assistance from diocese for operating budget	(7)	\$0	
Total Operating Revenues (A + 7) = B			\$711,047	
Non-Operating Revenues	8. Funds received for capital projects	(8)	\$0	
	9. Additions to endowment, & other investment funds	(9)	\$42,941	
	10. Contributions & grants for congregation based outreach & mission programs	(10)	\$0	
	11. Funds for transmittal to other organizations	(11)	\$86,289	
Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C			\$129,230	
Total All Revenues (B + C) = D			\$840,277	
Operating Expenses	12. To diocese for assessment, apportionment, or fair share	(12)	\$93,792	
	13. Outreach from operating budget	(13)	\$18,000	
	14. All other operating expenses	(14)	\$599,255	
Subtotal Operating Expenses (12 + 13 + 14) = E			\$711,047	
Non-Operating Expenses	15. Major improvements & capital expenditures	(15)	\$168,656	
	16. Expense for congregation's outreach & mission	(16)	\$0	
	17. Funds contributed to Episcopal seminaries	(17)	\$3,000	
	18. Funds transmitted to other organizations	(18)	\$86,496	
Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F			\$258,152	
Total All Expenses (E + F) = G			\$969,199	
At Year-End:				
As of December 31, 2018	19. Total cash in all checking & passbook savings accounts	(19)	\$141,378	
	20. Total investment at market value (not including cash reported in line 19)	(20)	\$1,006,188	

Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report: *Using the 2017 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2017. (See your 2017 Parochial Report, Box M17)*

Active Baptized Members of the Reporting Congregation Reported Last Year

Members Reported Last Year = M17.

Using the Register of Church Membership and Rites:

During the Report Year

Increases in Membership

1. Increases during year: All members added to the baptized members section of your congregation's Membership Register during 2018 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.

Total Increases = 1.

Decreases in Membership

2. Decreases during year: All baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.

Total Decreases = 2.

Active Baptized Members of the Reporting Congregation At Year-End

M18: Add the increases entered in Box 1 to Box M17. Then subtract the decreases entered in Box 2 for the total active membership as of December 31, 2018

Total Active Baptized Members (end of report year) = M18.

Communicants in Good Standing of the Reporting Congregation

Adults

Youth

Others Active

Communicants in good standing: All baptized members of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

3. Adult communicants in good standing (age 16 and over) =

4. Youth communicants in good standing (under age 16) =

5. Total communicants in good standing (3 + 4) =

6. Others who are active whose baptisms are not recorded in the Parish Register, or in another Episcopal congregation. Others = 6.

Using the Service Register:

Average Sunday Attendance for 2018

7. Sunday (& Saturday Evening) Attendance: Divide total attendance by the total number of Sundays when services were held. Average Sunday Attendance = 7.

8. Average Principal Worship Service Attendance on a Weekday (in congregations without Sunday or Saturday evening services) = 8.

Easter Attendance in 2018

9. Easter Sunday Attendance (9)

Sacraments & Services:

Number of Holy Eucharists Celebrated During 2018

10. Total Sunday & Saturday Evening Eucharists (10)

11. Total Weekday Eucharists (11)

12. Total Private Eucharists (12)

Daily Offices and Other Services Held During 2018

13. Daily Offices Held on Sunday (13)

14. Daily Offices Held on Weekdays (14)

15. Marriages conducted in 2018 (15)

16. Burials conducted in 2018 (16)

Using the Register of Church Membership and Rites:

Baptisms in 2018

17. Baptisms 16 years and older (17)

18. Baptisms under 16 years of age (18)

Confirmations in 2018

19. Confirmations 16 years and older (19)

20. Confirmations under 16 years of age (20)

Received in 2018

21. Received by a bishop (21)

Education:

Children and Youth

22. Total Church School Students Enrolled (22)

Adult Education

23. Regular Sunday or weekday adult education programs held? Yes No

24. Number of adults engaged in religious education or spiritual formation

Languages in which Worship is conducted:

25. English Spanish French Other

26. Other (please list) _____

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	<i>Total All Expenses (E + F) = G</i>		\$969,199
At Year-End:			
As of December 31, 2018	19. Total cash in all checking & passbook savings accounts	(19)	\$141,378
	20. Total investment at market value (not including cash reported in line 19)	(20)	\$1,006,188

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-charge or interim 1. Bryant		First name Todd	Middle name
Title of position Rector		Year ordained 2006	Diocese of canonical residence California
Employment status at this congregation <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation 2017	Church pension status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate priest, assisting priest or curate 2. Geissler-O'Neil		First name Susan	Middle name
Title of position Associate Rector		Year ordained 1983	Diocese of canonical residence California
Employment status at this congregation <input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation 2016	Church pension status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate, assisting or other priest 3. Turner		First name Maurice	Middle name
Title of position Assistant Priest		Year ordained 1972	Diocese of canonical residence California
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Non-stipendiary		Year called to this congregation 2003	Church pension status <input type="checkbox"/> Active <input checked="" type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate, assisting or other priest		First name	Middle name
Title of position		Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no priest at present, who leads Sunday worship services? (check all that apply)

Supply priest Deacon Lay worship leader Other: _____

A long-term supply priest: _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1		First name	Middle name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon		Year ordained	

Last name of Deacon #2		First name	Middle name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon		Year ordained	

Name(s) of other congregation(s) currently served by these priests (if any)

--

Explanation of Unique or Unusual Clergy Situation

--

Outreach Ministries and Volunteer Activity of this Congregation

Using the checkboxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2018.

If yes, indicate whether a *few* volunteers were involved in the ministry, or a *larger* number of your members were involved.

Please also estimate in the space provided approximately how many people were helped or served each month by the ministry.

	No	Yes		
		Few volunteers involved	Many volunteers involved	Estimated number of people served
1. Food pantry, soup kitchen, or meal projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	200+
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Cash, vouchers, or help with rent/utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200
4. Day care, preschool, before- or after-school programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50
5. Tutoring or literacy programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Health programs (parish nurse, clinics, health education, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
8. Job placement, job training, employment counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Building projects (such as Habitat for Humanity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AA - 7 meetings a week
11. Programs for the elderly and homebound persons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50
12. Clothes closet, thrift store	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Homeless or no-freeze shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5-10
15. Other, not listed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15 organizations

line #15 - Annual outreach fundraiser followed by grants to organizations

line #13 - as part of a larger homeless shelter program with other churches, we host

2 weeks of shelter for homeless families and host 20-25 people

Record Title or Series	Minimum Retention	Retention Recommendation
A		
Accounts Payable Files, Operational Accounts	7	Destroy after 7 years. <i>See also</i> Invoices and Paid Bills on Capital Expenses.
Act of Incorporation	P	Transfer to Archives.
Agreements, Contractual		See Contracts.
Annual Financial Reports		See Financial Statements, Annual.
Applications for Employment, Unsuccessful	1	Destroy after CY + 1 year, federal; CY+3 in some states.
Applications for Employment, Successful	P	Retain for life of Personnel File.
Appraisals, Property	AU	Retain until superseded.
Assessment/Quota Apportionment Data	5	Destroy after 5 years.
Audio and Video Recordings	P	Permanent. Transfer to Parish Archives for final review.
Audit Working Papers, including back-up	4	Destroy after CY + 4 years with audit.
Audit Reports	P	Transfer to Archives.
B		
Balance Sheets, Annual	P	Transfer to Archives.
Balance Sheets, Monthly/Quarterly	2	Destroy after 2 years.
Bank Deposit Books	7	Destroy after 7 years or CY + 4 years after audit.
Bank Deposit Slips	4	Destroy after 4 years.
Bank Statements	7	Destroy after 7 years.
Bank Reconciliations	2	Destroy after CY + 2 years.
Bequest and Estate Papers	P	Transfer to Archives.
Bonds, Canceled	2	Destroy after CY + 2 years from date of cancellation.
Budgets, Approved and Revised	P	Transfer to Archives.
Budgets, Proposed and Worksheets	AU	Destroy after administrative use ceases.
Building Plans and Drawings	P	Retain as-built drawings, architect's renderings, and renovation drawings. Transfer Mylar copies or e-copies of all original drawings to Parish Archives and make duplicate use copies. <i>See also</i> Specifications for Building and Design.
Bylaws	P	Transfer to Archives. Retire previous versions after every revision or amendment.
C		
Camp and/or Conference Center, Health and Safety Records (Including Health Treatment Procedures, Health Logs, Safety Incident Reports, Permission and Treatment Forms, Operations Manuals)	7	Destroy after 7 years unless action pending. <i>See also</i> Personnel Records and related business records for operation of camps and conference centers. Note: some state guidelines advise retention of forms for minors until the participants reach the age of 23.
Canceled Checks	7	Destroy after 7 years or CY + 4 years after audit.
Cash Journals, General Receipts and Disbursements	7	Destroy after 7 years. Retain permanently if used as primary book of entry in lieu of General Ledger.
Cash Journals, Receipts on Plate and Pledge Offerings	7	Destroy after 7 years. <i>See also</i> : Pledge Registers.
Cashbooks, Discretionary Accounts	7	Destroy after 7 years. <i>See also</i> Discretionary Account Checkbooks.

Record Title or Series	Minimum Retention	Retention Recommendation
Cashbooks, Special Fundraising Subscriptions	P	Transfer to Archives.
Certificates of Deposit, Canceled	2	Destroy CY + 2 years after redemption.
Certificates of Title to Property	P	Transfer to Archives.
Certificates of Incorporation	P	Transfer to Archives.
Cemetery and Columbarium Interments	P	Transfer to Archives.
Chart of Accounts	P	Transfer to Archives. Retain superseded copy with date of retirement substantive revisions.
Check Registers	7	Destroy after 7 years.
Check Book/Stubs	7	Destroy after 7 years.
Checks, Canceled		See Canceled Checks.
Committee Minutes and Records	P	Transfer to Archives.
Compensation Schedules, Salary and Benefit Guidelines	AU	Destroy after use ceases.
Computer Records		See Electronic Records, Legacy Files.
Consecration Certificates for Episcopal Church Buildings	P	Transfer to Archives. Keep authentic copy in Parish Archives if original is on display.
Constitution and Bylaws with Revisions	P	Permanent. Retire previous versions after every revision or amendment.
Contracts, Active	P	Retain in active files. <i>See also</i> Contracts, Inactive.
Contracts, Inactive	SR	Transfer to Archives for selective retention. Retain contracts on: New construction: P Betterments and major improvements: P Repairs and maintenance: CY + 6 years. Service: CY + 6 years. Lease agreements: CY + 6 years. Loans and bank notes: CY + 6 years. Employment contracts: see under Personnel Files and Records; <i>See also</i> Consultants Contracts.
Consultants Contracts	6	Destroy CY + 6 years after termination of contract for non-staff consultants.
Contracted Staff and Employees		See Personnel Files and Records.
Conveyances	P	Transfer to Archives. <i>See also</i> Deeds.
Copyright Registrations	P	Transfer to Archives; retain for life of copyright protection (90 yrs from publication or 120 from creation for works performed for hire by parish).
Correspondence Files, subject and name arrangement	SR	Transfer to Archives for Selective Retention. Retain substantive correspondence permanently; destroy routine courtesy correspondence after 5 years.
Correspondence Files, chronological arrangement	2	Destroy after 2 years if duplicative of central correspondence file by topic or subject; otherwise retain for review if used as primary filing system.
Correspondence, Transactional, including payments, receipts, transmittals, credits, etc.	4	Destroy after CY + 5 years.
Correspondence, Legal, including tax, real estate and probate issues	P	Transfer to Archives. <i>See also</i> Litigation Papers.
D		
Deeds: including conveyances, covenants, and easements	P	Transfer to Archives.

Record Title or Series	Minimum Retention	Retention Recommendation
Development and Fundraising Campaign Records	SR	Transfer to Archives for selective retention. Retain donor lists, case statements, correspondence, minutes, and planning documents; destroy receipts, letters of acknowledgment.
Disability Claims	AU	Retain indefinitely against future claims.
Discretionary Account Checkbooks	7	Destroy after 7 years.
Directories and Yearbooks	P	Transfer to Archives.
Employment Taxes, Contributions and Payments, including taxes withheld and FICA/Social Security contributions	7	Destroy after 7 years; a confidential record.
E		
Earnings and Benefits Records		See Employee History and Earnings Records; Personnel Files and Records.
E-mail Correspondence (Email):	SR	Transfer to Archives server space for selective retention. Review
Executive Administration and Finance		
Policy and program planning, official communication and statements, minutes, press releases, etc.		
Executive Program Planning and Administration,		Transfer to Archives.
Exchanges relating to strategic initiatives or mission program activities		
Administrative Support Messages, including travel, meeting appointments, acknowledgments, ordering correspondence, etc.		Destroy after 2 years.
Routine Courtesy Email,		Destroy after use.
Transmittals, reminder notices, cover letters, forwarded mail, confirmations, announcements, etc.		
Circulars/Broadcast Messages		Destroy after use.
List Services, Bulletin Boards, and Online Forums		Review for historical value; if parish forum, secure for Parish Archives.
Electronic Records, Legacy Data and files of accounting systems and other business records	SR	Transfer to Archives for selective retention. Retain legacy records after review of data set, software source code, and other descriptive metadata. Keep all permanent record series not printed, labeled, and verified. <i>See also</i> individual record titles in this schedule.
Employee Contracts		See Personnel Files and Records for contracted employees. <i>See also</i> Consultants Contracts.
Employee Files and Records		See Personnel Files and Records; <i>See also</i> Volunteers Files.
Employee History and Earnings Records, a summary record	P	Transfer to Archives. Retain long term for purposes of risk management. In the absence of the Employee History and Earnings Record, retain individual Personnel Files for 30 years. A confidential record series. <i>See also</i> Personnel Records and Files; <i>See also</i> Service Files for volunteers.

Record Title or Series	Minimum Retention	Retention Recommendation
Employee Manuals and Policies	30	Transfer to Archives. Date and retire previous versions upon revision.
Employee Training Certificates, required sexual misconduct prevention and anti-racism training	P	Place with Personnel Files and Records, and keep indefinitely.
Employee Withholding Statements, Form W-2, and State Withholding	7	Destroy after 7 years; confidential record. <i>See also</i> : Tax Forms, Individual Employees.
Employee Withholding Certificates: Form W-4	7	Destroy after 7 years; confidential record.
Estates and Bequests		See Bequest and Estate Papers.
Every Member Canvass Records	P	Transfer to Archives. Retain canvass lists and fair copy of program literature; discard working papers and memoranda.
Event Files	SR	Selective Retention. Transfer to Archives for final review. <i>See also</i> Office Files.
F		
Financial Statements, Annual	P	Transfer to Archives.
Financial Statements, Monthly	2	Destroy after CY + 2 years.
Form I-9: Immigration and Naturalization Service Certifications	6	Destroy CY + 6 years after termination of employment. Retain original copy in Personnel File for period of employment.
G		
Grant Proposals: Successful Applications	SR	Transfer to Archives for selective retention. Retain proposal, final report and substantive correspondence.
Grant Proposals: Denied Applications	1	Destroy after CY + 1 year.
H		
Human Resources Polices, manuals and handbooks		See Employee Manuals and Policies.
I		
Immigration and Naturalization Certifications: Form I-9		See Form I-9: Immigration...Certifications above.
Incorporation Papers	P	Transfer to Archives. Keep in safe or comparable secure location.
Injury Reports	6	Destroy CY + 6 years after settlement of all claims.
Instruments of Donation of Episcopal Church Property	P	Transfer to Archives. Keep authentic copy in Parish Archives if original is on display.
Insurance, Notices of Employee Claims, including employer's copy of statement of benefits	1	Destroy after CY + 1 year; a confidential record.
Insurance Policies and Plans: Descriptions, Liability	P	Transfer to Archives. Retain inactive policies indefinitely for protection against future claims against employees, volunteers, and other agents.
Insurance Policies and Plans: Descriptions, Employee Medical and Life	AU	Retain indefinitely for protection against future claims.
Insurance Policies and Plans: Auto, Equipment, and Personal Property, Inactive	6	Retain for life of policy; destroy CY + 6 years after termination.
Insurance Policies and Plans: Property, Fine Arts, and Extended Risk Coverage	6	Retain for life of policy; destroy CY + 6 years after termination. <i>See also</i> Inventories of Property.
Insurance, Employee Medical Benefit, Election of Coverage	6	Maintain in separate section of Personnel File; retain for CY + 6 years after termination of employment. Confidential record.

Record Title or Series	Minimum Retention	Retention Recommendation
Inventories of Property and Equipment , with photographs	P	Retain until superseded by new version. Place a back-up copy in separate buildings or sites. Retain old versions and photographs in Parish Archives.
Invoices and Paid Bills on Capital Expenses (Major Building Construction and Alterations)	30	Transfer to Archives for minimum long-term retention period against future liability claims. Review for archival retention thereafter. <i>See also</i> Accounts Payable, Operational Accounts.
Invoices and Paid Bills , General Operating Accounts	7	Destroy after 7 years or CY + 4 years after audit. <i>See also</i> Invoices and Paid Bills on Capital Expenses.
J		
Journals , General and Special	P	Transfer to Archives.
Journal Entry Sheets	7	Destroy after 7 years.
Journals , Payroll	7	Destroy after 7 years.
L		
Lay Ministry and Leadership Files , annual accumulation of service record	P	Transfer to Archives.
Leases	6	Destroy CY + 6 years after expiration.
Ledgers , General and Special Parish Funds	P	Transfer to Archives.
Ledgers , Subsidiary	10	Retain 10 years and transfer to Parish Archives for review.
Legacies	P	Transfer to Archives.
Lists and Schedules of Subscribers/Donors	P	Transfer to Archives.
Litigation Papers , including claims, decrees, court briefs, substantive correspondence, judgments rendered, memoranda of counsel's opinion	P	Transfer to Archives. Remove and discard non-substantive documentation 3 years after settlement: notes, abstracts, routine duplicate copies and drafts. <i>See also</i> Correspondence, Legal.
Loan Schedules	AU	Retain for life of loan.
M		
Manuals , Operations	AU	Retain until superseded; transfer old version to Parish Archives for review.
Medical Insurance Policies and Claims		See under Insurance.
Memorial Gifts Registers	P	Transfer to Archives.
Minutes of Meetings : Vestry or Council, Official Committees, Agencies, and Organizations	P	Transfer to Archives. Keep on permanent paper or in redundant electronic record keeping systems. Records kept in books should be post bound for efficient retirement. Transfer permanent copy of annual proceedings to Parish Archives after 3 years.
Monthly Reports , Financial	2	Destroy after 2 years.
Mortgage Deeds	P	Transfer to Archives. Keep in safe or comparable secure location.
N		
Newsletters and Bulletins	P	Retain 2 fair copies and transfer to Parish Archives. <i>See also</i> Service Leaflets.
O		
Office Files or Administrative "Central Files" arranged by Subject, Topic, Name, Project Title, or Event)	SR	Transfer to Archives for selective retention. Review annually. Retain for Parish Archives records that document administration, lay and clerical ministry, mission programs, and parish activities. Destroy resource materials, duplicate files, redundant reference files, vendor reference files. <i>See also</i> specific record titles herein for retention periods.

Record Title or Series	Minimum Retention	Retention Recommendation
P		
Paid Bills	7	Destroy after 7 years.
Parish Sacramental Registers	P	Transfer to Archives. <i>See also</i> Sacramental Records.
Parochial Reports, National/Diocesan Returns	5	Destroy after 5 years.
Payroll Journals	7	Destroy after 7 years.
Payroll Registers , summary schedule of earnings and deductions and accrued leave time	P	Transfer to Archives. Retain year-end, cumulative, inclusive report on all employees.
Pension Records , Retired Employees, including contributions, schedules, vesting records, and certificates of enrollment	6	Retain for CY + 6 years after termination of benefit payment; destroy thereafter when administrative use ceases. Keep with Personnel Files.
Pension Plans and supporting benefit detail	P	Permanent. Retire previous or superseded plans and retain one copy of the current plan in Archives or a comparable place of safe keeping.
Personnel Files and Records. File arrangement includes separate folders or sections for: Employment History & Status File: includes Employee History and Earnings Summary, job application, job descriptions, appointment letter and/or agreements; change of status notices, Form I-9, Forms W-4, annual attendance and leave time, Church's required training certificates, and sealed background check Medical, Life, and Disability Records (Coverage election forms, medical reports, disability and worker's compensation claims, flexible spending claims, drug screening) Performance Records (Formal appraisals, memos and correspondence, sealed complaint resolution file)	30	Keep individual Personnel Files for 30 years after termination of employment. Transfer inactive files to Archives CY + 1 year after termination of employment for secure safekeeping. A confidential record series, personnel records should be kept in a locked archives room or cabinet. <i>See also</i> Payroll Registers; Volunteers' Files. Maintain all medical records in a separate file folder
Petty Cash Receipts and Accounts	7	Destroy after 7 years.
Photographs: Parish inventory, physical plant, windows, memorials, and other insurable property	P	Transfer to Archives. Label photo images with dates and description before transfer to Parish Archives.
Pledge Envelopes	1	Destroy CY + 1 year after reconciliation for audit.
Pledge and Plate Receipts: Individual Cards, Tally Sheets, and Journal Entries and Listings	7	Destroy after 7 years or CY + 4 years after audit, or retain listings permanently if summary records have not been kept.

Record Title or Series	Minimum Retention	Retention Recommendation
Pledge Registers and Journals , cumulative record of weekly stewardship giving	P	Transfer to Archives. <i>See also</i> Cash Journals, Receipts of Pledge and Plate Offerings.
Policy Statements	P	Transfer to Archives. Retire superseded statements after revision. <i>See also</i> Employee Manuals and Policies
Profiles, Parish	P	Transfer to Archives.
Project Files , Special Programs and Ministries	P	Transfer to Archives. <i>See also</i> Office Files.
Property Files including copies of deed, title papers, construction and repair history, specifications and drawings, permits, contracts, lease arrangements, and correspondence	SR	Retain unique files permanently; destroy duplicate files after administrative use ceases. Retain sufficient back-up data on contractors and major renovations for future liability protection.
Property Inventories and Schedules	AU	Retain until superseded. Place current copy in Parish Archives for safe keeping; transfer previous versions to Archives for final review.
Property Surveys/Plans		See Real Estate Surveys/Plot Plans below.
Publications, Parish	P	Retain 2 fair copies and transfer to Parish Archives.
Purchase Orders	7	Destroy after 7 years.
R		
Real Estate Surveys/Plots Plans	P	Transfer to Archives.
Receipts, General Accounts	7	Destroy after 7 years.
Records Schedules and Destruction Logs	P	Transfer to Archives.
Resource Files, External Relations including catalogs, sales brochures, common publications, professional literature, clippings & articles on non-parish events, vendor files, Episcopal Church resources	AU	Retain until superseded or until administrative use ceases; review annually and remove outdated material for destruction.
S		
Sacramental Records: Registers of Baptisms, Confirmations, Marriages, and Burials , including membership registers, and records of transfer not entered	P	Transfer to Archives. Transfer full volumes to Parish Archives safe or comparable secure location. A confidential record series.
Sales Slips	7	Destroy after 7 years.
Search Records, Employee	SR	Transfer to Archives for selective retention. Integrate final candidate application to Personnel File; destroy unsuccessful applications CY + 1. A confidential record series.
Sermons	SR	Transfer to Archives for selective retention. Retain full sermons for review; keep printed sermons as part of an archival series. Destroy sermon notes and duplicates.
Service Leaflets	SR	Transfer to Parish Archives for review and sampling, especially if Service Books are not kept.
Service Books and Registers	P	Transfer to Archives
Service Files, Volunteers		See Volunteers' Files
Shipping and Freight Receipts	3	Destroy after CY + 3 years.
Specifications for Building and Design, new construction	P	Transfer to Archives. <i>See also</i> Building Plans and Drawings.

Record Title or Series	Minimum Retention	Retention Recommendation
Specifications for Service and Sales Contracts, and Minor Repairs	7	Destroy 7 years after completion of transaction.
Statistical Analysis and Reports	SR	Retain until administrative use ceases; review membership, financial, and stewardship analyses for archival value.
Subject Files, including central administrative office files	SR	Transfer to Archives for selective retention: review annually and retain permanent records interfiled in office accumulations; <i>See also</i> Office Files.
Subsidiary Ledgers	SR	Selective Retention: retain permanent record series.
T		
Tax Forms, Individual Employees: W-2, 1099	7	Destroy after 7 years; confidential record.
Tax Returns/Filings	7	Destroy 7 years after filing provided no action is pending.
Tax-exempt Certificates/ Form 990	P	Transfer to Archives.
Time Sheets	3	Destroy after CY + 3 years.
Title Certificates and Search Papers	P	Transfer to Archives.
Trial Balances, Closing	7	Destroy after 7 years.
Trust Fund Files	SR	Transfer to Archives for selective retention. Retain copies of conditions, restrictions, legal opinions, and summary distribution history permanently; retain distribution notices and courtesy correspondence for 7 years.
Trust Fund Registers	P	Transfer to Archives.
V		
Volunteers' Files	30	Treat as Personnel Files. Transfer to Parish Archives for long term retention after CY + 1. Volunteer Files are a cumulative record of annual parish service, including positions held, evidence of required training, policy acknowledgment, performance, and incident reports. <i>See also</i> Personnel Records and Files.
Vouchers	7	Destroy after 7 years or CY + 4 years after audit.
W		
Warranties	AU	Retain until expiration of warranty.
Wills, Testaments, and Codicils	P	Transfer to Archives.
Workers Compensation Claims and Filings	7	Destroy 7 years after filing or settlement of claims whichever occurs later.

COMMUNICATIONS COMMISSION VESTRY REPORT

March 19, 2019

Commissioner:

The communications commission now has Michael Olden as its commissioner.

Old Business:

We do not currently have detailed information on old business as it relates to communications.

Sermon Videos:

Don Perry, Lisa Perry and Michael Olden have set up a methodology by which we can record Pastor Todd's sermons and get them on the St Timothy Web site and YouTube. Don has produced multiple videos to date. We believe this is a great tool for getting the word out about our parish. Pastor Susan does not wish to be recorded.

Website Domain Name Acquisitions (also covered in the Formation report):

Don Perry has registered:

- AskAnEpiscopalian.com
- AskAnEpiscopalian.org
- AskAnEpiscopalian.church
- SaintTimothysDanville.com
- SaintTimothysDanville.wedsite
- SaintTimothysDanville.church
- SaintTimothysDanville.online

Don Perry, Pastor Todd, and Michael Olden will work together to utilize these sites for the promotion Saint Timothy's.

Blog Entries:

Lisa Perry, Pastor Todd and Michael Olden have discussed ways in which we can create blog entries for the positive things that we are doing at St Timothy's. An example of this is Winter Nights Shelter and the way in which the Holy Spirit worked through our parish in conjunction with a local Jewish congregation to keep families warm during the coldest nights of the year.

We recommend that this this blog is used for positive things and that Pastor Todd should approve entries.

General Communications Review:

Michael Olden will do a review of St Timothy's communications vehicles including the Website and newsletter. Don Perry has mentioned creating a St Timothy's app that will link our e-communications vehicles and push information to users.

Michael Olden
Communications Commissioner

St. Timothy's Children and Youth Commission Report

March 2019

Our children and youth continue to learn about God's love and how we can share it with others. Pastor Susan's puppets tell the stories that make it so that many of us on all levels can understand. On March 17th, I took some feathers to Joyce Rutherford as the kids got some with their Young People's moments. She just loved them, and I told her we all needed be under God's loving arms, whether we are 5,15, 50, or 95!

While the youth Sunday School attendance has been small, it has been powerful. They had the opportunity to look at some art depicting Mary and Jesus while they were creating their own art. And they loved it! And they were very respectful of the book Pastor Susan was showing them.

Parent's Night Out was a huge success! I am sure there will be some tweaks to the program. In the 1 ½ - 3-year-old, not potty trained room, there were two twins whose parents had seen our ad on Next Door. These boys were quite well behaved and could entertain each other. They made my job easier. And Ed and Kay Lynn Liggins's granddaughter London also joined us. We made friends.

Look forward to our youth reading the Passion on Palm Sunday at 10:00.

Action Item – I will need help writing the charter for this Commission. I will draft it, but I will need input. It has taken me a couple of years to discern what this commission does. It does not need approval yet, perhaps over the summer I can get some help with this. I need to finish this before I roll off of vestry.

Cathy

FORMATION COMMISSION VESTRY REPORT

March 19, 2019

Co-Commissioners

The Formation Commission now has Co-Commissioners Lisa Guevara Perry and Nancy Arroyoavila.

Old Business:

A check for \$150 had been requested from Formation for of the Interfaith Council of Contra Costa County in thanks for the Everyday Peacemaking presentation by Will McGarvey and in support of programing. The check was cut but not given to me (Lisa). I have requested information on whether it has been cashed.

Endowment Committee Program:

The Formation Commission in cooperation with the Endowment Committee presented a mini-retreat on Saturday, February 9th. Topics included information on the Endowment Fund, wills and trusts, end of life planning, funeral arrangements, elder abuse and Medicare.

Lenten Program:

The first Lenten presentation was March 13th, Evil, Suffering and a God of Love (Lisa Guevara Perry). It was well attended with over two dozen attendees. The discussion was lively and included participants who do not regularly attend Saint Timothy's. This program has been designed and promoted with the intent that each session stands on its own and is accessible to those invited beyond the Saint Timothy's community.

Future presentations:

March 20	Lives of Jesus	Steve Mason
March 27	Challenges Facing Progressive Christians	Eric Soderstrom
April 3	Restoring Relationships	Pastor Susan
April 10	Stories of Creation	Pastor Todd

Outreach and Growth:

Michael Olden (Fellowship and Communications) is working with Don Perry to record and post Pastor Todd's sermons. Pastor Susan does not currently wish to be recorded. These sermons along with other content will be used in various media campaigns to expand the exposure of Saint Timothy's.

Website Domain Name Acquisitions:

Don Perry has registered:

AskAnEpiscopalian.com	SaintTimothysDanville.website
AskAnEpiscopalian.org	SaintTimothysDanville.church
AskAnEpiscopalian.church	SaintTimothysDanville.online
SaintTimothysDanville.com	

Michael Olden, Don Perry and Pastor Todd will work together to utilize these sites for the promotion Saint Timothy's.

Ongoing Issues:

Of continuing concern is determining ways in which we can encourage greater attendance for Formation programing. There are often conflicts with other groups and committees meeting at the same time. Obtaining more support for promotion of events in the wider community is also being sought. Promotion of events in Tidings, Titus and in announcements has been a bit inconsistent. Greater attendance and participation are a key element in the fulfillment of the Formation Mission.

Lisa Guevara Perry
Nancy Arroyoavila
Formation Co-Commissioner

Email from Tom Linari, Junior Warden, Property Commission chairman

From: Tom Linari <tlinari57@gmail.com>
Date: Fri, Mar 15, 9740 PM
To: Sally Shea Potts sallyspotts@gmail.com

Property commission report for February and March.

The Ackerman house has gotten a new fence along the east side of the property . The price was split between St. Tim's and the neighbor.

Sandy Varco and I have met with three contractors to give us bids on remodeling the three bathrooms at Ackerman. We have only received two of the bids so far. It is going to take a little while longer to go over all the bids and choose a contractor. I will keep al informed as information becomes available. We are obviously looking for the best price to try to get all three bathrooms done, but we will see.
(see Neal's budget breakdown for Ackerman).