

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday, August 21, 2019

GRACE HOUSE, CONFERENCE ROOM

Update Date: 8/28/2019

SUMMARY:

MOTIONS:

- Minutes of the June 2019 meeting were approved
- Documentation of the Email vestry vote on door in Noah's Ark was approved
- Documentation of the Email vestry vote on repairs to the breezeway and the Parish Hall roof were approved
- Treasurer's report, Balance Sheets and P&L documents through June 30 and July 31 were approved
- Rector's report and Commission Reports submitted by Communications, Fellowship, Outreach and Property were approved.

ACTION ITEMS: There were no additional action items at the meeting.

Topics Discussed:

- Refurbishment projects – Noah's Ark, Breezeway and Parish Hall roofs, rectory bathrooms, new Sunday School room
- Signage, church visibility, coffee hour location
- New parish administrator
- Welcome Home and pancake breakfast

Attendees: Nancy Arroyoavila, Linda Clark, Dick Firth, Allison Fletcher, Alison Hill, Tom Linari, Neal Matsunaga, Trudy McMahon, Mike Olden, Lisa Perry, Sally Shea Potts

Absent: Rev. Susan Geissler-O'Neil, Cathy Hager, Steve Hedden, Rev. Todd Bryant, Kari Doolittle

1. Opening Prayer – Nancy Arroyoavila

2. Review and Confirm Agenda

3. Introduction of Guests

4. Recurring Action Items – Minutes, Treasurer's, Rector's, and Commission Reports

- a. Minutes from the June 2019 vestry meeting
- b. Documentation on the July vestry electronic vote on the Noah's Ark door
- c. Documentation on the July vestry electronic vote on the breezeway/Parish Hall reroofing project
- d. Treasurers Report, Balance Sheet and P&L through 30 June 2019
- e. Treasurers Report, Balance Sheet and P&L through 31 July 2019
- f. Rector's Report
- g. Commission and other Reports
 - Communications
 - Fellowship
 - Outreach Commission (2 reports)
 - Property Commission
 - Worship

5. **Non-Recurring Action Items**

6. **Discussion Items**

- a. **Review LOA for the new Parish Administrator** – Jeannette Sebree – started on Tuesday, August 20th

Five parish members reviewed the 35+ resumes submitted, about 6 of those were interviewed over the phone and asked to complete the skills test. The committee referred 2 people to Todd. He interviewed both and selected Jeanette. She started on Tuesday, August 20.

- b. **Treasurer:** Financial position is about the same as it was at the end of June. Income is less than projected and expenses are as well. There are a number of pledging families who have not made any contributions this year to date. Neal and Carleen reviewed the list and have identified those who regularly pay at the end of the year. The budget anticipated a deficit and that is still the expectation. Commission people are urged to be judicious with expenditures.

- c. **New Sunday Service – 5 pm 1st Sunday of the month in October, November and December**

This topic was not well enough defined in the emails sent on Wednesday, August 21st to be discussed in the absence of Cathy Hager, Rev. Susan and Rev. Todd.

- d. **Children’s Liturgy** – Rev. Susan, Rev. Todd and Cathy Hager are working on ways to facilitate teenager participation in the Children’s Liturgy and childcare.

7. **FYI**

- a. **Curb appeal** (Michael Olden - communications) Mike suggests that we add more signage. Nancy A mentioned that most Episcopal Churches have red doors. Suggestions: make the existing signs more noticeable, series of colorful signs with few words

- b. **Coffee hour appeal** (Michael Olden) – Mike discussed his visits to other churches. He noticed coffee hour was held in front of the church where it was hard to miss. He felt that the outside coffee hours are more welcoming than the one in the parish hall. Mike urged that everyone on vestry host at least 2 coffee hours per year. Mike will help anyone who needs assistance.

- c. **Equinox on the Labyrinth**

Lisa Perry has approval from Rev. Todd for some kind of event on the Labyrinth on the Equinox (September 23)

- d. **Welcome Home**

Lisa Perry is organizing the tables. Todd is planning Bingo. Pancake Breakfast in the Parish Hall is being planned. Mike and Lisa will coordinate tables for the parish hall and the patio with Bev.

- e. **Status of Noah’s Ark playground and fence projects** (Tom Linari) Projects completed to tear down the playhouses and replace them with an arbor. The arbor needs to be sealed (future project). The fence and gates project has also been completed.

- f. **Status of Breezeway/Parish Hall reroofing project – projects** (Tom Linari) Start after Welcome Home Sunday

- g. **New Sunday School room** – Tom has finally finished painting the old stage closet and it is ready for carpet.

- h. Ackerman bathrooms remodeling** – Master bath is done. Starting on 1st floor bathroom. Good experience with the contractor.
- i. Recommendation for allocation of \$7000 for church growth** – no action
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.
Some of these funds will be used for expenses related to the Sunday evening services.
- j. Storage of picture of children** (Action item from January 2019 meeting) – No action due to the absence of Cathy Hager

8. Closing Prayer – Michael Olden

Coffee Hour Sign-ups needed for: Link: <https://www.signupgenius.com/go/20f0f4cacac23a64-coffee>

- September 22, 29
- October 6, 13, 20, 27

Church Lock-up Sign-ups needed for: Link: <https://www.signupgenius.com/go/20f0b4aafa62ea20-sunday>

September 15, 22, 29

October 13

St Timothy's Calendar for Vestry as of 08/19/2019

DATE	EVENT
Wednesday, August 21 - 6:30 pm	Vestry Meeting – [OC]
Sunday, August 25 – 5:00 pm	FOTH Dinner at Incontro
Sunday, August 25	September Tidings Deadline - maybe
Wednesday, September 4, 2019	Ministry in Action – 7:00 pm – [OC]
Sunday, September 8 – 10 am	Welcome Home – One Service
Wednesday, September 18 – 6:30 pm	Vestry Meeting – [OC]
Thursday, September 19 – 6:30 pm	Deanery Meeting – Location unknown
Saturday, September 21 - 9am – 12 pm	Rise Against Hunger meal packing event
Wednesday, September 25	Tidings for October Deadline
Wednesday, October 16 – 6:30 pm	Vestry Meeting – [OC]
Friday, October 25	Tidings for November Deadline
Friday, October 25 – Saturday, October 26	Diocese Convention – Grace Cathedral

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – September 25, 2019 – CORRECTED POST MEETING
Next Regular Vestry Meeting – Wednesday, September 18, 2019

Treasurer's Report

August 21, 2019

Financial Highlights

- 2019 budget of \$608,416 was based on 144 pledges. An additional 13 pledges have been received since the budget was approved, for a total of 157 pledges and \$640,206.
- As of 7/31
 - 30 families have fully paid their pledges for a total of \$118,427.
 - 15 families have not made any payments on their pledges of \$41,420. About \$5,820 of this amount might be at risk and the remaining \$35,600 is usually paid in Q4.
 - Adjusted or canceled pledges for -\$5,920 (including \$3,500 that is also counted in the previous comment of \$5,820 pledges that may not be received).
- 2019 budget vs actual results, through the end of July, are:

	Budget	Actual	Difference
Pledge Income	\$354,909	\$347,358	\$(7,551)
Other Income	\$ 74,041	\$45,732	\$(28,309)
Expenses	\$445,148	\$424,522	\$ 20,626

Income – Pledge Income difference due to:

Pledges received after budget was prepared \$18,544 over budget.

Pledges with no payments through July \$(24,162) under budget.

Other Income difference due to:

Contributing income was \$31,862 under budget of \$53,083. Estimate about \$54,600 under budget for the year.

Expenses – Operating expense difference is the sum of several small over and under budget items, with main ones being:

Personnel expenses \$3,142 under budget

Children & Youth Ministry program \$1,131 under budget

Fellowship program \$2,144 under budget

Administrative expenses \$1,186 under budget

Facilities expenses \$4,911 under budget

Contingency expenses \$6,194 under budget

Action Items

- Approve letter of agreement for our new Administrative Assistant (this is her title, per the LOA), Jeanette Sebree, who started work on Tuesday, August 20.

Other Status

- FYI, budget time is coming up. I will be emailing instructions and budget forms for preparation of 2020 church budget next month.

Neal Matsunaga

Saint Timothy's Episcopal Church
Balance Sheet
 As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	16,534.96
10002 - Heritage Savings	142,658.07
17103 - Schwab	292,424.94
17104 - TD Ameritrade	321,300.21
Total Checking/Savings	772,918.18
Total Current Assets	772,918.18
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	347,495.72
17102 - SSGA Endowment Gain/Loss	154,280.31
Total Other Assets	501,776.03
TOTAL ASSETS	4,242,261.21
LIABILITIES & EQUITY	
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)	154,280.31
31510 - Program	379,314.23
31520 - Outreach	67,678.72
Total 31500 - Temp. Restricted Net Assets	601,273.26
32000 - Unrestricted Net Assets	277,432.92
Net Income	85,459.25
Total Equity	4,242,261.21
TOTAL LIABILITIES & EQUITY	4,242,261.21

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

07/11/19

January through June 2019

Account Back

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6000 - Donations				
4100 - Pledge Income				
4110 - Pledged Pledges Rec'd Prior Year	41,125.49	42,750.00	-1,624.51	96.2%
4110 - Current Year Pledges	304,024.50	305,000.00	-975.50	99.7%
4130 - Prior Year Pledges Rec'd Late	3,262.00			
Total 4100 - Pledge Income	348,412.07	348,415.00	-2.93	99.7%
4200 - Plate Offering				
4210 - Loose Plate	4,364.45	8,000.00	-3,635.55	54.6%
4210 - Contributing Income	17,726.00	91,000.00	-73,274.00	19.5%
Total 4200 - Plate Offering	22,090.45	99,000.00	-76,909.55	22.2%
4300 - Special Gifts				
4300 - Operating Support	2,105.00			
4300 - Facilities Cost Sharing	16,023.51	24,677.00	-8,653.49	64.9%
4300 - Flower Donations	342.07	2,900.00	-2,557.93	11.8%
Total 4300 - Operating Support	16,364.52	27,577.00	-11,212.48	59.3%
4500 - Other Income				
4510 - eBay Resale/Income	2.29			
4520 - Amazon Sales	8,278.48	34,860.00	-26,581.52	23.9%
4530 - Interest Income	101.00	200.00	-98.99	50.5%
4540 - Miscellaneous Income	107.57	70.00	37.57	153.7%
Total 4500 - Other Income	214.11	350.00	-135.89	61.7%
Total 6000 - Donations	366,122.15	735,345.00	-369,222.85	50.9%
Total Income	366,122.15	735,345.00	-369,222.85	50.9%
Gross Profit	366,122.15	735,345.00	-369,222.85	50.9%
Expense				
8000 - Operating Expenses				
9100 - Diocesan Assessment	53,856.26	107,216.00	-53,359.74	50.0%
9200 - Personnel Expenses				
9210 - Clergy Compensation				
9210 - Rector	40,144.00	40,260.00	-116.00	99.7%
9210 - Associate Rector	37,268.52	74,527.00	-37,258.48	50.0%
9210 - Clergy Pension Provisions	10,938.49	36,110.00	-25,171.51	27.5%
9210 - Clergy Benefits & Insurance	14,764.52	26,945.00	-12,180.48	43.8%
Total 9210 - Clergy Compensation	103,115.53	208,842.00	-105,726.47	50.4%
9220 - Lay Staff Compensation				
9220 - Music Director	16,450.56	36,901.00	-20,450.44	50.0%
9220 - Office Manager	8,278.48	34,860.00	-26,581.52	23.9%
9220 - Office Staff/Temporary Help	4,652.75	873.00	3,779.75	567.3%
9220 - Bookkeeper	13,857.48	27,715.00	-13,857.52	50.0%
9220 - Children's Assistant	1,281.51	2,402.00	-1,120.49	47.4%
9220 - Lay Payroll Taxes	2,865.75	7,284.00	-4,418.25	41.5%
9220 - Lay Pension Provisions	1,735.81	5,747.00	-4,011.19	30.2%
9220 - Pension Reimbursement Health's Act	0.00	1,111.00	-1,111.00	0.0%
9220 - Lay Benefits & Insurance	2,497.05			
Total 9220 - Lay Staff Compensation	54,824.48	126,523.00	-71,698.52	50.1%
9230 - Workers Compensation Insurance	670.00	325.00	345.00	206.2%
9230 - Payroll Processing Fees	470.00	3,094.00	-2,624.00	15.4%
9230 - Contractors (199)				
9251 - Musicians				
9251 - Paid Musicians	5,825.00	10,700.00	-4,875.00	54.4%
9251 - Supply Musicians	404.50	2,300.00	-1,895.50	17.6%
Total 9251 - Musicians	6,229.50	13,000.00	-6,770.50	47.9%
9254 - Landscaping	12,100.00	24,710.00	-12,610.00	50.0%
9255 - Janitorial Services	14,250.00	26,800.00	-12,550.00	46.8%
Total 9250 - Contractors (199)	32,591.50	51,510.00	-18,918.50	46.5%
9260 - Staff Allowances				
9261 - Continuing Education	573.81	1,200.00	-626.19	47.8%
9262 - Travel	134.18	800.00	-665.82	22.4%
9262 - Clergy Hospitality	808.15	2,100.00	-1,291.85	43.2%
9264 - Clergy Disciplinary Fund	105.00	1,000.00	-895.00	10.5%
Total 9260 - Staff Allowances	1,778.94	4,900.00	-3,121.06	36.2%
Total 9200 - Personnel Expenses	207,117.15	410,234.00	-203,116.85	49.0%
9310 - Altar Guild				
9310 - Candles and Wine	1,142.67	2,650.00	-1,507.33	39.7%
9310 - Flower Expense	1,591.73	2,220.00	-628.27	49.4%
9310 - Laundry Services	0.00	85.00	-85.00	0.0%
9310 - All Other Altar Guild Expenses	105.00	250.00	-145.00	38.0%
Total 9310 - Altar Guild	2,839.40	5,815.00	-2,975.60	48.8%
9320 - Music				
9320 - Music Expenses				
9321 - Professional Expense	645.90	1,300.00	-654.10	50.0%
9321 - Music Hospitality	267.87	500.00	-232.13	46.4%
Total 9320 - Music Expenses	913.77	1,800.00	-886.23	54.7%
9320 - Musical Equipment R/M	0.00	250.00	-250.00	0.0%
Total 9320 - Music	913.77	2,050.00	-1,136.23	45.0%
9330 - Christian Formation				
9330 - Bible	0.00	800.00	-800.00	0.0%
9330 - Adult Education	645.04	1,000.00	-354.96	64.5%
9330 - Lenten Series	0.00	500.00	-500.00	0.0%
Total 9330 - Christian Formation	645.04	2,300.00	-1,654.96	28.0%
9350 - Children & Youth Ministry				
9351 - Family Ministries	263.00	1,300.00	-1,037.00	20.2%
9352 - Youth Ministries	430.35	2,000.00	-1,569.65	21.0%
Total 9350 - Children & Youth Ministry	713.43	3,300.00	-2,586.57	21.6%
9400 - Worship & Liturgy				
9410 - Liturgical Act	128.00			
9410 - Miscellaneous Worship	118.32	500.00	-381.68	23.6%
Total 9400 - Worship & Liturgy	236.32	500.00	-263.68	47.3%
9420 - Fellowship				
9420 - Fellowship				
9421 - Sunday Coffee & Supplies	124.76	1,500.00	-1,375.24	8.3%
9422 - Parish Events-Connect	260.78	1,300.00	-1,039.22	20.1%
9423 - Reception Expense	72.72	1,200.00	-1,127.28	6.1%
9424 - Greeters-Welcome	0.00	100.00	-100.00	0.0%
9425 - Invites	0.00	400.00	-400.00	0.0%
9426 - Vestry Expenses	100.00	200.00	-100.00	50.0%
9427 - NEW (New Episcopal Women)	0.00	800.00	-800.00	0.0%
9428 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 9420 - Fellowship	558.26	5,500.00	-4,941.74	10.1%
9500 - Administrative				
9510 - Office Supplies	587.12	1,500.00	-912.88	39.1%
9510 - Paper	1,953.80	4,000.00	-2,046.20	49.2%
9510 - Advertising	80.42	300.00	-219.58	26.8%
9510 - Software	817.85	2,000.00	-1,182.15	40.9%
9510 - Phone & Internet	2,454.40	4,500.00	-2,045.60	45.4%
9510 - Misc. Administration	250.00	500.00	-250.00	50.0%
9520 - Equipment				
9521 - Hardware	528.67	800.00	-271.33	65.2%

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

01/10/19

January through June 2019

Actual Book

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
0500 - Copiers	8,629.73	20,000.00	-11,370.27	44.6%
0500 - Other Equipment R&D	0.00	500.00	-500.00	0.0%
Total 0500 - Equipment	8,629.73	20,500.00	-11,870.27	44.4%
0530 - Postage				
05301 - Meter Postage	626.27	800.00	-173.73	73.7%
05302 - Other Postage	0.00	200.00	-200.00	0.0%
05303 - Meter Lease	1,565.60	2,800.00	-1,234.40	67.7%
Total 0530 - Postage	2,222.27	3,700.00	-1,477.73	60.1%
Total 0500 - Administrative	17,785.09	27,800.00	-10,014.91	46.9%
0600 - Facilities				
0610 - Complex Maintenance	17,167.11	25,000.00	-17,832.89	46.1%
06110 - Factory Maintenance				
06111 - Insurance	0.00	850.00	-850.00	0.0%
06112 - Landscaping	1,820.00	4,200.00	-2,380.00	43.5%
06113 - Pool	1,140.00	1,700.00	-560.00	67.1%
06115 - Maintenance	2,369.51	3,800.00	-1,430.49	79.7%
Total 06110 - Factory Maintenance	5,149.51	9,350.00	-4,200.49	55.1%
06120 - Services				
06121 - Elevator & Fire Alarm	4,078.00	5,000.00	-922.00	81.6%
06122 - Other Services	0.00	6,000.00	-6,000.00	0.0%
Total 06120 - Services	4,078.00	11,000.00	-6,922.00	37.1%
06130 - Facilities Supplies	1,077.80	3,000.00	-1,922.20	35.9%
06140 - Utilities				
06141 - EBMUD	4,108.24	21,000.00	-16,891.76	19.6%
06142 - Garbage	3,874.74	7,000.00	-3,125.26	55.4%
06143 - PG&E Gas	2,562.00	4,500.00	-1,937.99	79.5%
06144 - PG&E Electrical	8,271.01	15,000.00	-6,728.99	55.2%
06145 - PG&E Loan	4,055.34	8,111.00	-4,055.66	50.0%
Total 06140 - Utilities	21,901.69	52,611.00	-30,709.31	41.6%
Total 0600 - Facilities	46,494.41	110,661.00	-64,166.59	44.5%
0700 - Finance				
0700 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
07100 - Stewardship Fees	58.90	190.00	-131.10	31.0%
07101 - Banking Charges	540.75	1,800.00	-1,259.25	30.3%
07102 - Corporate Fees & Expenses	59.85	1,000.00	-940.15	6.0%
07104 - Property & Liability Insurance	22,251.00	29,700.00	-7,449.00	74.9%
07107 - Property Taxes	0.00	5,573.00	-5,573.00	0.0%
07117 - Church Property Tax	0.00	1,288.00	-1,288.00	0.0%
07118 - Rectory Property Tax	513.01	1,288.00	-774.99	40.5%
Total 07107 - Property Taxes	513.01	6,861.00	-6,347.99	7.6%
Total 0700 - Finance	23,430.41	41,361.00	-17,930.59	56.7%
0800 - Budgeted Outreach				
08002 - Budgeted Outreach	7,500.00	15,000.00	-7,500.00	50.0%
08003 - Schools & Interfaith Council	1,500.00	3,000.00	-1,500.00	50.0%
Total 0800 - Budgeted Outreach	9,000.00	18,000.00	-9,000.00	50.0%
0900 - Contingency				
0901 - Contingency	805.69	12,000.00	-11,194.31	6.7%
Total 0900 - Contingency	805.69	12,000.00	-11,194.31	6.7%
Total 0000 - Operating Expenses	367,150.59	793,110.00	-425,959.41	45.1%
Total Expense	367,150.59	793,110.00	-425,959.41	45.1%
Net Ordinary Income	21,871.50	-27,767.00	49,638.50	-76.1%
Other Income/Expense				
Other Income				
7000 - Program Accounts				
70040 - Boy Scout Troop #26				
70041 - Boy Scout Troop Income	1,450.00			
70042 - Boy Scout Troop Expenses	-1,450.00			
Total 70040 - Boy Scout Troop #26	0.00			
70050 - Parish Activities				
70051 - Parish Activities Income	1,810.14			
70052 - Parish Activities Expense	-2,220.98			
Total 70050 - Parish Activities	-410.84			
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	24,405.00			
70062 - Maint & Improvement Expense	-2,788.90			
Total 70060 - Maintenance & Improvement	21,616.10			
70100 - Vestry Retreat				
70101 - Vestry Retreat Income	364.70			
70102 - Vestry Retreat Expense	-364.70			
Total 70100 - Vestry Retreat	0.00			
70110 - Youth Trips				
70111 - Youth Trip Income	3,367.00			
70112 - Youth Trip Expense	-4,517.00			
Total 70110 - Youth Trips	-1,150.00			
70120 - Vacation Bible School				
70121 - Vacation Bible School Income	2,150.00			
70122 - Vacation Bible School Expense	-660.00			
Total 70120 - Vacation Bible School	1,490.00			
70130 - Concert Series				
70131 - Concert Series Income	3,960.00			
70132 - Concert Series Expense	-3,675.00			
Total 70130 - Concert Series	285.00			
70140 - Columbarium				
70141 - Columbarium Income	400.00			
70142 - Columbarium Expense	-313.42			
Total 70140 - Columbarium	86.58			
70150 - Ackerman				
70151 - Ackerman Expenses	-20,713.98			
Total 70150 - Ackerman	-20,713.98			
70170 - Memorial				
70171 - Memorial Income	100.00			
70172 - Memorial Expenses	-794.95			
Total 70170 - Memorial	-694.95			
70190 - New Episcopal Women (NEW)				
70191 - NEW Income	500.00			
70192 - NEW Expenses	-364.00			
Total 70190 - New Episcopal Women (NEW)	136.00			
70200 - Men's Group				
70201 - Men's Group Income	336.00			
70202 - Men's Group Expense	-292.30			
Total 70200 - Men's Group	43.70			

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


07/11/19

January through June 2019

Account Book

	Jan - Jun 19	Budget	± Over Budget	% of Budget
7000 - Delta Sed's Benefit Concert				
7001 - Concert Income or Donations	190.00			
Total 7000 - Delta Sed's Benefit Concert	190.00			
Total 7000 - Program Accounts	190.00			
8000 - Outreach Accounts				
8010 - Adopt-A-Bike Program				
8011 - Adopt-A-Bike Program Income	800.00			
8012 - Adopt-A-Bike Program Expense	-1,200.00			
Total 8010 - Adopt-A-Bike Program	-400.00			
8020 - Christmas Boxes				
8029 - Christmas Boxes Disbursements	-600.00			
Total 8020 - Christmas Boxes	-600.00			
8040 - Fruits of the Harvest				
8041 - Restaurant Dinner				
80411 - Restaurant Dinner Income	110.00			
Total 8041 - Restaurant Dinner	110.00			
8041 - Event Ticket Sales	8,000.00			
8042 - General Donations	9,850.00			
8043 - Auction Sales Income	48,461.00			
8044 - Auction Expense	-30.11			
8045 - Event Expenses	-2,960.75			
Total 8040 - Fruits of the Harvest	54,729.14			
8010 - Trivety Center				
80101 - Trivety Center Donations	1,500.00			
80102 - Trivety Center Disbursements	-452.78			
Total 8010 - Trivety Center	1,047.24			
8010 - Winter Nights				
80111 - Winter Nights Income	940.00			
80112 - Winter Nights Expense	-1,194.92			
Total 8010 - Winter Nights	-254.92			
8000 - Other Outreach				
8001 - Other Outreach Donations	9,000.00			
Total 8000 - Other Outreach	9,000.00			
Total 8000 - Outreach Accounts	83,221.41			
Total Other Income	83,517.84			
Other Expense				
10000 - Ask My Accountant	26.95			
Total Other Expense	26.95			
Net Other Income	83,490.89			
Net Income	85,458.25	-87,787.88	113,236.05	-867.8%

Saint Timothy's Episcopal Church
Balance Sheet
 As of July 31, 2019

 Jul 31, 19

ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	64,886.66
10002 - Heritage Savings	80,925.31
17103 - Schwab	299,033.83
17104 - TD Ameritrade	321,866.57
Total Checking/Savings	766,712.37
Total Current Assets	766,712.37
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	347,495.72
17102 - SSGA Endowment Gain/Loss	150,323.70
Total Other Assets	497,819.42
TOTAL ASSETS	4,232,098.79
LIABILITIES & EQUITY	
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)	150,323.70
31510 - Program	364,089.30
31520 - Outreach	109,668.77
Total 31500 - Temp. Restricted Net Assets	624,081.77
32000 - Unrestricted Net Assets	257,843.05
Net Income	72,078.19
Total Equity	4,232,098.79
TOTAL LIABILITIES & EQUITY	4,232,098.79

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

08/12/19

January through July 2019

Actual Book

	Jan-Jul 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 - Donations				
4100 - Pledge Income				
4110 - Pledged Pledges Rec'd Prev Year	41,126.49	42,751.00	-1,624.51	96.2%
4110 - Current Year Pledges	252,484.58	265,955.00	-13,470.42	95.2%
4130 - Prior Year Pledges Rec'd Late	3,000.00			
Total 4100 - Pledge Income	296,700.07	308,706.00	-11,710.93	95.2%
4200 - Plate Offering				
4210 - Loose Plate	4,740.45	8,000.00	-3,259.55	59.4%
4230 - Contributing Income	21,221.00	91,000.00	-69,779.00	23.3%
Total 4200 - Plate Offering	26,013.45	99,000.00	-72,986.55	26.2%
4300 - Special Gifts	2,105.00			
4400 - Operating Support				
4420 - Facilities Cost Sharing	18,004.51	24,877.00	-7,872.49	67.6%
4430 - Power Donations	587.21	2,400.00	-1,812.79	24.2%
Total 4400 - Operating Support	18,591.72	27,277.00	-8,685.28	62.6%
4500 - Other Income				
4510 - eBury Remittance	2.34			
4520 - Auction Sales	42.85			
4530 - Interest Income	186.25	280.00	-93.75	67.0%
4540 - Miscellaneous Income	107.57	70.00	37.57	153.7%
Total 4500 - Other Income	341.81	350.00	-8.19	97.7%
Total 4000 - Donations	442,434.85	725,343.00	-282,908.15	80.2%
Total Income	442,434.85	725,343.00	-282,908.15	80.2%
Gross Profit	442,434.85	725,343.00	-282,908.15	80.2%
Expense				
6000 - Operating Expenses				
6100 - Discernment Assessment	62,802.47	107,219.00	-44,716.53	56.2%
6200 - Personnel Expense				
6210 - Clergy Compensation				
6211 - Rector	53,826.74	60,290.00	-6,463.26	89.2%
6212 - Associate Rector	42,479.94	74,521.00	-32,041.06	56.2%
6216 - Clergy Pension Premiums	21,526.21	36,110.00	-14,583.79	59.6%
6218 - Clergy Benefits & Insurance	17,225.54	28,945.00	-11,419.46	60.1%
Total 6210 - Clergy Compensation	135,062.43	200,866.00	-65,803.57	68.0%
6220 - Lay Staff Compensation				
6221 - Wkly Director	23,980.22	38,901.00	-14,920.78	58.2%
6222 - Office Manager	8,276.49	24,960.00	-16,683.51	33.2%
6223 - Office Staff/Temporary Help	4,952.75	873.00	4,079.75	567.2%
6224 - Bookkeeper	18,167.00	27,715.00	-9,548.00	58.2%
6225 - Children's Assistant	1,260.84	2,820.00	-1,559.16	44.2%
6226 - Lay Payroll Taxes	3,365.74	7,595.00	-4,229.26	45.1%
6227 - Lay Pension Premiums	1,725.81	5,747.00	-4,021.19	30.2%
6228 - Pension Reimbursement North's Act	0.00			
6229 - Lay Benefits & Insurance	2,504.21	1,111.00	1,393.21	225.4%
Total 6220 - Lay Staff Compensation	60,969.36	106,529.00	-45,559.64	56.7%
6230 - Workers Compensation Insurance	689.50	325.00	364.50	304.2%
6240 - Payroll Processing Fees	546.00	3,094.00	-2,548.00	17.0%
6250 - Contractors (1099)				
6251 - Maskline				
6251 - Paid Maskline	7,675.00	10,700.00	-3,025.00	71.7%
6251 - Supply Maskline	434.50	2,300.00	-1,865.50	17.6%
Total 6251 - Maskline	8,079.50	13,000.00	-4,920.50	62.2%
6254 - Landscaping	14,119.00	24,210.00	-10,091.00	58.2%
6255 - Janitorial Services	15,500.00	28,800.00	-13,300.00	57.2%
Total 6250 - Contractors (1099)	30,048.50	65,810.00	-35,761.50	58.0%
6260 - Staff Allowances				
6261 - Continuing Education	573.81	1,200.00	-626.19	47.8%
6262 - Travel	134.18	600.00	-465.82	22.4%
6263 - Clergy Hospitality	975.00	2,100.00	-1,125.00	46.4%
6264 - Clergy Disciplinary Fund	162.00	1,000.00	-838.00	16.2%
Total 6260 - Staff Allowances	1,744.99	4,900.00	-3,155.01	35.6%
Total 6200 - Personnel Expense	238,077.60	415,244.00	-177,166.40	57.6%
6310 - Altar Guild				
6311 - Quilts and Wine	1,142.87	2,950.00	-1,807.13	38.7%
6312 - Flower Expense	2,144.83	3,225.00	-1,080.17	66.2%
6313 - Laundry Services	0.00	85.00	-85.00	0.0%
6315 - All Other Altar Guild Expenses	125.00	250.00	-125.00	50.0%
Total 6310 - Altar Guild	3,392.70	6,415.00	-3,022.30	51.2%
6320 - Music				
6321 - Music Expenses				
6321 - Professional Expense	712.82	1,300.00	-587.18	54.8%
6321 - Music Hospitality	345.59	500.00	-154.41	69.1%
Total 6321 - Music Expenses	1,058.41	1,800.00	-741.59	58.8%
6326 - Musical Equipment PMM	59.67	350.00	-290.33	17.1%
Total 6320 - Music	1,118.08	2,150.00	-1,031.92	52.0%
6330 - Christian Formation				
6331 - BNE	0.00	800.00	-800.00	0.0%
6332 - Adult Education	645.04	1,000.00	-354.96	64.5%
6333 - Lenten Series	0.00	500.00	-500.00	0.0%
Total 6330 - Christian Formation	645.04	2,300.00	-1,654.96	28.0%
6336 - Children & Youth Ministry				
6331 - Family Ministries	257.83	1,300.00	-1,042.17	27.5%
6332 - Youth Ministries	436.73	2,000.00	-1,563.27	21.8%
Total 6336 - Children & Youth Ministry	794.56	3,300.00	-2,505.44	24.1%
6400 - Worship & Liturgy				
6410 - Liturgical Art	136.00			
6410 - Miscellaneous Worship	179.22	500.00	-320.78	35.8%
Total 6400 - Worship & Liturgy	315.22	500.00	-184.78	63.0%
6420 - Fellowship				
6421 - Sunday Coffee & Supplies	382.94	1,500.00	-1,117.06	25.5%
6422 - Parish Events-Coast	290.78	1,300.00	-1,009.22	22.4%
6423 - Reception Expense	336.27	1,200.00	-863.73	28.0%
6424 - Greeters>Welcome	0.00	150.00	-150.00	0.0%
6425 - Iniles	0.00	400.00	-400.00	0.0%
6426 - Vestry Expenses	100.00	200.00	-100.00	50.0%
6428 - NEM (New Episcopal Women)	0.00	800.00	-800.00	0.0%
6429 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 6420 - Fellowship	1,089.99	5,500.00	-4,410.01	19.8%
6500 - Administrative				
6510 - Office Supplies	816.85	1,500.00	-683.15	54.4%
6511 - Paper	1,922.02	4,000.00	-2,077.98	48.1%
6512 - Advertising	81.42	300.00	-218.58	27.1%
6513 - Software	827.95	2,000.00	-1,172.05	41.4%
6515 - Phone & Internet	2,840.80	4,500.00	-1,659.20	63.1%
6516 - Misc. Administration	550.00	800.00	-250.00	68.8%
6520 - Equipment				
6521 - Hardware	529.67	800.00	-270.33	64.8%

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

001219

January through July 2019

Account Book

	Jan-Jul 19	Budget	\$ Over Budget	% of Budget
0020 - Copies	10,141.00	20,000.00	-9,859.00	50.7%
0021 - Other Equipment R&D	0.00	500.00	-500.00	0.0%
Total 0020 - Equipment	10,141.00	21,500.00	-10,359.00	50.1%
0030 - Postage				
0031 - Meter Postage	806.27	900.00	-93.73	92.0%
0032 - Other Postage	36.00	50.00	-14.00	72.0%
0033 - Meter Lease	2,256.21	2,000.00	256.21	112.8%
Total 0030 - Postage	3,108.48	3,750.00	-641.52	87.4%
Total 0000 - Administrative	20,922.21	27,900.00	-6,977.79	85.2%
0000 - Facilities				
0010 - Campus Maintenance	19,006.00	35,000.00	-15,994.00	56.0%
0011 - Rectory Maintenance				
0011 - Insurance	460.00	850.00	-390.00	71.1%
0012 - Landscaping	1,563.00	4,000.00	-2,437.00	47.2%
0013 - Pool	2,156.00	1,700.00	456.00	105.6%
0014 - Maintenance	4,564.51	3,000.00	1,564.51	152.2%
Total 0010 - Rectory Maintenance	10,073.51	9,200.00	873.51	107.6%
0020 - Services				
0021 - Elevator & Fire Alarm	4,187.55	5,000.00	-812.45	82.5%
0022 - Other Services	0.00	6,000.00	-6,000.00	0.0%
Total 0020 - Services	4,187.55	11,000.00	-6,812.45	38.1%
0030 - Facilities Supplies	1,191.57	3,000.00	-1,808.43	39.7%
0040 - Utilities				
0041 - BSM-ED	4,203.84	21,000.00	-16,796.16	20.5%
0042 - Garbage	4,526.80	7,000.00	-2,473.20	64.7%
0043 - PG&E Gas	3,723.15	4,500.00	-776.85	82.7%
0044 - PG&E Electrical	7,408.00	12,000.00	-4,592.00	61.7%
0045 - PG&E Water	4,721.23	8,711.00	-3,989.77	56.3%
Total 0040 - Utilities	24,753.18	50,611.00	-25,857.82	47.0%
Total 0000 - Facilities	56,015.64	110,661.00	-54,645.36	50.6%
0700 - Finance				
0700 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
0701 - Stewardship Fees	75.30	190.00	-114.70	38.0%
0702 - Building Charges	636.71	1,800.00	-1,163.29	35.5%
0703 - Corporate Fees & Expenses	59.85	1,000.00	-940.15	6.0%
0704 - Property & Liability Insurance	22,251.90	26,750.00	-4,498.10	74.9%
0705 - Property Taxes	0.00	5,573.00	-5,573.00	0.0%
0706 - Church Property Tax	513.81	1,038.00	-524.19	49.5%
0707 - Rectory Property Tax	0.00	0.00	0.00	0.0%
Total 0700 - Finance	23,527.77	41,301.00	-17,773.23	57.0%
0800 - Budgeted Outreach				
0801 - Budgeted Outreach	8,750.00	15,000.00	-6,250.00	58.3%
0802 - Schools & Interfaith Council	1,750.00	3,000.00	-1,250.00	58.3%
Total 0800 - Budgeted Outreach	10,500.00	18,000.00	-7,500.00	58.3%
0900 - Contingency				
0901 - Contingency	805.99	12,000.00	-11,194.01	6.7%
Total 0900 - Contingency	805.99	12,000.00	-11,194.01	6.7%
Total 0000 - Operating Expenses	414,522.43	793,110.00	-378,587.57	50.0%
Total Expense	414,522.43	793,110.00	-378,587.57	50.0%
Net Ordinary Income	17,912.42	-27,767.00	45,679.42	-64.5%
Other Income/Expense				
Other Income				
7000 - Program Accounts				
7040 - Boy Scout Troop #26				
7041 - Boy Scout Troop Income	1,750.00		1,750.00	
7042 - Boy Scout Troop Expenses	-1,450.00		300.00	
Total 7040 - Boy Scout Troop #26	300.00			
7050 - Parish Activities				
7051 - Parish Activities Income	1,610.14		1,610.14	
7052 - Parish Activities Expense	-2,223.96		613.82	
Total 7050 - Parish Activities	-613.82			
7060 - Maintenance & Improvement				
7061 - Maint & Improvement Income				
7062 - Roof Income	1,000.00		1,000.00	
7063 - Maint & Improvement Income - Other	24,425.00		24,425.00	
Total 7061 - Maint & Improvement Income	25,425.00			
7062 - Maint & Improvement Expense				
7063 - Maint & Improvement Expense	-12,076.93		13,348.07	
Total 7060 - Maintenance & Improvement	13,348.07			
7070 - Vestry Retreat				
7071 - Vestry Retreat Income	284.70		284.70	
7072 - Vestry Retreat Expense	-284.70		0.00	
Total 7070 - Vestry Retreat	0.00			
7080 - Youth Twp				
7081 - Youth Twp Income	4,888.50		4,888.50	
7082 - Youth Twp Expense	-6,155.82		1,267.32	
Total 7080 - Youth Twp	-1,267.32			
7090 - Vacation Bible School				
7091 - Vacation Bible School Income	2,150.00		2,150.00	
7092 - Vacation Bible School Expense	-679.85		1,470.15	
Total 7090 - Vacation Bible School	1,470.15			
7093 - Concert Series				
7094 - Concert Series Income	3,980.00		3,980.00	
7095 - Concert Series Expense	-3,675.30		304.70	
Total 7093 - Concert Series	304.70			
7096 - Columbarium				
7097 - Columbarium Income	430.00		430.00	
7098 - Columbarium Expense	-522.50		92.50	
Total 7096 - Columbarium	-122.50			
7099 - Ackerman				
7099 - Ackerman Expenses	-28,945.34		28,945.34	
Total 7099 - Ackerman	28,945.34			
7100 - Music Program				
7101 - Music Program Income	100.00		100.00	
Total 7100 - Music Program	100.00			
7105 - Memorial				
7106 - Memorial Income	1,025.00		1,025.00	
7107 - Memorial Expenses	-784.95		240.05	
7108 - Memorial - Other	200.00		200.00	
Total 7105 - Memorial	440.05			
7109 - New Episcopal Women (NEW)				

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

001219

January through July 2019

Account Book

	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
72101 - NEW Income	900.00			
72105 - NEW Expenses	-498.34			
Total 72100 - New Episcopal Women (NEW)	401.66			
72200 - Men's Group				
72201 - Men's Group Income	336.00			
72205 - Men's Group Expense	-292.30			
Total 72200 - Men's Group	43.70			
72300 - Delta Bell's Benefit Concert				
72301 - Concert Income or Donations	190.00			
Total 72300 - Delta Bell's Benefit Concert	190.00			
72800 - Bryant Family House Fund				
72802 - Non-Deductible Pass Thru Donors	1,000.00			
72805 - House Fund Expenditures	-1,000.00			
Total 72800 - Bryant Family House Fund	0.00			
Total 70000 - Program Accounts	-13,037.47			
80000 - Outreach Accounts				
80010 - Adopt-A-Bike Program				
80011 - Adopt-A-Bike Program Income	800.00			
80015 - Adopt-A-Bike Program Expense	-1,208.05			
Total 80010 - Adopt-A-Bike Program	-408.05			
80020 - Christmas Boxes				
80025 - Christmas Boxes Disbursements	-600.00			
Total 80020 - Christmas Boxes	-600.00			
80040 - Fruits of the Harvest				
80140 - Restaurant Dinner				
80141 - Restaurant Dinner Income	110.00			
Total 80140 - Restaurant Dinner	110.00			
80501 - Event Ticket Sales	6,000.00			
80502 - General Donations	9,885.00			
80503 - Auction Sales Income	40,261.50			
80505 - Event Expense	-9,525.45			
Total 80500 - Fruits of the Harvest	56,621.05			
80100 - Trinity Center				
80101 - Trinity Center Donations	1,500.00			
80105 - Trinity Center Disbursements	-452.76			
Total 80100 - Trinity Center	1,047.24			
80110 - Winter Nights				
80111 - Winter Nights Income	940.00			
80115 - Winter Nights Expense	-1,194.60			
Total 80110 - Winter Nights	-254.60			
80900 - Other Outreach				
80901 - Other Outreach Donations	10,500.00			
Total 80900 - Other Outreach	10,500.00			
Total 80000 - Outreach Accounts	56,466.00			
Total Other Income	51,458.25			
Other Expense				
50000 - Ask My Accountant	-2,706.40			
Total Other Expense	-2,706.40			
Net Other Income	54,185.77			
Net Income	41,148.30	42,787.00	96,935.30	238.6%

Letter of Agreement – Administrative Assistant
Between
St. Timothy’s Episcopal Church – Danville and Jeanette Sebree



Mission and Ministry

Examples of the Administrative Assistant’s responsibilities will be available during training.

Critical needs for the job outside of administrative skills:

- **Confidentiality**
Confidentiality is very important. The Administrative Assistant will hear parishioners’ stories and challenges a lot. This information is sacred. If either priest needs to know something about the needs and hurts of parishioners, please let us know. However, this is not to be share with your family of people in the congregation who you become familiar with.
- **Timing**
Timing is everything. The Rector likes to work ahead, all the time. To be successful in this job the Administrative Assistant will need to be looking a month ahead and not just the week ahead. The Rector works electronically all the time, so experience and skills in using text and email and computers and software is critical.

Time of Work and Leave

The Administrative Assistant will work 20 hours per week with the following hours of work:

- Monday 9:00 - 3:30 (6 hrs. including 30 minute unpaid lunch break)
- Tuesday 9:00 - 2:30 (5 hrs. including 30 minute unpaid lunch break)
- Wednesday 9:00 - 1 (4 hrs. with 20 minute unpaid lunch break at the end of work day)
- Thursday 9:00 – 2:30 (5 hrs. including 30 minute unpaid lunch break)

The Administrative Assistant position is an hourly, non-exempt position.

The Administrative Assistant will have the following periods of leave with full compensation:

- 9 paid holidays, to be taken so as to not interfere with Sunday or major church occasions: New Year’s Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving and Christmas Day.
- 2 weeks (40 hours) of vacation, accrued at the rate of 3.33 hours per month worked. Vacation days granted during a calendar year must be taken in the same calendar year.
- Requests for time off should be made in writing, at least 6 weeks in advance, to the Rector.

Insurance

Workers' Compensation, Social Security and leaves for pregnancy and work-related disabilities are the only insurance benefits provided employees who work fewer than thirty (30) hours per week. For employees working at least 20 hours but less than 30 hours per week, St. Timothy's will not provide health care insurance but will allow the employee to purchase insurance through the church's insurance program at cost.

Retirement Benefits

For employees working less than 30 hours per week, St. Timothy's will not provide a retirement pension. For employees working at least 20 hours per week St. Timothy's will contribute 5% of compensation to the Church Pension Group retirement plan. Employee contributions to the plan will be also be matched up to 4% of compensation.

Disability

In the event of long term illness, injury or disability (unrelated to workplace injury), salary will not be continued through St. Timothy's.

Sick leave

Paid sick leave is accumulated at the rate of 2 hours per month worked, for a total of 24 hours per year.

Use of Buildings

Except for the use of the church and its buildings for the duties and ministries of the Administrative Assistant, she shall refer any requests to use the facilities for church programs or for programs involving individuals or groups from outside the parish to the Wardens following guidelines approved by the vestry.

Revision

This letter is to be revised by mutual agreement and in writing annually. Compensation and expense revisions will be mutually agreed upon in a separate process with wardens and vestry.

Interpretation

- In the event of conflict over the terms of interpretation of this letter or work performance, the Rector along with the vestry will be brought into these discussions, if warranted or required.
- This letter of agreement shall be made part of the minutes of the next vestry meeting.
- The Administrative Assistant shall participate in all Diocesan or nationally required training, including anti-racism and anti-sexual misconduct training.
- The parish staff works at the discretion of and under the supervision of the Rector
- A required background check will be completed to the satisfaction of Diocesan requirements.
- This letter of agreement will be reviewed confidentially at the August 21, 2019 Vestry meeting.

Acceptance of this Letter of Agreement



Jeangtte Sebree

8/15/19
Date



The Reverend Todd Bryant

8/15/19
Date

Addendum 1 Financial, August 20, 2019

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Compensation

The Administrative Assistant's 2019 compensation is \$19/hour or \$19,760 per year, which will be reviewed and may be adjusted each year.

Expenses

- The church will provide for the normal expenses of the church office operations such as telephone, postage, office equipment, supplies, etc.
- In addition to regular church office operations "Professional Expense" includes reimbursement of documented expenses according to a Vestry approved plan. Professional expenses may include books, professional journals and professional memberships based on documented need for effective Office Management ministry.
- These funds do not carry over from year to year.

Rector's Report August 2019

Welcome Back

I want to thank Michael, Lisa, and Alison for leading the charge on fellowship for Welcome Back Sunday on September 8 @10am.

Jeanette Sebree

Jeanette started on Aug 20th – the day before Vestry. The excellent outcome of hiring her could not have happened without the diligent work of Sally Potts, Neal Matsunaga, Susan Oki, Alison Hill, and Kathy Wraith. Their collaboration is how church is supposed to be -- at its best.

Options preacher

September 15th: Tom Gorham, the director of Options Recovery, will be our guest preacher at both services.

Sunday School in October

We would like to try periodic offerings that expand a focus on young families. We are noticing that there is an opening to offer formation for middle elementary aged children. We will continue Children's Liturgy throughout these offerings. So... our first dip into this experience will be. See how we are shaping up in the Parish Hall. Huge thanks to Tom Linari for sprucing up our education rooms!

Sunday School for Older Elementary Children

Sunday Oct 6th, 13th, 20th and 27th at 10am in Parish Hall

You will drop off your children in Parish Hall right before 10am church. Nursery for wee-ones and children's liturgy will continue as always. In this new class, your middle elementary child and above will be part of a series with biblical storytelling and age appropriate activities. All kids (nursery, children's liturgy and older kids) will rejoin you for communion. We will take a break with older kids in November and start back up with an Advent series in December.

Trial Sunday Evening Worship

First Sunday of the Month: October 6, November 3, December 1 at 5pm. I am working with Linda as worship commissioner on this:

Food after worship! The service would last approximately 45 minutes with Darita picking and playing contemporary music. The whole service will be projected. We hope this service can help families create a deeper community so that we all can support more youth fellowship and events. It will be open to everyone, but middle and senior high youth will get priority on serving in worship.

There are some great serving opportunities for younger ones too, like Gospel procession, bringing up bread, and ushering. This will **not** be a glorified children's liturgy (even though children's liturgy is great). It will be a complete worship experience for all ages.

That's it folks.

Todd

St Timothy's Vestry Communications Report

Michael Olden

Meeting 8/21/2019

Video work:

Continued work on videos for Todd's sermons. We are a bit behind on these, so we are working on a plan to get more people working on videos. We have had positive feedback on the existing videos. We are also going to expand our video process to incorporate more modern video techniques.

Website:

Starting to look at our Website. We want to both simplify and modernize the existing site. We are also looking at the possibility of splitting our Web site into both internal and external facing instances. The idea is to have a simplified external site that is less complicated and more user friendly. The internal site would provide internal functions like coffee hour signups.

Curb appeal:

St Timothy's has a very nice campus. We have large oak trees, a wonderful prayer garden, and very peaceful grounds. One thing we do not have is good curb appeal. Part of good curb appeal is being able to see the campus from the street.

We should also take advantage of our location to update our signage. We could add additional signs that we can update each week with banners. These banners could provide communications to the community.

Greeters:

We added flashlights to the welcome bags. These are branded St Timothy's. The total cost of these was \$562.62.

St Timothy' Vestry Fellowship Report

Vestry Meeting 8/21/19

Coffee hour:

Todd tasked me with checking out the way in which other local churches do coffee hour. I checked out Cornerstone Fellowship and Crosswinds in Livermore. I chose these churches because they are local congregations that have grown a lot over the last 5 to ten years.

The common denominator between these churches is a rocking coffee hour. A more accurate term might be Sunday fellowship. There is coffee, bagels and doughnuts available on Sundays. I saw folks congregating. I also saw tables for small groups and so on.

This created a very family-like community.

My last observation on this is that Sunday fellowship is visible from the street. This means that folks driving by see this community activity which is inviting to newcomers. Have a friendly, community-focused experience for newcomers is very important.

Test:

Lisa, Don and I hosted a Sunday Fellowship time a few weeks back as a test. The response was very strong. We had people congregating between services, and most importantly, after the 10:00 service. This was huge. We did it on the patio outside the parish hall.

I would have rather have it in front of the chapel because this is the path to the main parking lot. More importantly, it is visible from the street. This shows the community around us that we are welcoming and that we have community.

My ask:

I would like each vestry member to step up and host Sunday fellowship twice a year. I am working on the process part of this request and will have it available shortly. I think having the vestry involved in this is huge. We are the leadership of the church.

Greeters:

We added flashlights to the welcome bags. These are branded St Timothy's. The total cost of these was \$562.62.

OUTREACH COMMISSION REPORT

Submitted by Alison Hill
August 19th, 2019

Comfort Cub Bears - Leslie Firth

The Outreach committee voted this month to add 'Comfort Bear Cubs ' to our list of supported charities. These especially weighted bears were initially to help mothers who had lost babies feel less bereft, but are now additionally used for patients with Alzheimer's, Down's Syndrome, trafficked children, Autism, grief & PTSD . The cubs help calm disturbed patients and are used by major Bay Area hospitals including Stanford, UCSF and San Ramon Valley.

Trinity Center - Steve Mason

News from Trinity Center- Trinity Center is moving to a Sufi center at 1300 Oakland Blvd, Walnut Creek until 44 studios for homeless adults are completed next to St Paul's. Further news a Trinity member moved into a section 8 apartment (section 8 is a program that under writes the monthly rental fees for low income individuals) on August

14. In addition two Trinity Members have passed their interviews for a studio apartment in St Paul's Commons!

Trinity Center - Mae Warren

Trinity Center's lease at the current temporary center in Walnut Creek expires in September so they are moving to the new temporary site this month. The lease there is to December. So, our TC lunch team will be cooking 4 more meals at the new temporary facility. TC will begin moving into their permanent place in November. Loaves and Fishes central pantry will take over that meal preparation at that time.

Ministry Fair on Sept. 8th - Welcome Home Sunday

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Re: Outreach report to Vestry

1 message

Joann Oliver <joannmarieoliver@gmail.com>

Tue, Aug 20, 2019 at 10:35 AM

To: Alison Hill <alirhill@comcast.net>, sally shea potts <sallyspotts@gmail.com>

Hi Alison,

For the Vestry Update:

The Rise Against Hunger Meal Packaging Event will be held on Saturday, Sept 21 from 9 am to Noon in the Parish Hall. Everything is on the website and we've started signups. I have attached a copy of the first bulletin article for your reference. Here's the link to the info on the website:

<https://www.sainttimothysdanville.org/meal-packaging-event-2019/>

Since we first hosted a meal packaging event in 2014, St. Timothy's has packaged over 89,000 meals. We can exceed 100,000 meals with our 2019 event!

Joann

Property commission notes

1 message

Tom Linari <tlinari57@gmail.com>
To: sallyspotts@gmail.com

Mon, Aug 19, 2019 at 8:27 AM

Hi Sally,

Could you please add these notes to your agenda? Sorry there so late.

Property commission:
(this part is a recap of the email vote sent out last month.)

The roof project will be starting on September 9 th and last approximately 3 weeks depending on how much dry rot they find. Since we do not have any idea on how much damage there will be , the figure below is an estimate. I am praying that the figure will be on the lower side, but do not be surprised if it is higher.

\$65,000 -73,000

The Ackerman upstairs bathroom has been finished, and went relatively smoothly .
The total cost was:
\$21,223.46

This leaves us with about \$12,300 left for the downstairs bathroom .

The bid on this bathroom is \$ 9,828.63.
We are going to have to supply the:
Building permit
Faucets
Counter top (already purchased)
Toilet
Tile
Mirrors
Simple drawing for the building permit.

The project should start around the second week of September. (approximate)

The new Sunday school room has been cleared out and will have a new coat of paint and new carpeting by the beginning of September.

Thank you,
Tom Linari

Worship Commission

August 2019 Report

Submitted by Allison Fletcher and Linda Clark

August 19, 2019

Acolytes and Eucharistic Ministers

- The last Sunday of the published rota is August 25th.
- The rota for September and October has been developed and distributed.
- Summer was lean in terms of the youth participation at 10:00 a.m. Fall promises to follow because of soccer.
- Leadership will use some photos of Acolytes and Eucharistic Ministers in an attempt to create some interest in possible recruits.
- Pastor Todd continues to support the service of the youth at 10:00 a.m. whenever possible.