

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday April 21, 2021 – 6:30 pm

Zoom

Update Date: 05/01/2021

SUMMARY:

MOTIONS:

- Draft 7 of the 4/2/2021 meeting agenda was approved.
- Minutes of the March 17 Vestry meeting were approved
- Updated treasurer's report, P&L statement and Balance Sheet through 31 March 21 were approved
- Reports from the following were approved as submitted: Rector, Sr Warden, Administration, Communication, Fellowship, Outreach and Worship and Liturgy
- Approve the changes proposed by the Treasurer and recommended by the CFO of the Diocese of California to the Gift Policy. The church will no longer assign a value to stock gifts.

ACTION ITEMS:

- Jacque will talk to Rob Koteskey about future use of the book cart
- Outreach dates for FOTH will be evaluated and voted on at the May meeting
- Sally will work on setting up email for Venmo reporting so that the reports go to multiple people

Attendees: Rev. Todd Bryant, Linda Clark, Rayne Devlin, Rev. Susan Geissler-O'Neil, Steve Hedden, Neal Matsunaga, Trudy Macmillan, Sally Shea Potts, Steve Oki, Jacque Chiavini, Ade Adekunle, Cecilia Oduwole, Scott MacDougall, Gabel Chong-Horsley

Absent: Rayne Devlin

Opening Prayer – Pastor Todd

1. Review and Confirm Agenda

2. Introduction of Guests – Dick Firth -

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

- a) Agenda for the April 21, 2021 meeting
- b) Approve minutes from the March 17, 2021 vestry meeting.
- c) Treasurers Report, Balance Sheet and P&L through 31 March 2021, in that order
- d) Commission and other Reports
 - Rector's Report
 - Administration
 - Communications
 - Fellowship
 - Outreach
 - Worship & Liturgy

4. Non-Recurring Action Items

a) FOTH 2021 – Outreach Gabel Chong-Horsley

- Outreach team proposes to have FOTH 2021 on Sunday, September 19 (Zoom) and Saturday, September 25 (afternoon).
- The Zoom option is for people who don't want to attend in person.
- This will give the time to plan and avoid Welcome Home (expected to be in September as of the Outreach meeting on April 12) and Stewardship (October)
- Pastor Todd is thinking about some sort of event in June – AFTER the tier system goes away. As of today, he doesn't plan to have a fall Welcome Home in late August or September. He reminded the vestry that developments may require changes!
- Question from Ade – when will we tell the congregation about FOTH 2021? Gabel will get back to him.
- **ACTION:** At Gabel's request, the Vestry will wait to vote on the dates in May

b) Revise Gift Policy for handling of donations of shares of stock – Neal Matsunaga

- Neal is proposing that the Gift Policy related to stock be revised in accordance with the guidance from the Diocese. The guidance from the CFO of the Diocese of California is that the church should not put a value on the donation for the giver.
- Original text:
Publicly Traded Securities
 - 1) ...
 - 2) For gift crediting and accounting purposes, the value of the gift of securities is the average of the high and low prices on the date of the gift.
- Revised text of Section 2)
~~For gift crediting and accounting purposes, the value of the gift of securities is the average of the high and low prices on the date of the gift~~
the value of the gift of securities is not reported and just the number of shares received, and the date received are acknowledged to the donor. For accounting purposes, the value of the gift of securities is the net proceeds from the liquidation of the shares.
- **MOTION to approve the changes proposed by Neal was Approved**

5. Discussion Items

a) Treasurer – Neal Matsunaga

- **Venmo** procedure recommendation from the Finance Committee – Dick Firth & Neal Matsunaga
 - Neal Matsunaga reviewed the proposal from the Finance Committee regarding the procedure for the church to accept money using Venmo. One person is currently contributing using this process.
 - Venmo is frequently used by younger people.
 - Neal has set up an account which he and the Senior Warden knows the username and password.

- Neal will transfer any \$\$ that comes into the Venmo account into the church checking account monthly and send a report to the bookkeeper.
- As of April 2021, there was \$312 in the account which has now been transferred to the church checking account.
- Venmo account statements must be retrieved from the website
- Cecilia: Is there was a way for someone else to know what is happening?
- Ade: Is there a way to identify where the \$\$ should go?
- Dick says there is a Note field where the fund could be identified. By default, the money will go to the general fund.
- Neal: Venmo form is similar to a check
- Ade: What is the communication plan?
- Todd: Expect that this will be used mostly for special events – like Darita’s concert – for example.
- Ade: Might make it available for visitors and on the website for on-line attendees
- **ACTION:** Sally will work on setting up email for Venmo reporting so that the reports go to multiple people
- Venmo account status March YTD and April Activity - \$312 transferred to checking on 4/12 – There has since then been another \$50 donation.
- Correction to the Treasurer’s report posted earlier in the month due to changes in the ParishSoft software that delayed the posting of one deposit.
- Clergy Discretionary account status March YTD - no activity
- Audit of the church and school books for 2019 and 2020 was completed but no report has been issued by the auditor yet.
- BSA Scouts bankruptcy plan of reorganization – Boy Scouts have filed a plan that proposes that charter organizations will NOT be responsible for financial problems of BSA. NOTE: Any Scout leader has the blessing of the charter organization
- PPP loan forgiveness paperwork has been filed. Heritage Bank has acknowledged receipt of the application.

b) Property Commission – Scott MacDougall

- There is stuff in the Parish Hall that no longer seems to belong or is no longer needed
 - 75 blue plastic chairs – reconditioned once – need it again or should be disposed
 - Option: Give the chairs to AA
 - Old Parish Hall chairs could go to the AA room but would be susceptible do coffee damage

- Brochure Kiosk – made by Ron Evens
 - Susan: could be useful for materials; Jacque: was used before Pastor Todd came. Jacque suggested that it could again be useful
- Book Cart – made by Ron Evens
 - Ade: Suggestion – talk to the school
 - Scott: Check with the other ministries about using
 - **ACTION:** Jacque will talk to Rob Koteskey

6. FYI

- a) Pastor Todd: Pray for reopening – May 23 – Currently the “reopening” will be in the Parish Hall as setting up for social distancing and ventilation is easier there.

7. Closing Prayer – Jacque Chiavini

St Timothy's Calendar for Vestry as of 04/19/2021

| Date | Event |
|---|--|
| Wednesday, April 21 – 6:30 pm - Zoom | Vestry Meeting |
| Sunday, April 25 – 10:00 am | Service on the patio and over YouTube |
| Sunday, April 25 - 2:00-4:00 pm – Front Parking Lot | Food Drive for Monument Crisis Center |
| Sunday, May 9 - 2:00-4:00 pm – Front Parking Lo | Food Drive for Monument Crisis Center |
| Wednesday, May 19 – 6:30 pm – Zoom ??? | Vestry Meeting |
| Sunday, May 23 –10:00 am | 1 Church Service inside the Parish Hall |
| Sunday, May 23 - 2:00-4:00 pm – Front Parking Lo | Food Drive for Monument Crisis Center |
| Sunday, May 30 –10:00 am | 1 Church Service inside the Parish Hall |
| Sunday, June 6 – 8:00 & 10:00 | Sunday Services Inside the Sanctuary |
| Wednesday, June 16 – 6:30 pm – Zoom ????? | Vestry Meeting |
| Summer | Church and outside groups can meet inside |

Next Regular Vestry Meeting – Wednesday. May 19, 2021

Rector Report April 2021

Reopening

We have solid logistics for reopening. I think we are able to be responsive to the Diocese and the State as they give us regular updates on covid protocols. At the moment, we can return inside our buildings for worship on May 23.

- May 23 and 30 - I think we should do one service
- June 6 start two services.
- June 15 *Fingers crossed* might not have any restrictions but masking.

Parish Admin

The team has really narrowed down the pool of applicant to people who would be well equipped for the job. Thank you, team! They will update you in the meeting.

April 18

I thought the April 18 patio service was complete success. Especially since it was our first time back in person. The musicians - Miles and MJ - were easy to work with and I really enjoyed the whole day. On April 25, we are making some small tweaks - like moving the communion aisle from the middle of the patio to the aisle closet to the church . We hope this will have less people in the sun by 10:45am on April 25.

Tech moving forward

Historically, we have been very thin on the number of people (1) who know how to operate the system, and it is now zero. My big mistake was that I tried to get in the pilot's seat and lead this tech group. Since no one currently knows how to even turn the live stream system, I have been compiling a video service early in the week that deploys on Sunday (concurrently while we meet on campus at 10).

Sound system

To make things more challenging, team members completely dismantled and rearranged our sound system to work on live stream system (that no one now knows how to operate). Therefore, without knowing how to even turn it on, sound may be non-functional when we return to worship inside. The departed volunteers have offered to train Don Perry but are currently busy and no set date to train. Therefore, I have reached out the Cathedral to bring a tech person to Danville to train us and will update you all next month if any progress is made. I will be as judicious as possible with our remaining funds.

Treasurer's Report

April 21, 2021

Financial Highlights

- Financial results through March are positive overall due to an underrun in pledge income, a continuing overrun in contributing income and a continuing underrun of expenses.
- The 2021 budget assumed 153 pledges for \$643,317 that had been received by the end of 2020 and forecast receiving an additional 6 pledges for an additional \$15,000. Through March the church has received an additional 5 pledges for \$11,360, 2 of which were part of the forecast of 6 additional pledges and 3 that were new pledges.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

| | Budget | Actual | Difference |
|---------------|-------------|-----------|------------|
| Pledge Income | \$164,579 | \$156,404 | \$(8,175) |
| Other Income | \$ 10,813 | \$ 19,364 | \$ 8,551 |
| Expenses | \$188,450 | \$169,411 | \$19,039 |
| Net Income | \$ (13,058) | \$ 6,357 | |

Pledge Income difference due to:

Actual March results are understated a bit due to the regular weekly deposit for the last month of March not being deposited until April and about \$1,335 for additional pledges that are assumed in the budget but have not been received as of the end of March.

Other Income difference due to:

Loose Plate \$(2,500), Facilities Cost Sharing \$(3,759) and Flower Donations \$(200) under budget offset by Contributing Income \$15,035 above budget.

Expenses – Operating expense difference is the sum of a number of under budget items, with the main ones being:

Personnel expenses \$3,107 under budget due mainly to \$1,580 underrun for administrative assistant/office manager and \$763 underrun for childcare assistant positions being vacant

Altar Guild expenses \$359 under budget

Music expenses \$1,094 under budget

Christian Formation expenses \$349 under budget

Children & Youth Ministry expenses \$408 under budget

Fellowship expenses \$650 under budget

Administrative expenses \$969 under budget

Facilities expenses \$9,031 under budget

Finance expenses \$1,854 under budget

Contingency expenses \$943 under budget

Action Items

- Revise Gift Policy for handling of donations of shares of stock
- Review Venmo procedure for recommendation to the Vestry. Dick Firth present

Recurring Status

- Acct 62604 - Clergy Discretionary Fund activity as of the end of March
 - No activity
- Venmo giving as of the end of March
 - 4/12 \$312 was transferred from Venmo to church's checking account

Other Status

- PPP loan forgiveness application submitted 3/28. Confirmation from Heritage Bank on 3/30 that they had received our forgiveness application. 4/12 received and signed SBA forgiveness application form 3508S from Heritage Bank and the bank confirmed receipt of the completed form.
- Steve Zimmerman, our bookkeeper, Dick Firth and I met with the diocesan auditor on 3/19 to conduct an audit of the church (2019 & 2020) and preschool (2018-2019 & 2019-2020) books. Now waiting for the auditor's report though we do not expect any serious problems were found or that significant actions will be required.
- The church received a letter for the Boy Scouts of America and Delaware BSA regarding the national Scouts organization chapter 11 plan of reorganization. We likely received the letter because we are the chartering organization (i.e. sponsor) for a scout unit and the letter provides notice of a hearing to consider approval of disclosure statement and solicitation procedures for the reorganization plan. Comments in the notice include verbiage that "If approved, these provisions could release Abuse Claims held against the BSA and certain third parties, including against Local Councils and Contributing Chartered Organizations".

Neal Matsunaga

Saint Timothy's Episcopal Church

04/14/21

Balance Sheet

Accrual Basis

As of March 31, 2021

| | <u>Mar 31, 21</u> |
|---|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10001 - Heritage Checking | 215,905.36 |
| 10002 - Heritage Savings | 5,000.11 |
| 17103 - Schwab | 181,343.73 |
| 17104 - TD Ameritrade | 348,245.10 |
| Total Checking/Savings | <u>750,494.30</u> |
| Other Current Assets | |
| 13000 - Special Loan | 4,600.00 |
| Total Other Current Assets | <u>4,600.00</u> |
| Total Current Assets | <u>755,094.30</u> |
| 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 | <u>2,967,567.00</u> |
| Total Fixed Assets | <u>2,967,567.00</u> |
| Other Assets | |
| 17101 - SSGA Endowment Fund | 480,535.41 |
| 17102 - SSGA Endowment Gain/Loss | 231,182.37 |
| Total Other Assets | <u>711,717.78</u> |
| TOTAL ASSETS | <u>4,434,379.08</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 - Accounts Payable | 459.31 |
| Total Accounts Payable | <u>459.31</u> |
| Other Current Liabilities | |
| 21007 - Prepaid Pledge 2021 | 31,982.45 |
| Total Other Current Liabilities | <u>31,982.45</u> |
| Total Current Liabilities | <u>32,441.76</u> |
| Total Liabilities | <u>32,441.76</u> |
| Equity | |
| 31300 - Perm. Restricted Net Assets | |
| 31501 - SSGA Endowment Fund | 711,717.78 |
| 31503 - Fixed Assets | 2,967,567.00 |
| Total 31300 - Perm. Restricted Net Assets | <u>3,679,284.78</u> |
| 31500 - Temp. Restricted Net Assets | |
| 31510 - Program | 360,748.05 |
| 31520 - Outreach | 108,468.05 |
| | <u>469,216.10</u> |

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04/14/21

Accrual Basis

Saint Timothy's Episcopal Church

Balance Sheet

As of March 31, 2021

| | <u>Mar 31, 21</u> |
|---|----------------------------|
| Total 31500 - Temp. Restricted Net Assets | 467,216.10 |
| 32000 - Unrestricted Net Assets | 195,163.67 |
| Net Income | <u>60,272.77</u> |
| Total Equity | <u>4,401,937.32</u> |
| TOTAL LIABILITIES & EQUITY | <u>4,434,379.08</u> |

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through March 2021

| | Jan - Mar 21 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 40000 - Donations | | | | |
| 41000 - Pledge Income | | | | |
| 41120 - Prepaid Pledges Rec'd Prev Year | 10,660.80 | 10,660.80 | 0.00 | 100.0% |
| 41100 - Current Year Pledges | 178,660.80 | 153,918.45 | 24,742.35 | 116.1% |
| 41300 - Prior Year Pledges Rec'd Late | 18,275.00 | | | |
| Total 41000 - Pledge Income | 207,596.60 | 164,579.25 | 43,017.35 | 126.1% |
| 42000 - Plate Offering | | | | |
| 42100 - Loose Plate | 0.00 | 2,499.99 | -2,499.99 | 0.0% |
| 42150 - Contributing Income | 18,785.00 | 3,750.00 | 15,035.00 | 500.9% |
| Total 42000 - Plate Offering | 18,785.00 | 6,249.99 | 12,535.01 | 300.6% |
| 44000 - Operating Support | | | | |
| 44200 - Facilities Cost Sharing | 296.00 | 4,054.65 | -3,758.65 | 7.3% |
| 44300 - Flower Donations | 175.00 | 375.00 | -200.00 | 46.7% |
| Total 44000 - Operating Support | 471.00 | 4,429.65 | -3,958.65 | 10.6% |
| 45000 - Other Income | | | | |
| 45200 - Amazon Smile | 38.33 | | | |
| 45300 - Interest Income | 69.44 | 68.76 | 0.68 | 101.0% |
| 45400 - Miscellaneous Income | 0.00 | 64.97 | -64.97 | 0.0% |
| Total 45000 - Other Income | 107.77 | 133.73 | -25.96 | 80.6% |
| Total 40000 - Donations | 226,960.37 | 175,392.62 | 51,567.75 | 129.4% |
| Total Income | 226,960.37 | 175,392.62 | 51,567.75 | 129.4% |
| Gross Profit | 226,960.37 | 175,392.62 | 51,567.75 | 129.4% |
| Expense | | | | |
| 60000 - Operating Expenses | | | | |
| 61000 - Diocesan Assessment | 28,708.02 | 28,708.07 | -0.05 | 100.0% |
| 62000 - Personnel Expense | | | | |
| 62100 - Clergy Compensation | | | | |
| 62110 - Rector | 24,192.00 | 24,192.00 | 0.00 | 100.0% |
| 62120 - Associate Rector | 20,084.28 | 20,084.25 | 0.03 | 100.0% |
| 62198 - Clergy Pension Premiums | 9,276.12 | 9,550.32 | -274.20 | 97.1% |
| 62199 - Clergy Benefits & Insurance | 8,292.45 | 8,325.51 | -33.06 | 99.6% |
| Total 62100 - Clergy Compensation | 61,844.85 | 62,152.08 | -307.23 | 99.5% |
| 62200 - Lay Staff Compensation | | | | |
| 62202 - Music Director | 11,855.64 | 10,197.00 | 1,658.64 | 116.3% |
| 62203 - Office Manager | 3,598.75 | 5,179.20 | -1,580.45 | 69.5% |
| 62213 - Office Staff-Temporary Help | 456.98 | 199.20 | 257.78 | 229.4% |
| 62204 - Bookkeeper | 2,712.72 | 2,641.63 | 71.09 | 102.7% |
| 62205 - Childcare Assistant | 0.00 | 763.24 | -763.24 | 0.0% |
| 62296 - Lay Payroll Taxes | 1,169.51 | 1,451.94 | -282.43 | 80.5% |
| 62297 - Lay Pension Premiums | 1,164.33 | 1,383.82 | -219.49 | 84.1% |
| 62299 - Pension Reimbursement Noah's Ark | 0.00 | | | |
| 62298 - Lay Benefits & Insurance | 170.62 | 1,598.53 | -1,427.91 | 10.7% |
| Total 62200 - Lay Staff Compensation | 21,128.55 | 23,414.56 | -2,286.01 | 90.2% |
| 62300 - Workers Compensation Insurance | 0.00 | 250.03 | -250.03 | 0.0% |
| 62400 - Payroll Processing Fees | 175.00 | 252.00 | -77.00 | 69.4% |
| 62500 - Contractors (1099) | | | | |
| 62501 - Musicians | | | | |
| 62511 - Paid Musicians | 3,500.00 | 3,124.97 | 375.03 | 112.0% |
| 62512 - Supply Musicians | 0.00 | 250.03 | -250.03 | 0.0% |
| Total 62501 - Musicians | 3,500.00 | 3,375.00 | 125.00 | 103.7% |
| 62504 - Landscaping | 6,051.00 | 6,051.00 | 0.00 | 100.0% |
| 62505 - Janitorial Services | 7,425.00 | 7,200.00 | 225.00 | 103.1% |
| Total 62500 - Contractors (1099) | 16,976.00 | 16,626.00 | 350.00 | 102.1% |
| 62600 - Staff Allowances | | | | |
| 62601 - Continuing Education | 0.00 | 250.03 | -250.03 | 0.0% |
| 62602 - Travel | 0.00 | 150.00 | -150.00 | 0.0% |
| 62603 - Clergy Hospitality | 137.94 | 199.97 | -62.03 | 69.0% |
| 62604 - Clergy Discretionary Fund | 0.00 | 75.00 | -75.00 | 0.0% |

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

04/14/21

January through March 2021

Accrual Basis

| | Jan - Mar 21 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Total 62600 - Staff Allowances | 137.94 | 675.00 | -537.06 | 20.4% |
| Total 62000 - Personnel Expense | 100,262.34 | 103,369.67 | -3,107.33 | 97.0% |
| 63100 - Altar Guild | | | | |
| 63101 - Candles and Wine | 152.39 | 499.97 | -347.58 | 30.5% |
| 63102 - Flower Expense | 313.93 | 250.03 | 63.90 | 125.6% |
| 63105 - All Other Altar Guild Expenses | 0.00 | 75.00 | -75.00 | 0.0% |
| Total 63100 - Altar Guild | 466.32 | 825.00 | -358.68 | 56.5% |
| 63200 - Music | | | | |
| 63205 - Music Expenses | | | | |
| 63215 - Professional Expense | 0.00 | 124.97 | -124.97 | 0.0% |
| 63216 - Music Hospitality | 0.00 | 49.97 | -49.97 | 0.0% |
| 63205 - Music Expenses - Other | 5.49 | 600.00 | -594.51 | 0.9% |
| Total 63205 - Music Expenses | 5.49 | 774.94 | -769.45 | 0.7% |
| 63206 - Musical Equipment R&M | 0.00 | 325.03 | -325.03 | 0.0% |
| Total 63200 - Music | 5.49 | 1,099.97 | -1,094.48 | 0.5% |
| 63300 - Christian Formation | | | | |
| 63301 - EFM | 0.00 | 124.97 | -124.97 | 0.0% |
| 63302 - Adult Education | 0.00 | 250.03 | -250.03 | 0.0% |
| 63303 - Lenten Series | 101.45 | 75.00 | 26.45 | 135.3% |
| Total 63300 - Christian Formation | 101.45 | 450.00 | -348.55 | 22.5% |
| 63350 - Children & Youth Ministry | | | | |
| 63351 - Family Ministries | 21.84 | 325.03 | -303.19 | 6.7% |
| 63352 - Youth Ministries | 0.00 | 250.03 | -250.03 | 0.0% |
| 63353 - Acolytes | 0.00 | 75.00 | -75.00 | 0.0% |
| 63350 - Children & Youth Ministry - Other | 220.08 | | | |
| Total 63350 - Children & Youth Ministry | 241.92 | 650.06 | -408.14 | 37.2% |
| 64000 - Worship & Liturgy | | | | |
| 64108 - Liturgical Art | 0.00 | 75.00 | -75.00 | 0.0% |
| 64150 - Miscellaneous Worship | 0.00 | 150.00 | -150.00 | 0.0% |
| Total 64000 - Worship & Liturgy | 0.00 | 225.00 | -225.00 | 0.0% |
| 64250 - Pastoral Care | 0.00 | 49.97 | -49.97 | 0.0% |
| 64500 - Fellowship | | | | |
| 64501 - Sunday Coffee & Supplies | 0.00 | 199.97 | -199.97 | 0.0% |
| 64502 - Parish Events-Connect | 0.00 | 124.97 | -124.97 | 0.0% |
| 64503 - Reception Expense | 0.00 | 124.97 | -124.97 | 0.0% |
| 64504 - Greeters-Welcome | 0.00 | 124.97 | -124.97 | 0.0% |
| 64505 - Invites | 0.00 | 49.97 | -49.97 | 0.0% |
| 64506 - Vestry Expenses | 0.00 | 25.03 | -25.03 | 0.0% |
| Total 64500 - Fellowship | 0.00 | 649.88 | -649.88 | 0.0% |
| 65000 - Administrative | | | | |
| 65100 - Office Supplies | 354.54 | 375.00 | -20.46 | 94.5% |
| 65101 - Paper | 29.35 | 625.03 | -595.68 | 4.7% |
| 65102 - Advertising | 248.53 | 250.03 | -1.50 | 99.4% |
| 65103 - Software | 1,368.79 | 600.00 | 768.79 | 228.1% |
| 65105 - Phone & Internet | 1,814.99 | 1,375.03 | 439.96 | 132.0% |
| 65106 - Misc Administration | 20.00 | 150.00 | -130.00 | 13.3% |
| 65200 - Equipment | | | | |
| 65204 - Risograph Copier | 279.91 | 270.00 | 9.91 | 103.7% |
| 65201 - Hardware | 235.09 | 250.03 | -14.94 | 94.0% |
| 65202 - Ricoh Copier | 1,845.09 | 3,900.00 | -2,054.91 | 47.3% |
| 65203 - Other Equipment R&D | 0.00 | 124.97 | -124.97 | 0.0% |
| Total 65200 - Equipment | 2,360.09 | 4,545.00 | -2,184.91 | 51.9% |
| 65300 - Postage | | | | |
| 65301 - Meter Postage | 200.00 | 250.03 | -50.03 | 80.0% |
| 65302 - Other Postage | 72.50 | 37.50 | 35.00 | 193.3% |
| 65303 - Meter Lease | 1,544.92 | 775.03 | 769.89 | 199.3% |
| Total 65300 - Postage | 1,817.42 | 1,062.56 | 754.86 | 171.0% |
| Total 65000 - Administrative | 8,013.71 | 8,982.65 | -968.94 | 89.2% |
| 66000 - Facilities | | | | |
| 66100 - Campus Maintenance | 4,023.85 | 8,749.97 | -4,726.12 | 46.0% |

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04/14/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through March 2021

| | Jan - Mar 21 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------|----------------|
| 66110 - Rectory Maintenance | | | | |
| 66111 - Insurance | 0.00 | 162.47 | -162.47 | 0.0% |
| 66112 - Landscaping | 810.00 | 1,000.03 | -190.03 | 81.0% |
| 66113 - Pool | 495.00 | 424.97 | 70.03 | 116.5% |
| 66116 - Maintenance | 1,273.48 | 1,000.03 | 273.45 | 127.3% |
| Total 66110 - Rectory Maintenance | 2,578.48 | 2,587.50 | -9.02 | 99.7% |
| 66120 - Services | | | | |
| 66121 - Elevator & Fire Alarm | 1,889.74 | 1,500.00 | 389.74 | 126.0% |
| 66122 - Other Services | 675.75 | 1,500.00 | -824.25 | 45.1% |
| 66120 - Services - Other | 363.00 | | | |
| Total 66120 - Services | 2,928.49 | 3,000.00 | -71.51 | 97.6% |
| 66130 - Facilities Supplies | 47.60 | 874.97 | -827.37 | 5.4% |
| 66140 - Utilities | | | | |
| 66141 - EBMUD | 913.08 | 4,800.00 | -3,886.92 | 19.0% |
| 66142 - Garbage | 1,579.42 | 2,125.03 | -545.61 | 74.3% |
| 66143 - PG&E Gas | 2,611.93 | 1,300.03 | 1,311.90 | 200.9% |
| 66144 - PG&E Electrical | 3,073.31 | 3,349.97 | -276.66 | 91.7% |
| Total 66140 - Utilities | 8,177.74 | 11,575.03 | -3,397.29 | 70.6% |
| Total 66000 - Facilities | 17,756.16 | 26,787.47 | -9,031.31 | 66.3% |
| 67000 - Finance | | | | |
| 67050 - Stewardship | 0.00 | 600.00 | -600.00 | 0.0% |
| 67100 - Benevity Fees | 17.80 | 37.50 | -19.70 | 47.5% |
| 67101 - Banking Charges | 650.32 | 300.00 | 350.32 | 216.8% |
| 67103 - Corporate Fees & Expenses | 27.78 | 25.03 | 2.75 | 111.0% |
| 67104 - Property & Liability Insurance | 7,761.00 | 7,765.78 | -4.78 | 99.9% |
| 67107 - Property Taxes | | | | |
| 67117 - Church Property Tax | 0.00 | 1,784.51 | -1,784.51 | 0.0% |
| 67118 - Rectory Property Tax | 404.31 | 202.22 | 202.09 | 199.9% |
| Total 67107 - Property Taxes | 404.31 | 1,986.73 | -1,582.42 | 20.4% |
| Total 67000 - Finance | 8,861.21 | 10,715.04 | -1,853.83 | 82.7% |
| 68000 - Budgeted Outreach | | | | |
| 68002 - Budgeted Outreach | 3,750.00 | 3,750.00 | 0.00 | 100.0% |
| 68003 - Schools & Interfaith Council | 750.00 | 750.00 | 0.00 | 100.0% |
| Total 68000 - Budgeted Outreach | 4,500.00 | 4,500.00 | 0.00 | 100.0% |
| 69000 - Contingency | | | | |
| 69001 - Contingency | 359.88 | 1,249.97 | -890.09 | 28.8% |
| 69003 - COVID-19 Supplies | 134.43 | 187.50 | -53.07 | 71.7% |
| Total 69000 - Contingency | 494.31 | 1,437.47 | -943.16 | 34.4% |
| Total 60000 - Operating Expenses | 169,410.93 | 188,450.25 | -19,039.32 | 89.9% |
| Total Expense | 169,410.93 | 188,450.25 | -19,039.32 | 89.9% |
| Net Ordinary Income | 57,549.44 | -13,057.63 | 70,607.07 | -440.7% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 70000 - Program Accounts | | | | |
| 70060 - Maintenance & Improvement | | | | |
| 70061 - Maint & Improvement Income | 4,000.00 | | | |
| 70065 - Maint & Improvement Expense | -6,723.85 | | | |
| Total 70060 - Maintenance & Improvement | -2,723.85 | | | |
| 70130 - Concert Series | | | | |
| 70131 - Concert Series Income | 100.00 | | | |
| 70135 - Concert Series Expense | -225.00 | | | |
| Total 70130 - Concert Series | -125.00 | | | |
| 70140 - Columbarium | | | | |
| 70145 - Columbarium Expense | -361.94 | | | |
| Total 70140 - Columbarium | -361.94 | | | |
| 70170 - Memorial | | | | |
| 70171 - Memorial Income | 1,000.00 | | | |

Page 3

12:45 PM

04/14/21

Accrual Basis

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

January through March 2021

| | Jan - Mar 21 | Budget | \$ Over Budget | % of Budget |
|--|--------------|------------|----------------|-------------|
| Total 70170 - Memorial | 1,000.00 | | | |
| 70230 - Capital Fund - Livestreaming | | | | |
| 70232 - Livestreaming - Expenses | -565.88 | | | |
| Total 70230 - Capital Fund - Livestreaming | -565.88 | | | |
| Total 70000 - Program Accounts | -2,776.67 | | | |
| 80000 - Outreach Accounts | | | | |
| 89000 - Other Outreach | | | | |
| 89001 - Other Outreach Donations | 5,500.00 | | | |
| Total 89000 - Other Outreach | 5,500.00 | | | |
| Total 80000 - Outreach Accounts | 5,500.00 | | | |
| Total Other Income | 2,723.33 | | | |
| Net Other Income | 2,723.33 | | | |
| Net Income | 60,272.77 | -13,057.63 | 73,330.40 | -461.6% |

VENMO – CONTRIBUTION TRACKING PROCEDURE

(April 11, 2021)

Venmo provides a vehicle for people to make cash contributions to St. Timothy's, through their personal Venmo accounts.

St. Timothy's Venmo site is "@StTimothys-Church". At least one person is using this approach to give money to the parish on a regular basis.

Protocol

To access the St. Timothy's account on Venmo requires a password, which will be known only to the Treasurer and Senior Warden.

On a monthly basis, the Treasurer will obtain a contribution report from Venmo ("Monthly Statement, Account Activity").

- The treasurer will transfer the money from the Venmo account to the Heritage checking account.
- The treasurer will forward the Venmo monthly report to the bookkeeper, who will reconcile with the Heritage deposits.
- The treasurer also forwards the Venmo monthly report to the pledge secretary, who will enter the donor and donation information into ParishSoft.
- For special events, such as concerts, the event sponsor must coordinate in advance with the treasurer for event donation arrangements.

Other Information

- It appears that St. Timothy's will not incur any fees from Venmo.
- Venmo monthly account activity reports provide for identification of the giver's name, reason for the donation ("Note"), as well as other tracking information.

THE VESTRY OF ST TIMOTHY'S EPISCOPAL CHURCH

Gift Acceptance Policy

Purpose

This gift acceptance policy will provide guidelines to representatives of St Timothy's hereinafter referred to as the parish, who may be involved in the acceptance of gifts, to outside advisors who may assist in the gift planning process, and to prospective donors who may wish to make gifts to the parish. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis. The gift review *process* outlined here, however, is intended to be followed closely.

Gift Review Committee

Any questions which may arise in the review and acceptance of gifts to the parish will be referred to The Gift Review Committee, which, unless otherwise designated by the vestry, will be comprised of all members of the Finance Committee plus at least one Trustee of the Endowment Fund.

Cash

- 1) All gifts by check shall be accepted by the parish regardless of amount.
- 2) Checks shall be made payable to (name) Episcopal Church. In no event shall a check be made payable to an individual who represents the parish or the church in any capacity.
- 3) All cash receipts will be presumed given to the parish and will be transferred to the treasurer as soon as possible.

Publicly Traded Securities

- 1) Readily marketable securities, such as those traded on a stock exchange, can be accepted by the parish. (Refer to Appendix A - Stock Donations for guidance on the transfer and processing of gifts of securities.)
- 2) For gift crediting ~~and accounting purposes, the value of the gift of securities is the average of the high and low prices on the date of the gift~~ the value of the gift of securities is not reported and just the number of shares received and the date received are acknowledged to the donor. For accounting purposes the value of the gift of securities is the net proceeds from the liquidation of the shares.

(Page 1 of 4 – 4/21/2021)



Paycheck Protection Program

PPP Loan Forgiveness Application Form 3508S Revised January 19, 2021

OMB Control No.: 3245-0407
Expiration Date: 7/31/2021

A BORROWER MAY USE THIS FORM ONLY IF THE BORROWER RECEIVED A PPP LOAN OF \$150,000 OR LESS

| Business Legal Name ("Borrower") | | DBA or Tradename, if applicable | |
|------------------------------------|------------|---------------------------------|-------------------------------------|
| ST TIMOTHY'S EPISCOPAL CHURCH | | | |
| Business Address | NAICS Code | Business TIN (EIN, SSN) | Business Phone |
| 1550 DIABLO RD, DANVILLE, CA 94528 | 813110 | 94-6037235 | (925) 837-4993 |
| | | Primary Contact | E-mail Address |
| | | Neal Matsunaga | treasurer@sainttimothysdanville.org |

First Draw PPP Loan Second Draw PPP Loan (check one)

SBA PPP Loan Number: 3696917204 Lender PPP Loan Number: 1105200100

PPP Loan Amount: \$111,460.00 PPP Loan Disbursement Date: 05/05/2020

Employees at Time of Loan Application: 7 Employees at Time of Forgiveness Application: 19

Covered Period: 05/05/2020 to 10/19/2020

If Borrower (Together with Affiliates, if Applicable) Received First Draw PPP Loans of \$2 Million or More or Second Draw PPP Loans of \$2 Million or More, Check Here:

Amount of Loan Spent on Payroll Costs: \$111,460.00 Requested Loan Forgiveness Amount: \$111,460.00

By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:

The Authorized Representative of the Borrower certifies to all of the below by initialing next to each one.

NKM

The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(36), (7)(a)(37), and 7A of the Small Business Act, the PPP interim final rules, and guidance issued by SBA through the date of this application), including the rules related to:

- eligible uses of PPP loan proceeds;
- the amount of PPP loan proceeds that must be used for payroll costs;
- the calculation and documentation of the Borrower's revenue reduction (if applicable); and
- the calculation of the Borrower's Requested Loan Forgiveness Amount.

Information regarding these requirements may be found in the Form 3508S Instructions and the Paycheck Protection Program Rules.

NKM

The information provided in this application is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Following submission of this forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records and for three years for all other records. SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or in a denial of the Borrower's loan forgiveness application.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the Paycheck Protection Program Rules. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.

Neal Matsunaga
Signature of Authorized Representative of Borrower

Signature of Authorized Representative of Borrower

Apr 12, 2021

Date

Neal Matsunaga

Print Name

Treasurer

Title



Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508S Revised January 19, 2021

PPP Borrower Demographic Information Form (Optional)

Instructions

1. **Purpose.** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.
2. **Description.** This form requests information about each of the Borrower's Principals. Add additional sheets if necessary.
3. **Definition of Principal.** The term "Principal" means:
 - For a self-employed individual, independent contractor, or a sole proprietor, the self-employed individual, independent contractor, or sole proprietor.
 - For a partnership, all general partners and all limited partners owning 20% or more of the equity of the Borrower, or any partner that is involved in the management of the Borrower's business.
 - For a corporation, all owners of 20% or more of the Borrower, and each officer and director.
 - For a limited liability company, all members owning 20% or more of the Borrower, and each officer and director.
 - Any individual hired by the Borrower to manage the day-to-day operations of the Borrower ("key employee").
 - Any trustor (if the Borrower is owned by a trust).
 - For a nonprofit organization, the officers and directors of the Borrower.
4. **Principal Name.** Insert the full name of the Principal.
5. **Position.** Identify the Principal's position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

| Principal Name | | Position |
|------------------------------------|---|----------|
| Veteran | 1=Non-Veteran; 2=Veteran; 3=Service-Disabled Veteran; 4=Spouse of Veteran; X=Not Disclosed | |
| Gender | M=Male; F=Female; X=Not Disclosed | |
| Race (more than 1 may be selected) | 1=American Indian or Alaska Native; 2=Asian; 3=Black or African-American; 4=Native Hawaiian or Pacific Islander; 5=White; X=Not Disclosed | |
| Ethnicity | H=Hispanic or Latino; N=Not Hispanic or Latino; X=Not Disclosed | |

Disclosure is voluntary and will have no bearing on the loan forgiveness decision

Paperwork Reduction Act – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 15 minutes. Comments about this time or the information requested should be sent to Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**

2021-04 Admin Commission Report

Steven Oki

Office Assistant Search

We have nearly completed our search. The team has gone through over 100 resumes, pared it down to about 35 resumes, and has offered interviews to 15 people. Of those 15 people we had 5 dropped out before the first interview, 10 had first-round interviews and 2 have gotten to the second round. We hope to have one or two candidates for Todd to meet and interview soon.

Search Team Members

- Kari Doolittle
- Alison Hill
- Neal Matsunaga
- Susan Oki
- Steven Oki
- Sally Shea Potts

Wifi work on 2nd Floor near Music Room and Susan's Office

Rich Wood has repaired a Wifi extender on the 2nd floor near the Music Room and Susan's Office. The wifi on the second floor should be more stable now.

Telephone System

Kari has checked all extensions and has corrected or added greetings and voicemails where appropriate. The phone system project has been completed. We still need to work on a few billing problems. The bills now reflect Internet access on one bill and phone service on another.

Communications Commission Monthly Report

April, 2021

Actions taken since March, 2021:

- Revised new [Communications Handbook](#)
- Revised new [Communication Vehicles](#) document
- Revised new [Web Page Responsibilities](#) document
- Suggested web page update to Pastor Todd

Please click on links to the documents to review and provide feedback.

Submitted by:
Ade Adekunle

Outreach Update for Vestry Meeting April 21. (G.Chong-Horsley)

Outreach Committee FOTH proposal dates for the Vestry to consider.

Pre-FOTH coffee hour on Zoom after Sunday Service Sept 19

On-site FOTH- lite (no live auction, details tbd) Saturday Sept 25

GUIDING PRINCIPAL: GRATITUDE (them) & FLEXIBILITY

Rationale:

- FOTH takes time to plan, needs a few months, Late August - Sept would ideal
- While there is a lot enthusiasm for everyone to come back together (one single event idea suggested), organizers felt it too much effort to put on them to do a grand FOTH+Welcome Home
- FOTH team does not want to get in the way of Welcome Home Sunday. Poor attendance for summer or Labor Day weekend Welcome Home.
 - FOTH avoiding competing date of Sept 12 in case it is a prime date for Welcome Home (ultimately, Pastor Todd needs to figure that out what makes sense this year)
- FOTH does not overlap with Stewardship traditionally in October.

Other updates:

Winter Shelter

Outreach sponsored meals to Trinity Center for their Winter Shelter on March 10, 17, 31st, April 7th and the Trinity Center big celebratory breakfast for 80 April 9th. Tania purchased food from local restaurant Peasant Courtyard, and delivered to the events. Our long-time volunteers Mae Warren attended the big breakfast event, and said there may be on a volunteer program opening up in the near future. (see tidings and webpage update)

The Sally Langdon Barefoot Foundation

On April 5th \$2000 check deposited made out to St. Timothy's from The Sally Langdon Barefoot Foundation which typically funds Trinity Center and Adopt a Family Bikes. Due to COVID, it was more appropriate to do something else this year. The check is deposited into Outreach, in Shelter Inc.'s account. Check request for \$2000 made to be disbursed to Shelter Inc. from St. Timothy's.

Comfort Club

Outreach group distributed total of 80+ Comfort Cubs to five St. Timothy's Outreach-supported non- profits : Discovery Counseling, Options Recovery, Hope Solutions, Trinity Center and The Respite Inn.

Vigil

(Peripherally related to Outreach) I want to thank Pastor Todd's leadership in making the Prayer Vigil for the violent events against Asian Americans & Pacific Islanders possible, and I am grateful to be able to help out. When I suggested the event, I did not know that the shooting only the beginning of a serious of gun violence that continues.

Senior Warden Report

April 21, 2021

Linda Clark

1. Attended Worship meeting to discuss Easter services and preparations for bringing parishioners back on campus.
2. Met with Live Stream Team.
3. Weekly meetings with Pastor Todd.
4. Hosted Vestry meeting on April 7.
5. Signed church checks, as needed.
6. Meeting with Rand Mahoney.

Commission Report for Worship and Liturgy

April 14, 2021 Vestry Meeting

- Ongoing communication with clergy, Cathy Morris, and Tech Team regarding worship service during Lent and Easter.
- Recruitment of lectors for the Passion Readers for Palm Sunday and Good Friday.
- Weekly communication with assigned lectors and Kari Doolittle our Zoom Master.
- Rehearsal for Palm Sunday Service
- Worship and Liturgy Team Meeting on March 30, 2021
- Conversations with clergy regarding the beginning of congregant worship on the patio.
- Completed all of the assigned phone calls to parishioners.

Submitted by Jacque Chiavini, April 8, 2021

What is the Mission of the Fellowship Team?

Report on Input from the Vestry and Others

Compiled by Rob Koteskey

The following report offers a statement of the new Fellowship Team's mission, and provides a compilation of research on Christian Fellowship completed during discernment since the last vestry meeting.

Mission Statement:

Provide an easily accessible channel of communication to the vestry on the status of group activities and gatherings at St. Timothy's. Observe and relate successes and opportunities involving concerns ranging from logistical to spiritual.

- *Individual team members observe one meeting of their choice per month.*
- *Report to the team leader who compiles a report.*
- *A representative from the team reports to the vestry each month on successes, opportunities, and needs.*

This seems an achievable mission and is purposefully very simple and general. My expectation is that our guidance will change as the vestry and clergy learns more about the status of the parish as we exit the pandemic.

The mission statement is the only "answer" included in this report. The remaining pages are simply observations. They include a compilation of individual responses to my question from last week, some references, and some resources I encountered as I conducted my research. They are provided for your use in your own discernment as you chart a path for our parish.

Compilation of Vestry and Team Input:

Responses to the question posed at the vestry last meeting: "What is the mission of the Fellowship Team?" These simply are listed in order that they were received.

Jacque Chiavini:

Thank you for presenting at/to the vestry last evening. I would like to respond to your question: What does the vestry want from the newly formed Fellowship Commission?

I would like to say that I have thought about last night's comment that Fellowship is linked to Formation. Someone who has been involved in the coffee hours for sometime experienced a revelation at that comment. Intellectually I agree. Seems prudent, then, to review the very extensive list you generated for the group of four the other evening and choose a handful of opportunities within those ministries to strengthen that pairing of formation and fellowship. Certainly, there are some ministries that have that "marriage" inherent in their being. Ladies Tea, Men's Group, Book Club, Lenten Series are a few examples. Perhaps extending the research of that union to Confirmation Class, Stephen Ministry, Stewardship just to throw out a few.

Also a comment that has stayed with me, and perhaps what kept efforts going for coffee hour was Pastor Susan's reminder that the kids are all about those goodies after the service. I think the goodies are a big hit with the adults, too.

I look forward to hearing other responses to your questions.

Neal Matsunaga:

Rob following up on your discussion at the Vestry meeting, I think broadening the charter for Fellowship to include how to get people involved with each other in venues other than coffee hour is a helpful change. It is not clear to me how many visitors or newcomers are inclined to visit coffee hours so identifying other ways to help people get plugged in at St. Timothy's is good. I think the whole area of what can/should we do to engage visitors and newcomers could use more attention at our church. I think we try to be welcoming but that may not be enough to get people engaged so being part of our church family becomes second nature for them, including any children and teenagers. If the previous is something like what you were thinking I think it is a great charter for the Fellowship ministry. If it was not then I offer it for your consideration

Sally Shea Potts:

Thank you for your efforts and those of your team. I would love to see more variety in the fellowship opportunities at St. Timothy's. I love both the Book Group (good thing since I am currently the organizer) and Foyer dinners as well as working with others on Outreach. I would love to see more non-formation opportunities that don't involve committing to multiple meetings (although, I think those enable friendships to deepen) but I think they put off younger attendees who already have full lives.

Ideas:

- Family scavenger hunt on the church grounds
- Family movie night on the patio
- Family BBQ for 4th of July or Labor Day
- Bocce court and competition after church on Sunday
- Friday night BYO BBQ and sing-along on the patio

Maybe in the colder/rainier months if we had a big screen TV in the Conference Room we could have movie nights for kids or for adults with popcorn in the Conference Room. I would love to watch and discuss Soul with others.

So much for my Monday morning thoughts. I will put this on my "think about when walking" list.

Ade Adekunle:

Thank you for the engagement. A key aspect of fellowship is caring for one another hence I have a couple of suggestions or ideas for the Fellowship Commission to consider if they aren't already in your plans:

1. Include an outreach program to follow up on parishioners who are unusually absent from worships and other church gatherings over a period of time re. "We miss you. Is everything OK?". There have been occasions when members have been sick or have faced other unfortunate life situations and are unable to attend church events. And yet nobody knows. Whatever process or protocol that can be put in place to check membership attendances and sightings would be great. For the parishioner, this will show that the community cares even if all is well with them.

2. Gather and share information about members who have encountered sudden life or medical events or situations so parishioners can remember them in prayers. Currently, we hear about member situations either by word of mouth or through someone that is aware of such circumstances. Yes, occasionally, these are announced in church but not all the time because the clergy is not even aware. While we need to be sensitive to privacy and confidentiality, the

person or family can always be asked if they want to get the word out so the church can pray for them. If they choose to keep the situation private, we of course have to respect their wish.

Trudy Macmillan:

Some of my best experiences of fellowship have been in smaller groups. My friend, Carol Moore, and I started a once a month dinner with six or seven women at our respective homes (pre-covid obviously!). They would come for a dinner of Costco chicken, salad, bread and wine (!) . No obligation nothing to bring - just to attend. We would have a general "starter" question and by evening's end, there would be some meaningful dialogue. Each dinner was with different groups. Hopefully we can do this again.

Maybe the most fun I had was my Books and Jokes group. For about a year, once a month, I invited 15-20 women to my home (sometimes 5 would come - sometimes all 20). . They had to bring a book they no longer wanted (did not have to read it nor make a report! No assignments!) and they had to bring a joke. We would put all the books on a table for folks to swap at leisure and then the jokes! While it was fun, it also usually resulted in some pretty profound discussions. By the bye, women will always eat chocolate and cookies - just a little something I observed. Obviously holy food.

I don't know if this is the response you were hoping for. These were meaningful meetings for sure.

A daily devotion which struck one parishioner as pertinent to our discernment around Christian fellowship:

Shared from "Forward Day by Day" a devotional from "Forward Movement", an Episcopal Church ministry:

FRIDAY, April 9

Friday in Easter Week

John 21:6 [Jesus] said to them, "Cast the net to the right side of the boat, and you will find some." So they cast it, and now they were not able to haul it in because there were so many fish.

This story always fascinates me. We assume that casting the net on the right side is a change, because Jesus specifically tells them to do it that way. Have they been fishing wrong all along? Does Jesus make the fish appear, or have the fish simply been swimming on the other side the entire time, waiting to be caught? Ultimately, the answer doesn't matter. What's important is that when the disciples do what Jesus says, their empty nets fill to overflowing.

I wonder how often we cast our proverbial nets in the wrong place over and over. What would it be like if we could listen carefully for the voice of Jesus to see if he might offer direction?

Many churches are in slow, steady decline, and we try to do the same things over and over again. Are we missing an opportunity to cast our proverbial nets in a new place? I hope we can hear Jesus when he calls to us.

MOVING FORWARD: Cast a discerning eye on the ministries of your congregation. Do any need an overhaul or fresh approach?

[Ps 116:1-8 or 118:19-24 | Acts 4:1-12 | John 21:1-14](#)

Links to Other Research, References, and Resources:

Searching Episcopal Church resources yields very little formal guidance on “fellowship” in terms of gatherings, social activity, or Christian mutual support. A search of these sites on “formation” yields a wealth of information, but this may be beyond the scope of the vestry’s vision for the Fellowship Team. Searching outside of official Episcopal resources yields other interesting reading which is listed as well.

Episcopal Church Resources:

Official Website of the Worldwide Anglican Communion:

<https://www.anglicancommunion.org>

Official website of the Episcopal Church (the US member church of the Worldwide Anglican Communion)

<https://www.episcopalchurch.org>

The Episcopal Church Foundation

<https://www.episcopalfoundation.org>

Forward Movement (a ministry of the Episcopal Church)

<https://www.forwardmovement.org>

Link to “Renewal Works” a program of the Episcopal Church sponsored by Forward Movement. Used by individual parishes to research and assess needs, successes, and challenges in their own church. Facilitates renewal through centering focus on spiritual connection: to God, and to each other.

<https://renewalworks.org>

Non-Episcopal Church References on Christian Fellowship:

Please be assured that I am not advocating for or against any of these references. They are simply provided as bits of research I found interesting in my own continuing journey of discernment for our parish. We are, after all, a parish of the Episcopal Church and are necessarily guided by our familiar and chosen traditions. But, we are also (and first, I personally believe) Christians, devoted to the Way of Christ. What do other Christian traditions have to say about fellowship?

Article from “Bible.org” website on “Christian Fellowship”, J. Hampton Keathley, III

<https://bible.org/article/christian-fellowship>

Article from “BibleTools.org” website on “Devoting Ourselves to Christian Fellowship”, Clyde Finklea

<https://www.bibletools.org/index.cfm/fuseaction/Library.sr/CT/RA/k/1534/Devoting-Ourselves-Fellowship.htm>

A sample from the “Fellowship Group Handbook” from Redeemer Presbyterian Church in NYC, Dr. Timothy Keller. A small group fellowship centered approach to church organization. An interesting

strategy. I have purchased the full manual, and can share it with anyone who is interested in exploring what this church has done further.

<https://rpc-download.s3.amazonaws.com/FellowshipGroupSample2015.pdf>

A secular resource from a parishioner on mindful direction:

Dr. Daniel Friedman, Neuropsychology, “Leading Well from Within: A Neuroscience and Mindfulness Based Framework for Conscious Leadership.”

<https://youtu.be/xCbanPilyqs>

Rob Koteskey

20 April 2021