

2021 Annual Report

For the Annual Meeting on
Sunday, February 6, 2022

Saint Timothy's Episcopal Church
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2021 Annual Report for St. Timothy's Episcopal Church, Danville

Sunday, February 6, 2022

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2022 Annual Meeting Agenda

1. Prayer – Pastor Todd Bryant
2. Appointment of Secretary and Parliamentarian – Pastor Todd Bryant
3. Approval of minutes from the 2021 Parish Meeting – Linda Clark, Senior Warden
4. Vestry Election – Linda Clark, Senior Warden
5. Deanery / Convention delegates nominees – Pastor Susan Geissler-O’Neil
6. Treasurer’s Report – Neal Matsunaga
7. Rector’s Report – Pastor Todd Bryant
8. Associate Rector’s Report – Pastor Susan Geissler-O’Neil
9. Senior Warden Report – Linda Clark
10. Outgoing Vestry Recognition – Pastor Todd Bryant & Linda Clark, Senior Warden
11. Naming of Senior Warden for 2021 – Pastor Todd Bryant
12. Questions – Pastor Todd Bryant, Pastor Susan & Linda Clark Senior Warden
13. Closing Prayer – Senior Warden

2021 Annual Meeting Minutes - Sunday, January 31, 2021

Update Date: 2/3/2021

The annual meeting was called to order on January 31, 2021, at 11:01 am by Rector Todd Bryant using Zoom.

There were 88 Zoom participants – several of whom had multiple attendees.

1. **Opening Prayer –Todd Bryant -**

2. **Election of Secretary and Parliamentarian– Todd Bryant**

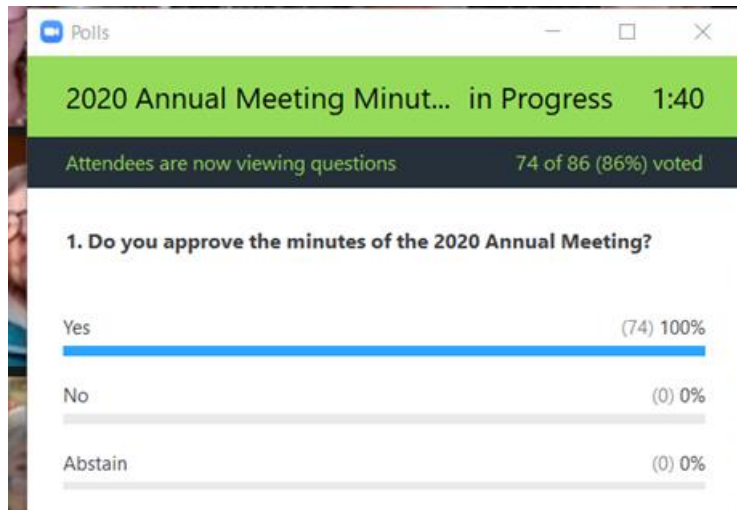
MOTION: It was moved, seconded and approved without objection to elect Sally Shea Potts, Secretary and Sally Jess: Parliamentarian of the Annual Meeting.

3. **Approval of minutes from the 2020 Parish Meeting – Dick Firth, Senior Warden**

The Minutes of the 2020 Annual Meeting should be revised to correct the spelling of one of the elected vestry members – Rayne Devlin. It was proposed to approve the minutes with that modification. *The Poll does NOT reflect that change as it was created prior to the meeting.*

MOTION: DO YOU APPROVE THE MINUTES OF THE 2020 ANNUAL MEETING?

Poll Results



RESULTS FROM THE CHAT – 16 yes votes from the Chat

4. **Vestry Election – Dick Firth, Senior Warden**

Nominees:

3-year terms

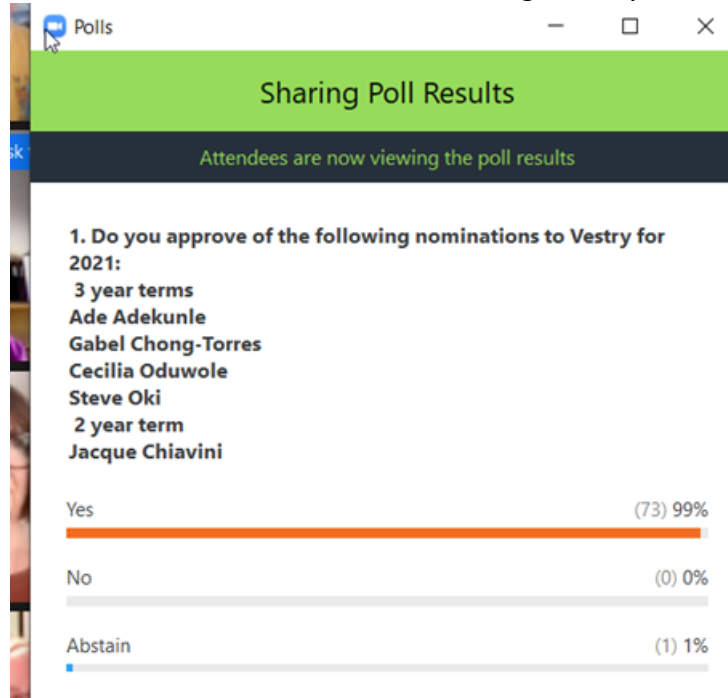
- Ade Adekunle
- Gabel Chong-Horsley
- Cecilia Oduwole
- Steve Oki

2-year term

- Jacque Chiavini

NOTE: Correction to Gabel's name; it should be Gabel Chong-Horsley — Sally Potts

POLL RESULTS



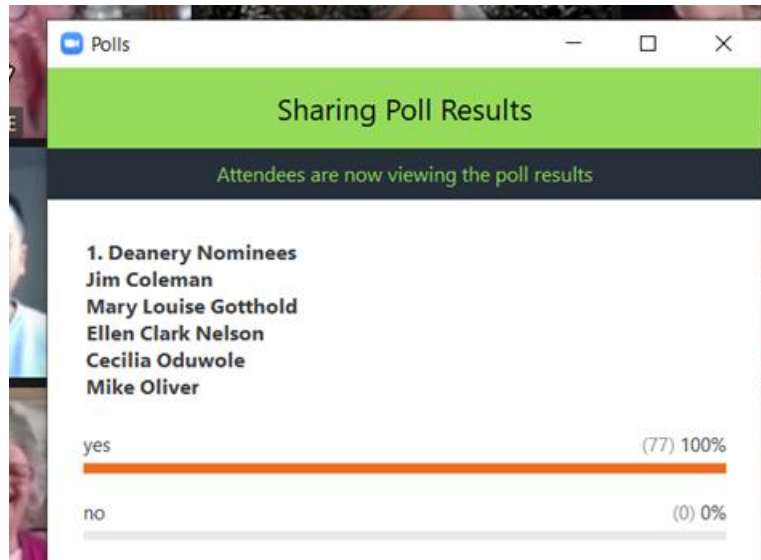
RESULTS FROM THE CHAT: 5 yes votes from the Chat

5. Deanery / Convention delegates election

Nominees:

- Jim Coleman
- Mary Louise Gotthold
- Ellen Clark Nelson
- Cecilia Oduwole
- Mike Oliver

POLL RESULTS



RESULTS FROM THE CHAT – 8 yes votes from the Chat

6. Treasurer's Report – Neal Matsunaga

Neal displayed the Treasurer's Report contained in the Annual Report

He highlighted the following information:

2020

- Shortfall in income in 2020 almost exactly matches prediction - \$45,000. At the time, the 2020 budget was passed, the vestry expected that approximately \$11,500 additional would be pledged. That did not happen. Several pledges have not been paid in full.
- Expenses in 2020 were less than budgeted – mostly due to the campus being closed for 9 ½ months
- Good news – The church and the preschool applied for and received a \$111,000 PPP loan (\$73,000 for the church and \$38,000 for the preschool). The treasurer is in the process of submitting paperwork for that to be forgiven.
- \$45,700 of the PPP money will be used to help cover the income shortfall in 2020.
- There are fewer 2021 pledges than 2020.

2021

- The 2021 budget is based on 159 pledges – 3 fewer than the 162 pledges in 2020
- Budgeted income for 2021 is \$6000 higher than our actual 2020 income due to increased pledge income and Operating Support income offset by an anticipated decrease in Plate offering income since we do not expect to have on-site service until after Easter.
- Budgeted expenses are \$12,000+ more than actual 2020 expenses due to staff pay increases, the increase in the diocesan assessment and anticipated increase in Administration expenses due to reopening the campus for worship and other activities.
- The anticipated deficit in income for 2021 over expenses is \$52,000. Part of that will be covered by the funds from the PPP loan which were not used in 2020 and the current Pledge Reserve. That will leave an uncovered shortfall of \$520

Concerns for The Future

- Income shortfalls are increasing
- Expenditures for campus maintenance and improvements were funded by the rent on the rectory and income from the preschool and cost sharing payment from the groups who meet on campus. In 2016, that was changed to allocate those funds to the operating budget.
- There is approximately \$86,000 in the campus and rectory maintenance and improvement account.
- A source of funding for campus maintenance and improvement needs to be identified. Our buildings are aging, and the grounds require on-going expenditures.

Questions:

- Steve Bried – Will we apply for more PPP funds in 2021?

Neal: We don't qualify due to requirement for being able to prove at least a 25% reduction in gross receipts between comparable quarters in 2019 and 2020

Pastor Todd took a vote to approve the budget – which is not required by the parish by-laws. The vestry budget was approved

7. **Rector's Report – Todd Bryant**

- Todd highlighted the omission of the Communications report from the Annual Report. The Communications Report will be in the February Tidings. Todd wanted to celebrate and cheer the Live Stream team who have invested many, many, many hours in getting the system ready installed and working
- Todd is extremely proud of St. Timothy's during this year
 - Live Stream Team
 - Live Stream contributors
 - Outreach team
 - Parish members who have supported the Parish Hall project, the Live Stream team, and the many Outreach projects
- Thank you to the Altar Guild, Jacque Chiavini and the Liturgical Art crew for making sure that we have beautiful flowers, herding cats and decorating the church for Christmas.

Darita talked about his Music report and his gratitude to St. Timothy's for their support.

Leslie Firth: Todd and Susan's sermons have carried us through the pandemic.

Celestine: Living with her daughter. She looks forward to every Sunday – particularly the music and the sermons

David Tavernetti: friend of St. Timothy's member – really enjoying the services and the sermons

Betty Medwedeff: Enjoying the music and the online services including the sermons. Keeps her going

8. **Senior Warden Report - Dick Firth** – page 21 of the Annual Report
Clap for Rev. Todd & Rev. Susan for leading us through this time

9. **Outgoing Vestry Recognition – Todd Bryant & Dick Firth, Senior Warden**

Nancy Arroyoavila – Conscious of the vestry – stewardship
Important worship person, marriage a joy

Kari Doolittle – Administration and Live Stream , Comcast queen

Alison Hill – Outreach – great leader, Care for meditation and prayer

Tom Linari – Junior Warden Property Commission chair –
Exceptional efforts in taking care of the church buildings and grounds and rector's house and managing the Parish Hall renovation

Dick Firth - Todd is VERY, **VERY**, **VERY** grateful for help and support in 2020 – including cigars

10. Naming of Senior Warden for 2020 –Todd Bryant

Senior Warden is chosen by the Rector

Linda Clark will be the Senior Warden in 2021

Linda Clark: Excited to do the job and looking forward to the experience

11. Questions –Todd Bryant & Dick Firth, Senior Warden and Linda Clark, Sr. Warden 2021

- Thank you from Todd to the Property team for their work on the Parish Hall, the rectory and the grounds
- Thank you to Carleen for her help this year.
- Tom Linari & Leslie Firth and Herb Wilson:
- Thank you to Bev for all her work on facilities

12. Closing Prayer – Dick Firth, Senior Warden

Submitted by the Annual Meeting Secretary, Sally Shea Potts

Membership, Attendance, Baptisms, Confirmations, Marriages & Deaths - 2021

Membership 680

Average Sunday Attendance 230

Our community worship is currently hybrid – in-person worship and live-streaming on U-Tube.

Baptisms 2

Confirmations 0

Marriages 2

Deaths 9

2021 Vestry List

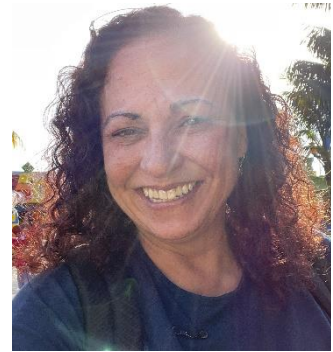
* Marks members going off vestry in 2022

COMMISSION/ POSITION	NAME	EMAIL/PHONE
Rector	Pastor Todd Bryant	rector@sainttimothysdanville.org 925-837-4993 x114
Senior Warden	Linda Clark (2019) *	lgclark19@yahoo.com Cell:415-810-3749
Junior Warden / Property Commission	Scott MacDougall (2020)	smacdoug@gmail.com 925-202-6282
Administration Commission	Steve Oki (2021)	stoki115@gmail.com 925-831-9380
Communications	Ade Adekunle (2021)	adeadero@gmail.com 925-577-6437
Children and Youth	Rayne Devlin (2020)	srdevlin@gmail.com 415-846-3101, 925-838-6963
Noah's Ark Board	Steve Hedden (2019)*	stephenhedden@yahoo.com 925-820-2811
Outreach	Gabel Chong-Horsley (2021)	gabel_chong_horsley@hotmail.com Cell: 978-201-2664
Pastoral Care	Trudy Macmillan (2019) *	alexlife@astound.net 925-899-1197
Social Justice Advocacy	Cecilia Oduwole (2021)	cecilia.oduwole@yahoo.com 925 719 2351
Worship	Jacque Chiavini (2021-2yr)	jchiavini@gmail.com Cell: 925-200-7733
Associate Rector	Rev. Susan Geissler-O'Neil	SGeisslerOneil@sainttimothysdanville.org 837-4993 x113
Treasurer	Neal Matsunaga	nkmats@aol.com 925-838-1617
Clerk	Sally Shea Potts	sallyspotts@gmail.com 925-785-9823

Vestry Nominees

Karen Anderson

I'd be 100 percent Californian and Bay Area person, except I happen to be born in Orlando Florida, at McCoy AFB. I have been married to Ken Anderson for 11 happy years and we are extremely lucky to have Landen (10 yrs. old). We were married in Los Gatos, CA and attended St. Luke's Episcopal after I chose to be Episcopalian. When Landen was in kindergarten, we came to St. Timothy's for the first time looking for a new home church. We felt welcomed immediately. I enjoy going to the dog park, on hikes, walks, bike riding and taking Landen to more strenuous and exciting activities with others than my currently injured body will allow. I'm skilled at organizing, I've been employed as a Legal Secretary/Paralegal for 27 years. I do Trial prep documents, office manager, observation/observing, attention to detail and mostly a "can do" attitude.

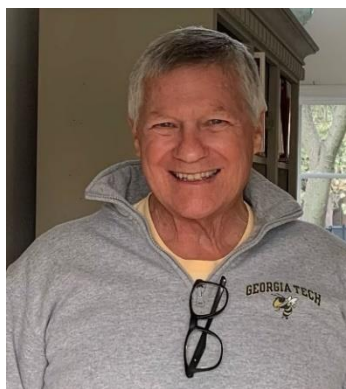


Liz (Elizabeth) Knape

My husband, Kevin, and I and our two children, Ella (12) and Austin (8) live in Alamo. Kevin and I moved to Danville in 2001, and lived there until we relocated to Houston for Kevin's job in 2013. We returned to the Bay Area in June 2019. We attended St. Timothy's while we lived in Danville, and St. Mark's Episcopal Church in Houston. Our daughter, Ella, was baptized at St. Timothy's, and our son was baptized at St. Mark's. I currently serve on both the technology team at St. Timothy's, and as crucifer. Ella and Austin also serve as torchbearers, and Ella has been serving as a reader and intercessor. I am currently a Senior Director and Market Leader at Willis Towers Watson in San Francisco.

Kris Manning

I have lived in the San Ramon Valley for close to 50 years and have raised two children. My son, Scott lives locally and my daughter, Jenny and her family live in Colorado. I am a retired elementary school teacher from our local district, and enjoy returning to the classroom from time to time. I have been a member of Saint Timothy's for about 30 years, serving on the Alter Guild as well as being an usher. I am looking forward to being part of the Vestry.



Charlie Wills

I have been married 47 years to my wife Kathy and have 2 adult children and 1 grandson. I have degrees in Chemistry and Chemical Engineering. We moved to CA and Danville in 1994 from Houston TX. I worked for Chevron as an engineer early on and transitioned to business positions, largely international. I grew up in a Southern Baptist church. In 1982, we began attendance at St George's Episcopal Church in Port Arthur, TX and later Good Shepherd Episcopal Church in Kingwood, TX where we were confirmed. We have been St. Tim's parishioners since 1994. Over the years, I have been an usher, and I am currently on the Finance

Committee. Due to health issues during Covid, we have only attended one service on campus opting instead for remote attendance. In full retirement since 2015, Kathy and I enjoy an active, outdoors lifestyle together. I also bike regularly, especially up to the summit of Mt Diablo

What Is A Deanery?

We are all members of the Diocese of California. We live out that membership in our local congregations as well as a variety of other ministries and institutions, one of which is Deanery. Deaneries play a key role in developing and implementing the policies and plans of the Diocesan Convention and the Executive Council through:

- Reviewing and giving input about the diocesan budget and convention resolutions
- Sharing diocesan information with the congregations
- Communicating with the Diocese about the concerns of congregation and the deanery
- Providing a forum for education about matters of importance to the Diocese and the congregations
- Nurturing relationships between congregations, organizations and individuals doing similar ministries and good works
- Developing deanery-wide programs and participating in creative ministries

Who can be a Deanery Representative?

Deaneries are made up of lay and clergy representatives from each congregation in the deanery. The number of lay representatives each congregation has is determined by the number of communicants in good standing in the congregation.

Lay representatives are elected by congregations or appointed by the clergy of a congregation. All deanery representatives attend deanery meetings. Some deanery representatives are designated by their congregations as “convention delegates” These people are voting representatives at convention.

What is expected of a Deanery Representative?

- To attend deanery meetings, actively participate in deanery programs and support one another in the deanery
- To report to the deanery meeting about congregational matters and to the congregations about deanery matters
- To read, study and be prepared to discuss matters that come before convention
- If a convention delegate, to attend convention and vote
- To seek out and encourage people to serve on deanery ministries, Diocesan departments and commissions, and Executive Council
- To communicate lay initiatives and concerns to the clergy

When and where do Deaneries meet?

Deaneries are required to meet at least four times a year to elect officers, review the diocesan budget and review resolutions and other matters to be presented at diocesan convention

The times and places of deanery meetings are determined by each deanery. Agendas and programs for deanery meetings are planned by the officers of the deanery

Deanery Report

The Diocese is composed of six Deaneries which roughly follow county boundaries. St. Timothy's is one of ten churches who are members of the Contra Costa Deanery. Each year our church elects Delegates and Alternates to attend the quarterly meetings and the annual Diocesan Convention.

In 2022 the convention will be held October 21 and 22. Deanery meetings are scheduled for: March 17th, June 16th, September 15th, and November 17th. Due to the pandemic meetings are held by Zoom.

One of the responsibilities of Delegates and Alternates is to report back to their respective communities what the church is thinking and actually doing: worldwide, nationwide, in the Diocese and in the Deaneries. Delegates are encouraged to be part of one of the many Departments of Ministry in the Diocese.

Each Deanery receives a small grant from the Diocesan budget. These monies are used by the Deanery to help ministries presently going on throughout the Deanery and to provide "seed money" for new ministries. During our November 2021 meeting two grants were approved:

- Grant to Jewish Family Services (support for Afghans)
- Grant to St Ann's for school uniforms.

Other grants were given throughout the year leaving an ending balance of \$1,614.36 to begin 2022.

Thank you to the 2021 Delegates from St. Timothy's for your service:

Jim Coleman	Cecil Oduwole
Mike Oliver	Ellen Nelson
Betty Davis	Mary Louise Gotthold

The election of 2022 Delegates and Alternates will take place at the Annual meeting on February 6th, 2022, after the 10 am service. If you are interested in this ministry, please let us know.

Contact: Mary Louise Gotthold (globetrottinglady@sbcglobal.net)

Contra Costa Deanery

Grace Church, Martinez	St. Mark's, Crockett
Resurrection, Pleasant Hill	St. Michael and All Angels, Concord
St. Anna's, Antioch	St. Paul's, Walnut Creek
St. Anselm's, Lafayette	St. Stephen's, Orinda
St. John's, Clayton	St. Timothy's, Danville

2022 Deanery/Convention Delegate Nominees

Mary Louise Gotthold
Jim Coleman
Ellen Nelson
Cecilia Oduwole
Mike Oliver

Rector's Report

Annual Meeting Feb 6, 2022

Thank you all for your prayers and support. Over the last two years, we have yoayed from gratitude to isolation and back. We miraculously stayed connected through the deepest freeze of the pandemic and stayed the course through the surges of the delta and omicron variant.

The constant throughout 2021 has been your faithfulness and commitment to our community. We have given time, talent, and treasure to sustain St. Timothy's. We have gone the extra mile to connect, serve, and worship through difficult times. I am ready for us to practice hope in 2022. We can press forward building on pandemic lessons.

Personal goals that came out of sabbatical for me are kindness, curiosity, and flexibility. Because of this space I am more than ready to practice these goals in everything I do and can't wait to see what God has in store next.

*Our community is supported by a three-legged stool.
Worship, Service, and Fellowship.*

Worship

Livestream

After *much* trial and error, we have a livestream system that works without significant glitches. Did you know it took three paid consultants and countless volunteer hours to find this sweet spot? By late October 2021, I hope you noticed the quality of the video improve dramatically. We are never quite done tweaking, but I am confident 2022 will continue to have a high-quality livestream.

We need you – we need you who care about liturgy and naturally pay close attention to details. You can help us run the system in the back of the church. But “I am not a technology person” you say. If you don't *hate* technology and can pay close attention with an artist's eye, we need you.

In the Fall of 2021, we projected most of the worship on church screens. I am proud of this expression of liturgy. The intent is to take the best of what is available and make authentic liturgical worship. I took a key role in both designing and executing these digital liturgies with several volunteers who helped build the slides. We will never have “perfect worship,” but I am happy that what we have is accessible for newcomers and long-term members. More pointedly, I am happy that low-vision people can worship easily. Side note - we will continue to print the music we use in worship.

Music Director

I am delighted that Myles Ellis joined our team in November 2021. With much gratitude, I look forward to serving with him far into the future. He brings a wealth of talent and energy.

Service

Outreach

In 2021, outreach was the second most visible leg of our community's stool. Food Drives FOTH were clear signs of our commitment to care for our neighbors.

Thank you for supporting all our sponsored ministries. Your contributions to FOTH have been distributed to our ministries. Check the website out under FOTH to see where that money goes. Thank you for donating to our campus food drives in the deepest part of the pandemic and thank you for continuing your work through the last half of 2021 to today.

Fellowship

Pastoral Care

The third leg of the stool that is easily overlooked is fellowship, especially in pastoral care. The vestry and many of you took significant steps to stay connected through the isolating time of 2021. It may feel like the war is over, but loneliness, shock and isolation are still part of our everyday landscape. Young and old alike have needed the connections we give to each other. Are you thinking about someone at St. Timothy's in particular? Call, email, or text them to see how they are doing.

More systematically, your vestry, pastoral care ministries and your clergy continue to engage in with all individuals in our community.

Youth and Family Ministry

I have a difficult item to share with you. I do not hear a deep desire for parishioners and families with youth at home to give volunteer time or create the momentum that is necessary for a designated youth ministry leader to thrive (*at this time*). Robbie has moved out of the area to share a new life with his partner, Becca. He was an amazing leader, with great organizational skills, and a deep faith. He was sort of a test case for us in 2021, and we won't be seeking a replacement in 2022.

However, through the Fall of 2021, we did discern a deeper desire for pre-K and elementary formation. We have asked Abby, who has been our nursery worker, to expand her role to roughly 5 hours per week. She engages families individually, guides Sunday morning activities, and coordinates once a month movie night.

Small Groups and Food Fellowship

Small groups have been back in business for a while. In late 2021, we went mask less and without any restrictions except that we verify vaccination status, then omicron pushed us backward. We are still discerning how to support food fellowship. L

Each of the three legs of St. Timothy's stool are so important for our future. Find the leg(s) you can support in order for all of us to thrive. As the band Journey says, *Don't stop believin'*

Todd

Associate Rector's Report

Fifty years from now, I do not know what this time will be named. Living in it, we name it now by the variants, the offering of vaccines, and reflect on how our church lives have been disrupted and changed.

The laughter coming from the parking lot in front of Grace House radiated in waves of Spirit that touched my soul. The first people who had been fully vaccinated gathered outside and greeted each other with a welcome that stirred the soul and pierced some of the heartache of isolation. We were filled with hope as more and more people were vaccinated and we could imagine coming back into church to worship again.

God has continued to move in this place, and it is important to remember that Saint Timothy's reached out with prayer on-line, worship on-line, people videoing their songs of praise and prayer and Pastor Todd and our tech team leading us into this hybrid community of on-line worship and in-person worship. We shared food and funds with Monument Crisis Center and offered care for members and friends—through facetime, Zoom and calls.

A year ago, in the season of Epiphany of 2021, worship and most fellowship was on-line. Noah's Ark Pre-school continued in small cohorts, and we continued with chapel outside, noting the trees, hearing the birds, listening to Bible stories, and singing songs. Hearing their happy voices in the playground has been one of my delights! Bible study and Life-story continued on-line. Christian education for our elementary aged children pivoted as we learned Bible stories with games of Kahoot over Zoom. It was fun! Chalk drawings graced our sidewalks, and we grew plants during Lent. Soon, we believed, vaccines were coming for children too. And we celebrate that the vaccines are here for our teens and children!

In the spring we began services outside in the courtyard; we met outside on the picnic tables and although my pastoral care still meant visiting windows outside hospital and facilities, phone calls and facetimes, driveway visits and back yard greetings began to be a possibility. We stretched into remembering worship and church the way it used to be...

Church, however, has changed. We have changed. I believe that we will continue to connect with each other in person and over Zoom and YouTube; community, prayerfully entered into, can be built even over Zoom and with all kinds of communication technologies, even over long distances. In God's mysterious ways, the Spirit moves. This change is demanding and we at Saint Timothy's are prayerfully and enthusiastically responding.

As we gathered, vaccinated and hopeful, grateful for the on-line worshipping community we remembered the power of in-person worship. We gave thanks for the sun, the flowers, and our stone altar. Our creative altar guild and creative liturgical artists we gathered to celebrate the Eucharist together

Inside the parish Hall two weeks later we cheered with Pentecost and the gift of the Spirit; after a few weeks we made the move back into the sanctuary with a smaller congregation who signed up to be in church in person and continued our chat line during live worship. I have continued to preach and to teach, although on-line feels different!

This past year was filled with pastoral calls, often on the phone. Later, we had small funerals of people who had not been able to gather together for a worship service. We celebrated being able to get together and gave thanks, mourning the loss of a loved one, and also mourning our isolation.

In November, Pastor Todd began his Sabbatical and we worked together as a parish as more people felt comfortable being in church in-person with our masks; we celebrated getting together outside for fellowship. Myles Ellis Joined us as our new Music Director. Some of our children proudly shared at milestones that they were vaccinated! We delighted in the children at young people's time as they sat at a distance with their masks. We celebrated a baptism and gave thanks to be together.

As December and Advent began, children received their countdown to Christmas candles, and we shared pictures of our nativity scenes from home in our Announcements. In an amazing moment, Ade A. became Saint Nicholas, and we were blessed with Saint Nicholas cookies that a whole team made here at Saint Timothy's, despite challenges with the oven! We even had a special light-up Lego nativity and Jesus; Karen A. shared her surprise for young people's time—the Light of Christ for us all to see. We planned a wonderful event for children, a craft time with cocoa and cookies and then a terrific Christmas movie "The Star" in the church with great attendance. Rayne D. helped us make amazing ornaments we took home, and the wonderful narrative of the movie offered a welcome perspective for the Christmas story. Christmas plans were for an early service for children, and two evening services with a candlelit Silent Night.

Then the Omicron variant threw us for a loop. The highly contagious variant meant fewer people in person at church, asking some of our groups that started to meet in person to go back to zoom. Our early service on Christmas Eve meant no pageant, but young readers. Our younger children who were present excitedly held a candle for Silent Night anticipating Christmas. We celebrated Christmas Eve at the 5:00 service with music and candlelight, reveling in the amazing display of decorations and flowers. We live-streamed our 7:30 service with music, choir and candlelight. Christmas Day, we celebrated the birth of Jesus, using our bulletins, because our tech system went down, and laughed gently at ourselves when we used our prayerbooks and hymnals on the following Sunday. Thank you especially to Don P. who has spent hours and hours diagnosing and repairing our system. We are so grateful as a community for all the people that donated our live-stream and made possible our hybrid worship.

I am grateful to the whole parish of Saint Timothy's for all the many things you have done to make this time during Pastor Todd's sabbatical go smoothly. Thank you for your patience and your care for me and even laughing at my jokes. We are wondrously blessed by the Spirit as a community and I thank you for the prayers you have for one another, the variety of ways we all serve God's people and the wonder of God working in us more than we can ask or imagine. Blessings for us as we move through this time and wait with prayer, in God's time, for this Pandemic to pass, listening to where the Spirit calls us now.

Pastor Susan

The Rev. Susan Geissler-O'Neil--Associate Rector

Senior Warden's Report

2021 was certainly a challenging year for all of us. The pandemic encouraged us to create new and safe ways to continue our Christian journey together. Rev. Todd's vision for live streaming allowed us to continue our services online. It gave us the chance to be together even during Covid lock-downs. Our amazing live stream tech team has worked hard to keep Sunday services available to everyone. A special thank you to Don & Lisa Perry and Kari Doolittle for their unfailing dedication to St. Timothy's.

In the spring, Venmo was added as a way to send monetary gifts to the church. Venmo gifts continue to increase.

Rob Koteskey worked on discerning fellowship and what it means for St. Timothy's. Covid has curtailed much of our opportunities to gather. When we are able to exit the pandemic, I know everyone will celebrate our future with fellowship.

Following diocese and county Covid guidelines this year has been no easy task. This pandemic has meant we had to change protocols quickly. In the fall, we were told that people with full vaccinations could be without masks in church. We asked people to bring proof of vaccination to church and logged the information. Two weeks later that changed, and everyone needs to be masked. This has been frustrating but, our church has followed the guidelines. Our ability to be flexible is commendable.

Darita left us last summer to continue his education. Though we were sad to see Darita go, God sent us Myles Ellis to provide our music and work with the choir. Welcome, Myles!

As senior warden, my focus has been to support and assist the rector by providing counsel and feedback. When Pastor Todd went on sabbatical, my role expanded. I met regularly with Pastor Susan. We could not have had a more capable clergy during Pastor Todd's absence. I tried to make myself accessible to parishioners. I know more people than I did before I became Senior Warden. Our parishioners are amazing and they do amazing things to help St. Timothy's.

I want to thank a few of the many people that do so much for all of us: retiring vestry members Trudy Macmillan and Steve Hedden; Sally Potts, Jacque Chiavini, Cathy Morris and all of the alter guild, Mike Oliver, Scott MacDougall, Neal Matsunaga, Allen Hirashiki, and Leslie Firth.

To Pastor Todd: I can't thank you enough for the opportunity to serve you and the church as Senior Warden. My prayer is that your passion for the church and your vision for the future will keep St. Timothy's going for years to come.

It has been an honor to serve as St. Timothy's Senior Warden in 2021. We are a strong, kind and resilient community. I am confident that we continue a place of worship and love. I am blessed to be a member.

Linda Clark, Senior Warden, 2021

Treasurer's 2021 Report

After four years as your church Treasurer, there continued to be new things to learn and to keep me busy in 2021. We continued to have a great group of volunteers and staff who helped keep our church's financial house operating smoothly and in order. Some of the key folks who helped are:

Pledge Secretary	Carleen Carns
Pledge Data Entry	Jeanette Sebree, Kari Doolittle
Bookkeeper	Steven Zimmerman
Counters	Bob Carns, Ole Chiavini, Sally Potts
	Once covid-19 controls kicked in and Sunday donation volumes reduced we also reduced the number of volunteer counters
Finance Committee	Linda Clark, Scott MacDougall, Ken Anderson, John Jess, Charlie Wills and Dick Firth

The treasurer's role at St. Timothy's, included the following responsibilities:

- Treasurer for St. Timothy's and Noah's Ark
- Human Resources administrator for both St. Timothy's and Noah's Ark
- Chair of the Finance Committee
- Member of the Endowment Committee
- Member of the Stewardship Committee
- Participant in St. Timothy's Vestry

Some of the activities and highlights in 2021, included:

1. Applied for and received forgiveness of St. Timothy's \$111,460 Cares Act Payroll Protection Program for the church and preschool from Heritage Bank and the Small Business Administration.
2. Completed audits of the church's (2019 & 2020) and preschool's (2018-2019 & 2019-2020) books. No significant areas of concern were identified nor were any significant suggestions for changes to our procedures made.
3. Provided daily cash management and reconciliation of the church and preschool checking and money market accounts. This entails being knowledgeable about anticipated expenses and account balances in the church's and Noah's Ark's accounts.
4. Assisted with the search and HR functions for the loss of and hiring for the church's administrative assistant and music director positions.
5. Implemented ability for people to make donations to St. Timothy's via Venmo.
6. The Pledge Secretary implemented changes to support the roll out of a new version of ParishSoft, the software we use for pledge tracking and other parish functions.

7. Reviewed and revised the strategy for one of our investment accounts to hopefully increase its returns. Proposed and got approval from the Vestry for a policy to allocate the 3-year average growth in our investment accounts (Schwab & TD Ameritrade) to help fund the campus and rectory long term maintenance & improvement accounts.
8. Prepared the 2021-2022 budget for Noah's Ark.
9. Prepared 2022 budget for St. Timothy's.

Finally, I would share comments about our financial results for 2021 and our financial plan for 2022:

2021 Results

1. We finished 2021 with positive net income of \$47,383 versus a planned shortfall of \$(52,230). This was mainly due to pledge income finishing \$33,557 better than budget, contributing income finishing \$14,697 better than budget and expenses underrunning the budget by \$53,074. Pledge income was better than planned due mainly to 35 families contributing \$26,524 more than they pledged and \$18,275 of 2020 pledges that were received in 2021.
2. St. Timothy's also did a lot to support outreach in our community and beyond in 2021 using special gifts, proceeds from our annual Fruits of the Harvest outreach event and amounts in the operating budget designated for outreach.

2022 Budget

1. The 2022 budget is based on 142 pledges, 16 fewer than the 158 pledges were made by the end of 2021.
2. Our 2022 budget shows a decrease in total income of \$(84,817) compared to the actual income for 2021. This change is mostly made up of a decrease of about \$(88,299) in Pledge Income and an increase of \$9,968 in Operating Support Income offset by a decrease of \$(853) in Plate Offering Income.
3. Our 2022 expense budget has increased about \$89,449 from the actual expenses for 2021, mostly due to:
 - a. \$1,051 increase in Diocesan assessment.
 - b. \$43,062 increase in Personnel Expenses mostly due to a 3.2% cola for staff.
 - c. Program increases
 - i. \$1,966 music
 - ii. \$2,750 children & youth ministry
 - iii. \$3,026 fellowship
 - iv. \$12,531 Facilities
 - v. \$14,754 Finance
 - vi. \$8,103 Contingency

4. The Finance Committee recommended and Vestry approved 2022 budget reflects a shortfall of \$126,882. The plan is to cover the shortfall with Unrestricted Net Asset funds.
5. There are two areas of concern in our church's financial picture. Given the shortfall in 2021 and the anticipated larger shortfall in the 2022 budget our church has an ongoing challenge with income to cover operating expenses and that gap is getting larger. Additionally, we continue to have a need to identify another \$100,000 in income annually to fund maintenance and improvement work on the campus and rectory properties. This work, prior to 2016, was funded by rent from the rectory, which was not being used as a rectory at the time, and cost sharing payments from the preschool and other long-term users of our facilities. This funding was allocated to the operating budget as part of balancing the operating budget in 2016 and replacement funding for our maintenance and improvement reserve has not been identified to date, leaving about \$63,000 remaining in the campus and rectory maintenance and improvement accounts. We will allocate the 2021 net income of \$47,383 and about \$15,900 from our investment account growth to partially replenish these two accounts in 2022.
6. Given the growing shortfall in the budget over the past couple of years, town hall meetings are being planned in February to share pledging and budget information. The goal is to help our parish understand some causes of our growing shortfall and gather input on actions that might be taken to help address our budget shortfall. Please watch for announcements about these meetings.

Neal Matsunaga, Treasurer

St. Timothy's 2017 - 2021 Actuals and 2022 Budget

St Timothy's Episcopal Church 2022 Vestry Approved Budget January 19, 2022									
	2017 Actuals	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Budget vs 2021 Actuals	2022 vs 2021 Budget
Income									
40000 - Donations									
41000 - Pledge Income									
41100 - Current Year Pledges	596,814	580,856	595,423	565,101	615,674	630,956	576,455	-54,501	-39,219
41120 - Prepaid Pledges Rec'd 2020	43,851	91,801	41,126	63,118	42,643	42,643	27,120	-15,523	-15,523
41300 - Prior Year Pledges Rec'd late		3,330	4,592	1,835	0	18,275		-18,275	0
41000 - Pledge Income - Other			23,245						0
Total	640,665	655,986	664,387	630,053	658,317	691,874	603,575	-88,299	-54,742
Total 41000 - Pledge Income	640,665	655,986	664,387	630,053	658,317	691,874	603,575	-88,299	-54,742
42000 - Plate Offering									
42100 - Loose Plate	9,484	8,401	10,857	2,120	10,000	4,156	3,000	-1,156	-7,000
42101 - 1st Sunday Clergy Disc		2,280							
42150 - Contributing Income	82,021	40,430	42,466	49,370	30,000	29,697	30,000	303	0
42000 - Plate Offering Other			145						
Total 42000 - Plate Offering	91,505	51,110	53,468	51,490	40,000	33,853	33,000	-853	-7,000
43000 - Special Gifts									
	3,988	1,848	2,605	384	0	5,700	0	-5,700	0
44000 - Operating Support									
44200 - Facilities Cost Sharing	24,995	23,217	27,321	10,939	16,219	14,165	25,178	11,013	8,960
44300 - Flower Donations	4,487	4,510	3,913	1,759	1,500	2,045	1,000	-1,045	-500
Total 44000 - Operating Support	29,482	27,727	31,234	12,698	17,719	16,210	26,178	9,968	8,460
45000 - Other Income									
45100 - eScript Remittance	10	-10	1	-1	0	0	0	0	0
45200 - Amazon Smile	23	4	-3	2	0	0	0	0	0
45300 - Interest Income	369	283	274	382	275	373	390	17	115
45400 - Miscellaneous Income	68	77	262	248	260	100	150	50	-110
45500 - PPP Funds									0
45600 - Pledge Reserve									0
Total 45000 - Other Income	470	354	534	631	535	473	540	67	5
Total Income	766,110	737,024	752,227	695,256	716,571	748,110	663,293	-84,817	-53,277

**St Timothy's Episcopal Church
2022 Vestry Approved Budget
January 19, 2022**

	2017 Actuals	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Budget vs 2021 Actuals	2022 vs 2021 Budget
Expenses									
60000 · Operating Expenses									
61000 · Diocesan Assessment	123,337	93,793	107,319	111,261	114,832	114,832	115,883	1,051	1,051
62000 · Personnel Expense									
62100 · Clergy Compensation	143,278	219,155	232,470	241,223	248,609	252,255	258,176	5,921	9,568
62200 · Lay Staff Compensation	99,882	102,840	99,177	83,807	93,658	75,360	106,898	31,538	13,239
62300 · Workers Compensation Insurance	531	295	989	1,621	1,000	-49	1,000	1,049	0
62400 · Payroll Processing	7,656	7,344	945	784	1,008	756	1,008	252	0
62500 · Contractors (1099)	64,626	66,376	67,454	66,289	66,504	67,624	69,812	2,188	3,308
62600 · Staff Allowances	5,314	4,190	4,286	2,529	2,700	585	2,700	2,115	0
Total 62000 · Personnel Expense	321,288	400,200	405,320	396,253	413,479	396,532	439,594	43,062	26,115
63100 · Altar Guild	5,846	6,752	5,404	3,520	3,300	2,242	2,800	558	-500
63200 · Music	3,307	2,083	2,260	1,842	4,400	2,234	4,200	1,966	-200
63300 · Christian Formation	1,853	2,305	760	581	1,800	307	1,300	993	-500
63350 · Children & Youth Ministry	882	2,388	1,607	331	2,600	750	3,500	2,750	900
64000 · Worship & Liturgy	787	879	523	931	900	341	900	559	0
64250 · Pastoral Care				0	200	0	200	200	0
64500 · Fellowship	4,240	5,251	3,567	540	2,600	174	3,200	3,026	600
65000 · Administrative	38,157	36,342	37,508	28,214	35,930	27,363	27,160	-203	-8,770
66000 · Facilities	83,864	108,454	117,703	125,155	107,150	94,363	106,894	12,531	-256
67000 · Finance	32,517	32,914	42,871	52,670	42,860	41,541	56,295	14,754	13,435
68000 · Budgeted Outreach	10,000	18,000	18,000	18,000	18,000	18,000	18,000	0	0
69001 · Contingency	488	1,688	1,389	784	5,000	1,897	10,000	8,103	5,000
69003 · Covid-19 Supplies				898	750	150	250	100	-500
69002 · YE Reserve Funds		25,977						0	0
Total Expenses	626,366	737,024	744,232	740,978	753,801	700,727	790,175	89,449	36,374
Projected Surplus/Loss	139,744	0	7,995	-45,722	-37,230	47,383	-126,882	-174,266	-89,652

Balance Sheet as of December 31, 2021

1:35 PM 01/12/22 Accrual Basis		Saint Timothy's Episcopal Church Balance Sheet As of December 31, 2021	
		Dec 31, 21	
ASSETS			
Current Assets			
Checking/Savings			
10001 · Heritage Checking		182,576.86	
10002 · Heritage Savings		56,630.12	
17103 · Schwab		183,614.18	
17104 · TD Ameritrade		350,439.22	
Total Checking/Savings		773,260.38	
Other Current Assets			
13000 · Special Loan		1,750.00	
Total Other Current Assets		1,750.00	
Total Current Assets		775,010.38	
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		480,535.41	
17102 · SSGA Endowment Gain/Loss		273,049.21	
Total Other Assets		753,584.62	
TOTAL ASSETS		4,496,162.00	
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable		30,291.26	
Total Accounts Payable		30,291.26	

1:35 PM
01/12/22
Accrual Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
Other Current Liabilities	
21008 · Prepaid Pledge 2022	27,120.00
21009 · Prepaid Special Gift 2022	10,000.00
Total Other Current Liabilities	<u>37,120.00</u>
Total Current Liabilities	<u>67,411.26</u>
Total Liabilities	67,411.26
Equity	
31300 · Perm. Restricted Net Assets	
31501 · SSGA Endowment Fund	753,584.62
31503 · Fixed Assets	2,967,567.00
Total 31300 · Perm. Restricted Net Assets	<u>3,721,151.62</u>
31500 · Temp. Restricted Net Assets	
31510 · Program	360,748.05
31520 · Outreach	106,468.05
Total 31500 · Temp. Restricted Net Assets	<u>467,216.10</u>
32000 · Unrestricted Net Assets	201,825.23
Net Income	38,557.79
Total Equity	<u>4,428,750.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,496,162.00</u></u>

Stewardship Report – 2021

2022 Stewardship Program

Our Stewardship program this year is focused on the theme:

'Imagine it and, do it!'

Reimagining and reinvesting in the Community in a new way

The goal for the Program was to enable St. Timothy's to continue to provide--

- Innovative worship, spiritual support, and fellowship for our members
- A secure future for the church's outreach programs which serve so many in the larger community
- Encouragement for the many callings and many voices with which we strive to serve others

This year's program required innovation and creativity to address our changed operating environment.

Our four speakers provided their experiences within the church and their commitment to the future of St. Timothy's.

- *Tania De Young* shared her commitment to service and reminded us of our opportunities to share God's love with the larger world;
- *Emma Gil* reflected on her wonderful experiences growing up and experiencing her teenage years at St. Timothy's and her commitment to serving youth;
- *Michael Kanazawa* shared his experiences raising his family at St. Timothy's and the universality of the commitment this congregation has made to one another and others in need;
- *Adam Linari* shared his experiences growing up at St. Timothy's and the mutual support and shared commitment he's experienced from the congregation.

Once again St. Timothy's has demonstrated its recognition of the financial, spiritual and personal commitments they share as members of this congregation. A special thank you to those who shared their vision with the congregation—both in-person and digitally.

Respectfully submitted Mike Oliver

Mike Oliver
Emma Gil
Adam Linari

Tania De Young
Michael Kanazawa
Sally Potts

Respectfully submitted Mike Oliver

Finance Committee Report

Members: Neal Matsunaga (chair), Linda Clark (Senior Warden), Scott MacDougall (Junior Warden), Ken Anderson, John Jess and Charlie Wills.

The purpose of this committee is to help with the general management of the financial affairs of St. Timothy's, to act as an advisor on financial matters to the Vestry and to assist with any other duties relating to the business affairs of the parish that may be referred to it by the Vestry. The committee met monthly and when necessary, held special meetings to deal with issues that affected the finances of the church. It is also the committee's task to monitor funds invested by the church. To that end the committee reviews the church's investment portfolio quarterly. The committee makes recommendations to the Vestry, when needed, regarding the status of the church's portfolio. Currently the church has funds invested with Charles Schwab, SmartPortfolios (portfolio managed in TD Ameritrade) and the Episcopal Church Foundation/Endowment Management Solutions (State Street Global Advisors is the fund manager) and operating funds for both the church and preschool with Heritage Bank.

Some of the committee's work in 2021 included:

1. Completed filing for \$114,600 Payroll Protection Program loan forgiveness under the federal CARES Act
2. Reviewed Noah's Ark's 2021-2022 budget
3. Reviewed the church's 2022 budget
4. Reviewed the church's investment portfolio several times during the year
5. Started work on revising the church's Personnel Policy Manual
6. Researched options for improving returns from our investment funds and vestry approved using growth in these funds to help fund the campus and rectory maintenance & improvement reserve accounts.
7. Implemented Venmo as an online donation tool
8. Completed audits of the church's and preschool's 2019 and 2020 books and procedures. No written feedback from the auditor yet.
9. Revised church's gift policy for donations of shares of stock regarding how to price them.
10. Worked with BSA Scouts and the diocese regarding BSA Scout's bankruptcy filing and any involvement for St. Timothy's
11. Started research into alternative insurance carriers for the church's various insurance policies.

Neal Matsunaga, Chair Finance Committee

Music Report

The following are events as recalled by choir members from January through October of 2021 – before Myles Ellis joined St. Timothy’s

- January – thru May - Choir anthems recorded using individual audio and Zoom video
- February - choir practice using Zoom
- April and May - M.J. Malabuyo and Miles Preclaro lead music at the 10 am patio services
- May - In person services with singers or choir
- May 30 - Sunday morning choir practice resumes
- June - Worship in the church resumes with choir
- July 25 - Darita Seth’s last Sunday at St. Timothy's before leaving for graduate school
- July thru October 2021 - Music Director search committee (Dave Macmillan, Carolyn Hunt, Jennifer Suh, Patti Farris and Rayne Devlin) works on finding Music Director candidates
- August - M.J. Malabuyo starts as interim Music Director at St. Timothy's
- October - Pastor Todd announces that Myles Ellis as Music Director
- November 1 - Myles Ellis joins St. Timothy's

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The music ministry at St. Timothy’s Parish includes a choir of approximately 15 volunteer singers and 3 professional paid musicians. The choir provides all of the music at the 10:00 a.m. service including all of the hymns and the performance of an anthem during the offertory. The music ministry also includes a music director who serves as choir director and accompanist for the 10:00 a.m. choir and accompanist and vocalist for the 8:00 a.m. service. The music director takes an active role in liturgical planning and meets regularly with the Pastor and Co Pastor. Furthermore the music director is responsible for the selection of all hymns and anthems used during church services. The music ministry has several excellent pianos, and an extensive collection of choral octavos and other music.

In November of 2021 St. Timothy’s hired me (Myles Ellis) to be the new music director. I have spent the last two months getting to know the singers in the choir and the congregation in general. I have been very pleased with the dedication and musical acumen in our volunteer choir members and the spirit of friendliness and generosity present in our congregation. The choir participated fully and successfully in all of the 10:00 Sunday services, including Christmas Eve.

As we move forward in 2021, we find ourselves once again dealing with the effects of the Pandemic as the choir has been on a brief hiatus while we wait for the spread of virus to diminish so that it is safe to sing together again. When we are permitted to return my goals as music director include fostering the musical and vocal skill building of the 10:00 choir, and continuing to update our selection of hymns to reflect best musical, cultural and liturgical best practices.

Respectfully submitted,

Myles Ellis

Music Director

Noah's Ark Director's Report

Noah's Ark Preschool is having a fantastic school year. The school days are full of play, fun, and learning. Currently, we are enrolled with 43 children across all of our classes alongside with the Friday Enrichment classes for the 5-year old's.

Covid-19 has posed a challenge for many communities across the World, but we are happy to show our resiliency and adaptive nature at Noah's Ark Preschool. We closely follow the guidance from the Governing Agencies (Community Care Licensing and The County Department of Public Health). We remain in compliance with the various protocols and mandates from the start of the day to the end of the day. This includes continuous cleaning, disinfecting, sanitation and a keen focus on the child to teacher ratio. Our goal is to make Noah's Ark Preschool a safe and a comfortable place for all of the families, children and staff members.

Our staff enjoys coming in each day to spend the mornings interacting, guiding, supporting and teaching our precious 2.9 to 5 years old. The teachers are well versed in Early Childhood Education and Development, and together we continue to participate in understanding the latest research and findings as it relates to the developing child.

So grateful to have Beverly Matsunaga as the office assistant and Kimberly Bryant, our curriculum personnel. With their ongoing and continuous administrative support, the program runs smoothly and successfully.

Thank you to our school board members - Cathy Hagar, Stephen Hedden (Vestry), Rayne Devlin (Vestry) Susan Geissler- O'Neil, Neal Matsunaga (Treasurer), Emily MacDougall (Parent), Cheyenne Haines(Parent), and Laura Ruskowski (Parent). The school board meets four times a year, in support of the ongoing management and success of the preschool program. The time and commitment by each of these members is important and meaningful for the future of Noah's Ark Preschool.

Noah's Ark enjoys the neighboring community it serves and truly makes an important impact in the lives of young children throughout, not only Danville, but Alamo and San Ramon as well. The word-of-mouth recommendations from parents and even local kindergarten teachers keeps the program flourishing. Thank you to St. Timothy's for the continuous support of your parish school.

Submitted by Shipra Rastogi, Director Noah's Ark Preschool

Administration Commission Report

2021 has been an eventful year. During this year we completely replaced our phone, internet, and Wi-Fi service. We enabled and went live with an internet broadcast of our services. We handled replacing our Admin Assistant. We saved money/budget by replacing our postage stamp system and copier/printer. As a new Admin Commissioner and a new Vestry member, I am extremely grateful for all the following people who helped me and enabled all this work to be completed.

Phone, Internet, Wiring, Wi-Fi, Live Broadcast

- Don Perry
- Michael Olden
- Kari Doolittle
- Rand Mahoney
- Ryan Mahoney
- Rich Wood

Replacement of Copier/Printer and Postage Stamp System

- Sally Shea Potts
- Rebekah Dodda
- Neal Matsunaga
- Bev Matsunaga
- Susan Oki

Admin Assistant Search and Training

- Sally Shea Potts
- Alison Hill
- Susan Oki
- Neal Matsunaga
- Kari Doolittle
- Kimberly Bryant
- Todd Bryant
- Susan Geissler O'Neil

The work accomplished this year has allowed our church operationally to continue through in a very difficult Covid year. The work done has substantially reduced administrative costs required for phone, internet, postage, paper, and printing. Below is a listing of events and work done

Finally, I would especially like to thank Sally Shea Potts and Kari Doolittle whose ideas and work were the start of many of our cost-cutting efforts this last year. Sally especially has helped guide me through my first year as the Admin Commissioner.

Chronological Events

January/February

- Comcast Voice Edge phone system was installed replacing the old AT&T system.
- Don Perry added fiber optic cabling to enable live stream broadcast in Church
- Don Perry, Rich Wood, and Kari Doolittle identified and corrected wiring problems in Grace House.
- Rich Wood installed Wi-Fi routers in Grace house to enable better coverage.
- Admin Search team was created to find a new Parish Administrator. The team included Susan Oki, Kari Doolittle, Alison Hill, Sally Shea Potts, Neal Matsunaga, and me.
- Zoom accounts were purchased for virtual meetings

March

- Parish Administrator search continued
- Rich Wood repaired Wi-Fi Router on the second floor of Grace House
- Telephone system settings were set for staff, etc. (e.g. forwarding, voicemail, etc.)

April

- Parish Administrator search continued
- Church Staff computers were upgraded with new memory and solid-state disk drives

May - Parish Administrator search completed with the hiring of Rebekah Dodda.

June/July/August

- Rebekah Dodda started as the new Parish Administrator
- Enabled Wi-Fi usage in Grace House to allow outside guests (e.g. AA) to use a guest access
- Evaluated several vendors for Copier/Printer lease. Vendors evaluated: Shamrock, WiZiX, Xerox
- Sally Shea Potts started an investigation to replace the Pitney Bowes postal meter system
- New Parish Administrator training by Kimberly Bryant, Sally Shea Potts, and Susan Oki
- Church Office Opened for Monday - Friday 9:00 AM - 2:00 PM office hours

September

- Bids received from Copier vendors
- Reviewed new Pitney Bowes software (SendPro) to print postage stamps
- Wi-Fi problem detected with Comcast's network and rectified
- Comcast billing problems were finally resolved

October

- Copier Lease was awarded to WiZiX after approval by both the Finance committee and Vestry. Their bid should significantly reduce our copier/printer cost
- Started using Pitney Bowes SendPro software to produce postage stamps
- Adobe Acrobat software purchased to create fillable PDF forms
- Determined that Wi-Fi to Parish hall using 5G over the air from Grace house was not possible after multiple testing. Added router to Grace House basement to increase bandwidth for Grace house users.

November

- Worked through details of exchanging copiers
- The music director computer and phone were set up for his use.
- SnagIt purchased to allow easier manipulation of music and pictures
- ParishSoft replacement evaluation put off until the new year

December

- 2022 Budget completed and delivered to the Treasurer
- New digital projector purchased for Vestry and Grace House use by staff
- Copier exchange completed on December 30th and old copier sent back by WiZiX to US Bank

Steve Oki, Administration Commission

Adult Formation Commission Report

Bible Study

The Bible Study group has been meeting during COVID via Zoom. Every Wednesday at 10:30am, there are 6-10 of us reading and commenting on portions of the Bible. Pastor Todd and Pastor Susan take turns leading us for a season, sharing their knowledge and insights each week. We've just finished 3 sessions on the Christmas story and one session on Epiphany. New members are always welcome.

Contact: Email Pastor Susan or Helen Coleman for the zoom link.

St. Timothy's Book Group

The St. Timothy's Book group continued in 2021 – in spite of Covid. From January through June, we met twice a month. In July we returned to meeting once a month to discuss. We managed to meet once at church on Sunday to share lunch after church. We read a diverse selection of books this year from *The Hideaway* about a B&B in the south to *The Residence* about the workers who keep the White House running through administrations Republican and Democratic. We learned many things from the books we read and the discussions about the books and other topics. In January we will discuss *Braiding Sweetgrass* by Robin Wall Kimmerer – a botanist and professor of plant ecology. We will also decide what other books we will read in the coming months. Come join the fun over Zoom – no masks needed.

Contact: Sally Shea Potts, sallyspotts@gmail.com, 925-785-9823

Education for Ministry (EfM)

The on-going EfM group decided to take a break in September 2021. Outreach will begin in the spring of 2022 for new members within the Saint Timothy's congregation and in other parishes as well. Due to the personalized nature to the Four Source Model of Theological Reflection, the EfM experience has become more impactful for long term religious/spiritual development. During 2022 various short term learning experiences are being planned.

Lisa Guevara Perry is now a Trainer of Trainers for Sewanee: University of the South and will be training EfM Mentors throughout the country.

Contact: Lisa Guevara Perry Lisa@PMCAPP.com, 925-785-8015.

Healing Prayer Group

Saint Timothy's has a group of prayer warriors who pray for anyone who needs a prayer. This group doesn't meet in person; we send emails out to our pray-ers, who do all of the work. If you or someone you know needs a prayer, please send a request to prayers@SaintTimothysDanville.org. All prayers are confidential. The group does not discuss requests with the pray-ers or the recipients of the prayers.

Contact: Patti Farris (Farrisintheland@yahoo.com) or Helen Coleman (colemanhelen@pacbell.net)

Life Story

Have you written life stories or wanted to write them and need a little incentive to get your story on paper? During this time, we have even more to share! Life Story group meets every Thursday at 9:30 am in the Library. Join us! Life Story met using Zoom and in person in the Grace House library throughout 2021. Currently they have returned to meeting using Zoom. The group loves hanging out together, chatting and reading the stories that they write.

Contact: Father Maurice, Friartuck72@comcast.net

Stephen Ministry

Stephen Ministry is a confidential one-on-one support program that St. Timothy's has had for almost 30 years. The ministers have all gone through an intense two-year training program so we can be equipped to serve any member of St. Timothy's who is going through a rough patch. Some issues we may help you with include family or personal crisis, grief, depression, hospitalization, dying (or a loved one is dying), long term care, divorce. We provide a space for healing of the heart and the spirit as you are going through a difficult time. We are also trained when to suggest that you should see a professional. A major priority of our ministry is confidentiality. As we meet with you weekly, one-on-one, we listen and we pray, but we don't share anything you've told us with anyone, not even the group. Our monthly meetings are mini-trainings in how to best respond to care receivers in a Christ-filled way.

Contact Pastor Susan for a referral if you or a loved one needs our support

Children and Youth Commission Report

It was another year of change and transition for our children and youth at St. Timothy. The year started off with an online lent series for children. Similar to the previous year, families were asked to create an altar at home to help reflect and prepare for the death and resurrection of Jesus. They met virtually to discuss the week's lessons and find ways to bring the season of Lent and its reflection into their own everyday lives.

We had two successful family movie nights! For our summer movie night we gathered in the church to eat popcorn and watch the movie Luca. In December families and children once again gathered in the parish hall where they made ornaments and ate cookies and chocolate milk. We then gathered in the church to watch the movie The Star. It was a wonderful way to kick-off the Christmas season.

In the early fall a new youth director was temporarily hired to help create a hybrid online/in-person youth group of junior high and high school students. This has been a slow process of gathering youth to attend due to the nature of the year and families hesitancy and ability to gather. We are looking forward to more participation in this area as more families become comfortable with the return to normalcy.

For most families this year has been a year of transitions. While children and youth did return to in-person learning, many families are still learning to navigate all the changes life has brought them these past few tough years. One thing for certain is that the community of St. Timothy's has always been an inviting and comforting place for families and while the world slowly returns to normal, the families will come back and more gatherings will happen in the future!

Rayne Devlin, Children and Youth Commission

Communications Commission Report

The Communications commission is responsible for coordinating all aspects of providing information and keeping our parishioners and the public well informed through various channels. We accomplished this in 2021 through our website, the Tidings newsletter, social media and other routine announcements or breaking news. Earlier in the year, we took an inventory of our communication vehicles to identify and assess their ownership and audiences. We also developed a process and procedure to ensure the contents of our website are accurate and reliable. Through collaborative efforts, we accomplished this by assigning ownership and periodic reviews of each web page to vestry members and other parishioners. Throughout the year, we also kept the St. Tim's Facebook page very active and updated to announce and publicize our parish activities. Many thanks to all the contributors that helped open our church windows to the world at large.

Ade Adekunle - Communications Commissioner

Outreach Commission Report

To learn more about all the Outreach ministries and projects that St Timothy's supports, please talk to our Outreach liaisons listed below the ministry they support. Learn about Outreach at St. Timothy's is available at: <https://www.sainttimothysdanville.org/serve-others.html>

We have now endured two years of living with the Covid-19 crisis. We may be tired of this, but we have no choice but to continue doing that which is most important in our lives. That is to not lose hope, to be resilient and grateful, and to love one another. During this pandemic, you have demonstrated your generosity by reaching out to help others in their time of greatest need by giving funds, food, and support.

Outreach Committee Chair: Leslie Firth

Fruits of the Harvest, (FOTH) fundraiser for all Outreach Ministries. The tag line for our 2021 event was "resilience, hope, gratitude and love" ...those very characteristics which you showed. We had to pivot once again to a virtual fundraiser with the rise of Omicron. What we did in 2020 seemed to work beautifully. Our 24th Annual Fundraiser to benefit all Outreach Ministries was held at two Zoom coffee hours on September 19th and 26th. We sent out a printed invitation; an updated flyer about all our ministries and what they are doing during the pandemic; we created a website to allow the use of credit card donations; and Carolyn Bried created a new Outreach video to show how all our ministries were rallying to help their clients in this time of crisis. It's the most informative Outreach message to show the parish about God's Work that they support with the dollars they contribute. The FOTH fundraiser netted over **\$47,670.** and with the addition of the **\$15,000** church budget allotment and some rollover, we were able to give out **\$61,700** in grants to all our ministries, including \$1,000 for Episcopal Relief and Development for immigrant relocation efforts. In addition, a grant of \$1,000 each was given to Episcopal Relief and Development for immigrant relocation efforts, School for Deacons, Church Divinity School of the Pacific, and Interfaith Council of CCC, which are line items in the church budget. **THANK YOU** to all at Saint Timothy's for showing such generosity with monetary donations and raffle gifts.

Contact: Leslie Firth

SAVE THE DATE for FOTH 2022!

On ZOOM: Sunday, August 21 after Sunday service

In Person: Sunday, August 28 - brunch celebration on the patio (Covid permitting)

Stay tuned for more information in the summer

Loaves and Fishes of Contra Costa County's mission is to provide community-based food programs and partner services that focus on basic needs. They are the largest provider of hot meals to the hungry in CC County, serving over 251,000 hot meals this fiscal year in five dining rooms. Loaves and Fishes has reached a major milestone in serving 5.3 million meals since 1983. They are serving twice the number of meals than they used to. With the new variant, L & F feels it is safer for staff volunteers, and guests to continue to serve to-go meals out the front door, including a bag of produce, and requires that masks be worn by all. They are looking forward to eventually having volunteers join them again. They miss us as much as we miss being there to work once a month. We have been on hiatus for almost two years. During the pandemic, Loaves and Fishes has accomplished a great deal. They have kept their staff safe, provided services with fewer volunteers, restarted their Culinary Arts training program, and opened a new Walnut Creek Dining room at Trinity Center, another one of the ministries that we support. Hot, to-go meals are available Mon. through Fri. from

12 to 1:15 p.m. and they encourage family, friends, and caregivers to drop by and pick up a meal for someone in need. L & F is working with a consultant and evaluating how to expand their services in 2022. One of the plans is to reach even more people in CC County through a mobile unit delivering food to partner agencies, and they are raising funds now for this new endeavor.

L & F has a new Executive Director, Sheila Aceves. Sheila brings a wealth of experience working with Bay Area non-profits with the Muscular Dystrophy Assn., the Boys and Girls Clubs of S.F and in several areas in the food and wine, and culinary education marketing. We welcome Sheila and hope to meet her soon.

Liaison: Leslie Firth

Shelter, Inc is one of the largest nonprofits in Contra Costa, Solano and Sacramento counties preventing homelessness by providing housing and full wrap around services to help families be successful in permanent housing. Last year more than 23,000 women, children, and men (including many veterans) received help from Shelter Inc. programs in the counties they serve. In 2021 they received a \$5million grant from the Bezos Day 1 Families Fund - the largest philanthropic grant in their history.

Liaison: Alison Hill

Hope Solutions, formerly Contra Costa Interfaith Housing - provides low income, permanent housing for families and individuals. They have housed almost 2,000 people since their founding 25 years ago. Housing alone, without supportive services, is not enough to provide stability for this population. The Garden Park Apartments in Pleasant Hill, house and provide many supportive services for 28 families with children. In addition, Hope Solutions provides permanent supportive housing at scattered sites such as apartments throughout Contra Costa County for low-income families with disabilities for 265 individuals. 2021 has been a very challenging year. Many families faced job loss, reduced hours, the challenges of trying to work from home and support children with distance learning, an inability to visit family and friends, food insecurities, and mental health issues. These stressors are still being felt acutely by the residents and clients of Hope Solutions.

Liaison: Leslie Firth

God's Hands Projects – The annual Backpack and School Supplies Drive for Hope Solutions was held on-line in July/August 2021 and again exceeded their goal of raising \$14,000 to provide 400 backpacks for children to help bring them up to grade level. They partnered with an organization that provides everything in the backpacks for appropriate age levels. It's a very efficient way to do this. Thank you for your generous hearts.

Liaison: Leslie Firth

Monumental Crisis Center – Food drives. MONUMENT CRISIS CENTER (MCC) has managed to weather the pandemic with heroic efforts of their staff. In April 2021, after 14 months without volunteers, they welcomed us back to the center to help with food distribution on Monday through Wednesday mornings. It is such a joy to see the staff and the other volunteers who revel in seeing each other and the clients and staff and doing something that directly helps those in need. It's one of the highlights of my week! Most of MCC's non-food programs are still NOT meeting in person but some have gone to Zoom, and others were being hosted in the front parking lot until the weather got too cold. When I was in the Center in early January, it looked like they were ready to see clients inside for the first time since March of 2020 but that event, like so much else, has been postponed. The St. Timothy's community and neighbors have been a consistent and generous support to the Center in 2021. We hosted 15 Food Drives for MCC during the year, from January through October collecting 24.5 carloads of food and paper bags and over \$8000 in donations.

Thank you to Carolyn Bried and Tania Hanson DeYoung for running the food drives. In November and December, we again participated in the MCC Christmas Food Box program filling over 163 boxes with food for client families. With the help of the Boy Scouts and recruited volunteers we loaded our boxes into trucks and cars and delivered them to MCC in time for the distribution after Thanksgiving. My deep thanks go to the sponsors, shoppers, Boy Scouts, sign-up helpers, and supporters. You are awesome!

Liaison: Sally Shea Potts

Options Recovery Services has navigated COVID by reducing the numbers in transitional housing and doing classes on Zoom. The new Executive Director, Justin Phillips, delivered the sermons in September at St. Timothy's for Recovery Month. Options staff continues to grow, to serve the addicted, mentally ill, homeless, and formerly incarcerated. The prison trainings are now in 7 prisons, training Certified Drug and Alcohol Counselors. Options also delivers orientations in Reception Centers in prisons, to support new inmates in making the most of their time in prison, and has a section at Santa Rita to deliver drug and alcohol treatment. They are very appreciative of St. Timothy's support, as they will celebrate 25 years of service in September of 2022, with a project of refurbishing all of Options transitional housing.

Liaisons: Patti Farris & Peg Miller

God's Hands Project - Spread the Warmth Drive collection of socks, hats, mittens and scarves is on hiatus due to Covid-19.

Discovery Counseling Center in Danville has served the community with affordable, high quality mental health services for over 40 years. The offices in Danville and San Ramon Covid the therapists continue to provide critical mental wellness sessions. Major support usually comes from proceeds from the Thrift Station in Danville. The Thrift station has been able to open when in line with county pandemic guidelines.

Liaison: Nancy Lucas

Trinity Center opened its doors in 2013 in Walnut Creek to serve as a respite for the homeless community in our area. St. Timothy's has long been supporters of their programs both financially and with goods and services. During the chilly winter months Trinity houses qualified clients at night in the Walnut Creek Armory. St. Timothy's, through the generosity of a private donor, has been able to provide dinner at their new kitchen facility next to St. Paul's in St. Paul's Commons on four nights for the fifteen homeless night guests. On April 9th our church also provided the celebratory brunch (marking the end of the night program) for 80 people, including the night and daytime guests, and staff. Rodney Worth of the Peasant and the Pear, and Peasant's Courtyard, has been providing the St. Timothy's sponsored nutritious meals at a reduced cost to Trinity.

Liaison: Steve Mason

Rise Against Hunger is an international hunger relief agency that has been working to end hunger for more than 15 years. Since we first starting hosting Rise Against Hunger in 2015, we have packaged over 100,000 meals which were distributed to schools, orphanages, and disaster sites world-wide. We have not held a meal packaging event since 2019 due to Covid. The Rise Against Hunger event is a great community building activity that parishioners of all ages can participate in. Outreach Committee plans to schedule an event when Covid conditions permit.

Liaison: Joann Oliver

Winter Nights Shelter – Last year, Winter Nights Shelter was hosted at San Damiano Retreat Center in Danville with the five Danville/Alamo congregations that typically host the shelter providing meals, supplies and other support services. Following Covid protocols, and with the approval of the County

Health Department, Winter Nights is once again operating the rotating family shelter in Contra Costa County. With the help of St. Timothy's and Beth Chaim volunteers, we will open the Parish Hall to become a Winter Nights Shelter serving up to 30 guests (families with children). The shelter families will be coming to stay in the Parish Hall January 7 – 31. With the safety of everyone in mind, we will run the shelter with very few on-site volunteers. Masks are required except when eating and all volunteers, staff and guests must be vaccinated.

Liaison: Joann Oliver

GAIA Global Health – The new name change of our partner organization shows the global impact it has on the health of those in need. They continue to provide community-based health services and education to under-served populations in rural communities while supporting health worker training to increase capacity and promote equitable deployment of frontline care providers. St Timothy's is so glad that their representative was able to join us during our live FOTH sessions in 2021.

Liaison: Diane Carpenter

Adopt a Family Bikes is a holiday community program started at St. Timothy's that takes in used bikes, has volunteers fix them, and then distributes them to those in need. 2020 & 2021 would have been our 18th & 19th years. Unfortunately, the program has been on hiatus due to COVID. Despite that, Joe Hui, a leading member, has repaired and distributed 21 bikes last year and 16 so far this year. Hopefully, the program will run in 2022 during November & December.

Liaison: Tania Hanson De-Young

The Gretta Foundation provides nursing and midwifery full ride scholarships to disadvantaged individuals in Uganda. The scholars train in Ugandan schools. With St. Timothy's continued support over the years, we have 65 Gretta graduates, 44 scholars in school this school year, with 23 of those being in their first year. The schools in Uganda were closed due to the pandemic so when they finally opened, we pushed ourselves to fund all the scholars we could.

Liaison: Tania Hanson De-Young

The Respite Inn is a 5019c(3) nonprofit agency located in Concord. It is a unique service providing out-of-home respite and emergency services to adults with developmental disabilities. The Respite Inn was designed to provide families with needed time away from the constant care of their special adult. The Respite Inn was unable to provide on-site respite services during the first year of the pandemic. This past summer they began an alternate delivery of services by opening the inn for camp-style sessions where a limited number of clients come for a six-day 24 hours per day stay. Parents and families were thrilled. The Respite Inn also continues bringing clients together via Zoom for music, games, and story time.

Liaison: Carleen Carns

Peace and Justice Ministry – For the second year now, St Timothy's Peace and Justice Commission could not have an annual **Fair-Trade Craft Fair** due to Covid-19.

Liaison: Mary Louise Gotthold

Shawl Ministry - St. Timothy's knitting and crocheting group continues to make scarfs and caps distributed by the Seamen's Church Institute (SCI) for the mariners who come into the Oakland Dock Facility. This has been a difficult year for them as many ships cannot unload their person-al and are not able to come and go on a regular schedule. However, they still need warm scarfs & caps when they are at sea for extended periods of time, and we have been able to donate these items to them during the pandemic. We also make shawls and baby blankets for those in need or would just enjoy a handmade article. All are welcome to join us in this ministry. Please contact me for yarn and patterns

for the SCI program. We would be happy to have any extra yarn you would like to donate. Blessings and thanks to all who stitch and donate yarn for this effort. *Liaison: Mary Louise Gotthold*

The Comfort Cubs – Thanks to the generous support of St Timothy’s Outreach, The Comfort Cub has been able to distribute a total of 126 Cubs to The Danville Discovery Counseling Center, Trinity Center, Options Recovery Services, Respite Inn, and Hope Solutions. The weighted therapeutic Cubs have been given to individuals that have suffered traumatic loss, emotional trauma and are also being used as a calming therapy tool for those suffering from pandemic-related anxiety. Recently, the Cubs were distributed to The Respite Inn. We received 24 thank you cards with photos of each guest holding their Cub. Executive Director Maureen Wright wrote “Our guests are ecstatic...the delight in their eyes when they walk into their room and see a Cub on their bed waiting for them is priceless. What a magical positive difference you and Comfort Cubs made.” 40 Comfort Cubs have been provided to Hope Solutions for all three of their locations and will be distributed to the homeless children within their educational outreach program. Hope Solutions Educational Director, Deanne Pearn, called St Timothy’s Outreach to personally thank St. Timothy’s for enhancing the children’s experience at Hope Solutions. The Comfort Cub feedback has been positively wonderful. The Comfort Cub is so incredibly grateful to St. Timothy’s Outreach! *Liaison: Nancy Lucas*

Habitat for Humanity/East Bay broke ground in 2021 on their new 42-townhome neighborhood in Walnut Creek! Esperanza Place, their first Zero Net Energy, climate-smart community, has been a long time in the making. Esperanza Place is located at: 1250 Las Juntas Way, near the Pleasant Hill Bart station. Thanks to the support of sponsors, donors, volunteers, and the entire Habitat community, they put shovels in the ground and are now busy getting ready to welcome volunteers on site early this year (2022). Link to video about Esperanza Place: <https://www.youtube.com/watch?v=qBwb6i8i07I> *Liaison: Dave Kutrosky*

PFLAG (Parents and Friends of Lesbians & Gays). Our local chapter thanks St Timothy’s for supporting their efforts in education, representation, and family support to ensure inclusive spaces for all our children. *Liaison: Steve Mason*

In conclusion, I would like to thank the entire Outreach Committee for during my first year on the St Timothy’s Vestry and as your commissioner, showing me their passion and dedication to the many causes we support as a community. I am so proud of the entire church for stepping up to help in many ways in 2021. This is now the beginning of year three of the pandemic, and people continue to suffer. We need to stay flexible in the times ahead and help those in need till pandemic is truly over.

I close our section with the following scripture, reminding us that we are serving Christ when we help our fellow brothers and sisters.

³⁷ Then the righteous will answer him, ‘Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? ³⁸ And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? ³⁹ And when was it that we saw you sick or in prison and visited you?’ ⁴⁰ And the king will answer them, ‘Truly I tell you, just as you did it to one of the least of these who are members of my family, ^[a] you did it to me.’ - Matthew 25:37, 40 NRSV.

Gabel Chong-Horsley, Outreach Commission

Pastoral Care Report

When I joined the vestry in January 2019 and was assigned Pastoral Care as my area of responsibility, I wondered exactly what to do. Over the last three years I have come to realize that pastoral care is simply (but profoundly) all of us at St. Timothy's taking care of each other. That is the message I hope we continually carry with us as we go forward.

During these many months of Covid, it has been extraordinary to see life at St. Timothy's carry on and to see how parishioners have held each other up during this somber and often discouraging time. Zoom services kept us apart – yet we kept track of each other. Knowing we had a special challenge; earnest efforts were made by vestry members and many other individuals to continue to care and reach out by phone and mail.

A pivotal event of 2021 was our first Sunday returning to the sanctuary. Seeing the delight of our beloved friends and acquaintances as they greeted and often hugged one another after such a long break was pure bliss and completely lovely.

Still, we know that a good number of our parishioners do not yet feel safe to return, especially with the rapid spread of the omicron variant. So, as of this writing, our hopes for even more in-person contact have not yet been fully realized. With this in mind, we must re-dedicate ourselves to reaching out to one another in 2022. I am certain we will do so.

It has been a gift and honor to serve with our wonderful Pastor Todd and Pastor Susan and the devoted members of the vestry.

Peace

Trudy Macmillan, Pastoral Care Commission

Social Justice and Advocacy Commission Report

Mission

To provide a safe forum in our parish community for Christ-like discussion and sharing of information to educate ourselves and others on social issues and any injustices in society; and to be allies in the eradication of social injustice.

In 2021, we started work on this important ministry to educate ourselves and the St. Timothy on what is mean to be social justice advocate. 2022 we will begin actively working of the ministry's mission.

Cecilia Oduwole, Social Justice & Advocacy Commission

Worship and Liturgy Commission Report

To report that 2021 was a year of transition for our parish is an understatement; however, 2021 was also a year of dedication, hard work, community building and cohesiveness despite all the challenges. A year that has reflected our commitment of being Christ's Hands in our outreach and our care for our members. We graduated three very dedicated Master Acolytes and sent them off to college and we trained five new acolytes. We celebrated the lives of seven individuals and baptized 5. We had one wedding.

We began to open our doors first on the patio, then in the newly remodeled Parish Hall and then in the sanctuary. We are grateful to our clergy for making sure our worship was safe requiring for a short time reservations to attend, mask mandates and social distancing. Requirements and terms that became common as we plowed through COVID 19.

Certainly, a highlight of our worship has been the live streaming. We began the year with a small group of parishioners, under 10 with masks and socially distanced, who each week met to cobble together a taped service to place on YouTube so we could all worship "together." Clergy would tape their sermons, Darita and the choir would zoom their beautiful music, lectors would submit their videos, altar guild would continue their behind-the-scenes efforts to make the sanctuary look beautiful and the tech team would amazingly put this all together. Technology became much more sophisticated with each Sunday and live streaming became a reality thanks to Don Perry, Kari Doolittle, Rand Mahoney, Ryan Mahoney and others.

Late in the Fall, the live streaming has become even better. Pastor Todd and the tech team (which has now grown with new members), has polished the production of the service with many cameras, lighting, and projection of the service on two large screens making access so much better for all in the sanctuary as well as at home. Although technology and the production of live streaming has been focal to our worship experience, the financial gifts of the parish and the individuals who served on the liturgy team made this happen.

We said "Farewell" to our beloved Music Director, Darita Seth and welcomed our new Music Director in November, Myles Ellis.

I give thanks to/for:

- Pastor Todd, Pastor Susan
- Cathy Morris (Directress of Altar Guild), the Altar Guild Team
- Acolytes, Lectors, Ushers, and Greeters
- Cathy Hager, Kari Doolittle, Lisa Perry, Sharron Moore, Sandy Varco for writing the Prayers of the People.
- Leslie Firth and Kathy Wills (Liturgical Art)
- Most recently a return of the Bread Bakers under the leadership of Meg Lindley.
- Sally Jess for her efforts to continue lay visits.
- Those who serve on the re-opening of our worship under the leadership of Allen Hirashiki,
- Bev Matsunaga who keeps our parish furnished with masks, hand sanitizer and reminders of the safety requirements.
- Our choir who has given us such joy with their music on ZOOM and now in the sanctuary.
- Our very dedicated and hardworking tech teams.... amazing work.
- Bob Carns and Ole Chiavini who have met every Tuesday for nearly two years to serve as counters.
- Our Administrative Assistant, Rebekah Dodda, for graciously working with me on the weekly bulletin and making the many changes in the publication at the last moment.

Jacqueline Chiavini, Worship and Liturgy Commissioner

Columbarium Report

The Columbarium at St. Timothy's continues to be a place which reminds us of all the sacraments we celebrate as Episcopalians and allows for the remains of the deceased to stay on at the church that played an important part in their lives.

For 2021, despite the constraints imposed due to the coronavirus, the status of St. Timothy's Columbarium was:

- 5 interments were celebrated and 2 interments are pending.
- As of the end of the year 420 spaces are now licensed out of 736 spaces constructed (57%).
- As of the end of the year the Columbarium Maintenance Account balance is \$125,044.15.

The Columbarium Board is made up of four members appointed by the vestry for three-year terms plus the church Facility Manager, the Senior Warden and the Rector. The appointed board members, whose terms expire in 2022, are Jim Enes, Neal Matsunaga, Steve Oki and Sally Potts. The three ex officio members, the Rector, Senior Warden and Facility Manager, are Pastor Todd, Linda Clark and Bev Matsunaga.

Operation and maintenance of the Columbarium, preparation of niches for interments and assistance with interment services were managed and carried out by the Columbarium board and the Columbarium committee. Thanks to the board and committee for sharing their time and talent to help take care of our Columbarium and with interment services. There are always opportunities to help so if you are interested in joining this ministry, we would love to have you join us.

If you have seen the Columbarium and thought you would like to be interred there, any of the board members would be happy to talk with you and help you with a decision.

In closing I want to say thank you to the members of the Columbarium committee who have helped maintain the columbarium and assist with services in the columbarium, even during this difficult year.

Neal Matsunaga, Chair Columbarium Board

Endowment Committee Report

Current committee members include Steve Bried, Darrell Klingman, Sue Klingman, Jim Stedman, Lisa Perry, Dick Firth, Neal Matsunaga, Todd Bryant, and Jim Pope (Chairman)

Fund Value: The current value of the Endowment fund is now over \$700,000, which is an increase of over \$100,000 from the end of last year. The increase in the fund was very good given the ups and downs of the market due to the pandemic.

Investment Risk Tolerance: Funds are conservatively invested in the Episcopal Church Foundation managed by State Street Global Advisors (SSGA). **Endowment Fund Earnings Distribution:** Per St. Timothy's Endowment Fund Guidelines, an annual distribution, if taken, is a restricted percentage of the earnings from the Fund (not the principal) and is limited to the amount equivalent to the three-year average return of the Fund.

No action, with respect to a transfer from the Endowment Fund to the St. Timothy's budget has been taken by the Endowment Committee in 2021. The Endowment Committee will consider a possible transfer in the future.

Endowment Committee Programs: We did not have an Endowment Program in 2021 due the COVID-19 pandemic. We'll look for an opportunity in 2022.

St. Timothy's Legacy Society: Remember when you give to Saint Timothy's Endowment Fund, you also become a member of the Diocese of California Legacy Society. If you have any questions or want information, please ask one of the Endowment Committee members (Listed above).

Report Prepared by Jim Pope, Chairman of the St. Timothy's Endowment Committee

Junior Warden (Property Commission) Report

2021 was an odd year on St. Timothy's campus. There was a lot going on, even if many in our congregation had little opportunity to experience it in person.

The **Garden Project** was completed with special raised beds for herbs and flowers. Thank you to Jan Mahoney, Nora Hudson and Helen Robles for their work. It is commemorated with a nice plaque.

The **Parish Hall** saw the completion of its upgrade. Beautiful sound deadening materials were installed on the soffits and walls to complete the look and help with sound issues during coffee hour. Rob Wilson painted several closet doors. A new Parish Hall front door which has ADA capabilities was installed. Scott Pearsons replaced the horizontal beam on the cross in front of the Parish Hall.

Though things aren't getting a lot of use, the usual maintenance requirements still get attended to.

- Elevator - The State was concerned about the firefighters emergency operation. It was resolved and testing can be done each month and logged in the elevator room. The State has provided a new permit which expires on December 30, 2021.
- Storm drain system continues to have problems due to tree roots. The line through the parking lot was "hydroed" twice to remove roots. That line needs to be kept clean so Grace House is not impacted again by heavy rains.

And then there are a few upcoming projects to be done this Spring

- The Tuff Shed in Noah's Ark Playground needs to be repaired because there is significant damage.
- The HVAC equipment at Ackerman needs to be replaced. Funds have been identified and work will happen in 2022.
- The back fence at Ackerman needs some work. A work party will be called in March to install new posts and add panels to replace the failing fence. If you feel handy and inclined to pitch in with this and other similar projects that come up not all that infrequently, send me an email and when the time comes, I will reach out.

Finally, I would like to thank the many people who have pitched in, in ways large and small, throughout the year. And in particular recognize and thank Bev Matsunaga who routinely takes care of everything. Without her, this place might fall apart. She is a treasure.

Scott MacDougall, Junior Warden

Contact Us

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The Rev. Susan Geissler-O'Neil – Associate Rector

(925) 837-4993 x113; sgeissleroneil@SaintTimothysDanville.org

Myles Ellis – Director of Music

(925) 837-4993 x115; DMseth@SaintTimothysDanville.org

Shipra Rastogi - Noah's Ark Preschool Director

(925) 362-8565; NoahsArk@SaintTimothysDanville.org

Bev Matsunaga – Facilities (Volunteer)

(925) 837-4993 x111; Facilities@SaintTimothysDanville.org

Steve Zimmerman – Bookkeeper

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Neal Matsunaga – Treasurer (Volunteer)

(925) 837-4993 x117; Treasurer@SaintTimothysDanville.org

Rebekah Dodda - Office Administrator

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Carleen Carns – Pledge Secretary (Volunteer)

Pledges@SaintTimothysDanville.org

Confidential Prayer Team

Prayers@SaintTimothysDanville.org



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