

**SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL**

**Tuesday, March 15 2022**

Update Date: 04/14/2022

**SUMMARY:**

**MOTION:**

- The following pre-meeting reports were approved: minutes of the 3 January and February vestry meetings, the treasurer's report and documentation through 28 February 2022 and the reports submitted prior to the meeting by the rector and the Administration, Communications, Outreach and Worship commissions.

**ACTION ITEMS:**

Attendees: Karen Anderson, Pastor Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Rayne Devlin  
Pastor Susan Geissler-O'Neil (NV), Scott MacDougall, Kris Manning, Cecilia Oduwole, Steve Oki (Zoom), Sally Shea Potts(NV), Charlie Wills

Absent: Ade Adekunle, Dick Firth (NV), Liz Knape

**1. Opening Prayer – Pastor Todd**

Pastor Todd shared a reading and the vestry members shared their concerns and prayer requests

**2. Review and Confirm Agenda – there were no items added to the agenda**

**3. Introduction of Guests – No Guests**

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

(links are added as the reports become available on the Google Drive)

- a. Approve **minutes** from the January (1) and February (2) 2022 vestry meetings.
- b. **Treasurers** Report, Balance Sheet and P&L through 28 February 2022, in that order
- c. **Commission and other Reports** (Links to be added as the reports are posted)
  - Rector
  - Administration
  - Communications
  - Outreach
  - Worship

**MOTION:** A motion was made and seconded to accept the several submitted reports – minutes, treasurer's reports, Rector's report and the 4 submitted commission reports

**5. Non-Recurring Action Items - none**

**6. Discussion Items**

**a. Fellowship/Coffee Hour – Pastor Todd**

Karen Anderson has agreed to lead Fellowship in 2022 – LEAD – not do it all!

Suggestion: Don't start Sunday, post service food fellowship yet

Don't try anything until Easter Sunday – HAVE A BLOWOUT on Easter. Pastor Todd is negotiating with someone to chair that.

Make coffee hour easy. Standing order for each Sunday at a particular local store for supplies for coffee hour. The vestry person who is the Sunday lock-up person picks up the food at the

local store and puts the food on the table in the Parish Hall or on the patio and goes to church.  
Food cost comes out of the Fellowship budget.

Vestry hosting

Suggestion: T-shirt with "Coffee Hour Host" on it

Suggestion: Pick up by the Vestry lock-up person for the day

Vestry Host comes up at Milestones sharing time.

## 7. FYI

- a. **Bishop's visit – May 1** – Email sent by TB to Bishop's Admin asking what he wants to do – plan is on hold until TB hears from the bishop
- b. **Finance Town Halls** – Sundays, March 20, 27 – 9:30 am - Charlie Wills –  
  
Meeting is to facilitate questions (NOTE: Subsequent to the meeting the time for the Townhalls was changed to 9:00 – 9:45 am)
- c. **Outreach Event – Habitat for Humanity** – Gabel Chong-Horsley  
St. Timothy's will lead a build day at the Habitat for Humanity project in Walnut Creek on April 22. We are asked to supply 15 people. If needed, we will ask Beth Chaim or Peace Lutheran if they want to help us. The needed money was in the 2021 Outreach grants (\$2000).
- d. **Fencing expenditure at the rectory** – Scott MacDougall  
The fence at the rectory needs to be replaced. There is no maintenance money allocated to do this. There was a discussion regarding getting estimates for the fence replacement and how the expenditure will be reviewed and approved. Given that there is no budget item for this expenditure, it will need to be reviewed and approved by the vestry.
- e. **Formation during Lent – Pastor Todd**
  - Kahoot with Kids (Wednesday evening at 5:00 pm) is fun
  - Adult Formation – (Wednesday, 6:30 pm) hybrid and in person
- f. **Church Lock-up During Lent – Sally**  
Please put the nametag holder in the Church entry hall (narthex) and don't lock up the Noah's Ark and Parish Hall doors until after the Godly Play (GP) thing is over. You can talk to a GP attendee about locking/closing the doors for you.
- g. **Carbon project** – Pastor Susan – need details

## 8. Closing Prayer – Charlie Wills

Link to Vestry Sunday Lock-up SignUpGenius page:

<https://www.signupgenius.com/go/20f0b4aafa62ea20-sunday1>

Link to Vestry Meeting closing prayer SignUpGenius page:

<https://www.signupgenius.com/go/20f0b4aafa62ea20-vestry>

## St Timothy's Calendar for Vestry as of 3/19/2022

Date	Event
Sunday March 20 – 9:00 am – Overby Conf Room	St Timothy's 2022 Finances Town Hall
Sunday March 27 – 9:00 am – Overby Conf Room	St Timothy's 2022 Finances Town Hall
Monday, April 4 – 6:00 PM	Martin Luther King remembrance at St. Timothy's
Sunday April 10 – Sunday, April 17	Holy Week & Easter
<b>Wednesday, April 20 – 6:30 pm Overby Conf Room</b>	<b>Vestry Meeting</b>
<b>Sunday, May 1 – 10:00 am service</b>	<b>Bishop Marc visit – reception/lunch?</b>
<b>Wednesday, May 18 – 6:30 pm Overby Conf Room</b>	<b>Vestry Meeting</b>
<b>Wednesday, June 15 – 6:30 pm Overby Conf Room</b>	<b>Vestry Meeting</b>
<b>Wednesday, August 18 – 6:30 pm Overby Conf Room</b>	<b>Vestry Meeting</b>
<b>Sundays, August 14, 21 –</b>	<b>Fruits of the Harvest #25</b>

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Sunday March 27, 2022  
 Next Regular Vestry Meeting – Wednesday, April 20, 2022

# Treasurer's Report

March 15, 2022

## **Financial**

- As of March 9, we have 144 pledges for \$615,475. For comparison, we finished 2021 with 158 pledges for \$655,000.
- The monthly financial report shows the following:
  - For February, we lost approximately \$5,000. YTD income remains positive at \$25,597.
  - Some of our expenses were high, even though overall our expenses were below budget.
    - With respect to natural gas costs, rate have increased, but we need to be more diligent about turning off the heat when we're not going to use a space.
    - I have asked Steve for any clarification that he can provide regarding lines 65102 (advertising), 66122 (Other Services), and 67101 (Banking Charges).
  - Some of you may know that Steve had to leave the office this AM because he became very ill. I am pleased that he was able to get the financials done this evening.

## **Previous Action Item – Liability Insurance**

- Last month the Finance Committee approved changing our liability insurance coverage from Church Insurance Company of Vermont to Brotherhood Mutual Insurance Company, which would save us about \$5,000 per year. The Finance Committee approved the recommendation to the Vestry to make this change.
- However, subsequently the Chancellor of the Diocese strongly recommended that we not change insurance coverage while the church is still in the midst of the Boy Scouts of America suit.
- Based on this, we have continued with our current carrier and made our quarterly payment to them on March 1.

## **Other**

- Venmo Transactions in February – We received \$250 in February which were transferred to the Heritage Parish checking account. Bookkeeper verification has been received.
- Account 62604 Clergy Discretionary Fund Activity in February – none of which I am aware.

## **Parish Town Hall Meetings on March 20 & 27**

- Because we have forecasted a \$127,000 deficit for 2022, we will be asking parishioners to increase their giving.
- A brief video and fact sheet will be made available to the community in advance of these meetings.

# St. Timothy's Episcopal Church

Balance Sheet  
As of February 28, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10001 Heritage Checking	208,665.84
10002 Heritage Savings	5,000.09
17103 Schwab	182,417.42
17104 TD Ameritrade	339,664.53
Total Bank Accounts	\$735,747.88
Other Current Assets	
13000 Special Loan	1,550.00
Total Other Current Assets	\$1,550.00
Total Current Assets	\$737,297.88
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	251,805.55
Total Other Assets	\$732,340.96
<b>TOTAL ASSETS</b>	<b>\$4,437,205.84</b>

NOTES Tab From 2022-02-28\_StTims\_Church ActualToBudget.xlsx

The screenshot shows the Microsoft Excel interface. The title bar indicates the file name is "2022-02-28\_StTims\_Church ActualToBudget.xlsx". The ribbon is set to "Home". The active cell is B10, and the formula bar is empty. The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I	J	K
1		<b>COMMENTS ON JANUARY ACTUAL TO BUDGET</b>									
2											
3		65102 Advertising									
4		Annual Subscription to Constant Contact									
5											
6		66143 P G & E Gas									
7		Annual Budget divided monthly.									
8		Seasonal use									
9		Gas rates up 90% over last year									

SUMMARY Tab From 2022-02-28\_StTims\_Church ActualToBudget.xlsx

ST. TIMOTHY'S INCOME & EXPENSES AS OF JANUARY 31, 2022										
	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Difference	Annual Budget	Remaining		
Personnel Expenses	\$33,327	\$36,633	(\$3,306)	\$68,744	\$73,266	(\$4,521)	\$439,594	(\$370,850)		
Diocesan Assessment	\$9,644	\$9,657	(\$13)	\$19,288	\$19,314	(\$25)	\$115,882	(\$96,594)		
Facilities	\$8,551	\$8,908	(\$357)	\$22,661	\$17,816	\$4,845	\$106,894	(\$84,233)		
Administrative	\$2,102	\$2,263	(\$161)	\$3,865	\$4,527	(\$662)	\$27,160	(\$23,295)		
Budgeted Outreach	\$1,500	\$1,500	\$0	\$3,000	\$3,000	\$0	\$18,000	(\$15,000)		
All Other Expenses	\$1,309	\$6,887	(\$5,578)	\$2,442	\$13,774	(\$11,332)	\$82,645	(\$80,203)		
<b>Total Expenses</b>	<b>\$56,433</b>	<b>\$65,848</b>	<b>(\$9,415)</b>	<b>#####</b>	<b>\$131,696</b>	<b>(\$11,696)</b>	<b>\$790,175</b>	<b>(\$670,175)</b>		
<b>Net Operating Income</b>	<b>(\$5,120)</b>	<b>(\$10,574)</b>	<b>\$5,453</b>	<b>\$34,435</b>	<b>(\$21,147)</b>	<b>\$55,582</b>	<b>(\$126,882)</b>			
Net Other Income	(\$1,014)									
<b>Net Income</b>	<b>(\$6,134)</b>									

DETAIL Tab From 2022-02-28\_StTims\_Church ActualToBudget.xlsx

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT											
AS OF FEBRUARY 28, 2022											
				FEB	FEB		FEB YTD	FEB YTD	Annual		
				ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Budget		
									Remaining		
1	INCOME										
2	40000 Donations										
3	41000 Pledge Income										
4											
5		41100	Current Year Pledges	\$44,962	\$48,038	(\$3,076)	\$127,452	\$96,076	\$31,376	\$576,455	(\$449,003)
6		41120	Prepaid Pledges Received Prior Year	\$2,260	\$2,260	\$0	\$4,520	\$4,520	\$0	\$27,120	(\$22,600)
7		41300	Prior Year Pledges Received Late	\$0	\$0	\$0	\$3,400	\$0	\$3,400	\$0	\$3,400
8		41000	Total Pledge Income	\$47,222	\$50,298	(\$3,076)	\$135,372	\$100,596	\$34,776	\$603,575	(\$468,203)
9	42000 Plate Offering										
10		42100	Loose Plate	\$548	\$250	\$298	\$691	\$500	\$191	\$3,000	(\$2,309)
11		42150	Contributing	\$1,145	\$2,500	(\$1,355)	\$3,640	\$5,000	(\$1,360)	\$30,000	(\$26,360)
12		42000	Total Plate Offering	\$1,693	\$2,750	(\$1,057)	\$4,331	\$5,500	(\$1,169)	\$33,000	(\$28,669)
13	43000 Special Gifts										
14		43000	Special Gifts	\$0	\$0	\$0	\$10,050	\$0	\$10,050	\$0	\$10,050
15	44000 Operating Support										
16		44200	Facilities Cost Sharing	\$2,370	\$2,098	\$272	\$4,552	\$4,196	\$356	\$25,178	(\$20,626)
17		44300	Flower Donations	\$0	\$83	(\$83)	\$75	\$167	(\$92)	\$1,000	(\$925)
18		44000	Total Operating Support	\$2,370	\$2,182	\$188	\$4,627	\$4,363	\$264	\$26,178	(\$21,551)
19	45000 Other Income										
20		45300	Interest	\$28	\$33	(\$5)	\$55	\$65	(\$10)	\$390	(\$335)
21		45400	Miscellaneous	\$0	\$13	(\$13)	\$0	\$25	(\$25)	\$150	(\$150)
22		45000	Total Other Income	\$28	\$45	(\$17)	\$55	\$90	(\$35)	\$540	(\$485)
23	TOTAL INCOME										
24				\$51,313	\$55,274	(\$3,962)	\$154,436	\$110,549	\$43,887	\$663,293	(\$508,857)
25											



ST. TIMOTHY'S INCOME & EXPENSE STATEMENT										
AS OF FEBRUARY 28, 2022										
				FEB	FEB		FEB YTD	FEB YTD		Annual
				ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	Budget
										Remaining
30	<b>EXPENSES</b>									
31	60000 Operating Expenses									
32	61000	Diocesan Assessment								
		\$9,644	\$9,657	(\$13)	\$19,288	\$19,314	(\$25)	\$115,882	(\$96,594)	
34	62000 Personnel Expenses									
35	62100	Clergy Compensation								
36	62110	Rector								
		\$8,322	\$8,322	\$0	\$16,644	\$16,644	\$0	\$99,865	(\$83,221)	
37	62120	Associate Rector								
		\$7,071	\$7,071	(\$0)	\$16,274	\$14,142	\$2,132	\$84,849	(\$68,575)	
38	62198	Clergy Pension								
		\$2,976	\$3,220	(\$244)	\$6,440	\$6,440	\$0	\$38,641	(\$32,201)	
39	62199	Clergy Benefits								
		\$2,888	\$2,902	(\$14)	\$5,776	\$5,804	(\$27)	\$34,821	(\$29,045)	
40	62100	Total Clergy Compensation								
		\$21,257	\$21,515	(\$257)	\$45,134	\$43,029	\$2,105	\$258,176	(\$213,042)	
42	62200	Lay Staff Compensation								
43	62202	Music Director								
		\$3,175	\$3,440	(\$265)	\$6,350	\$6,880	(\$529)	\$41,278	(\$34,928)	
44	62203	Office Manager								
		\$2,447	\$1,782	\$665	\$3,434	\$3,564	(\$130)	\$21,382	(\$17,948)	
45	62204	Bookkeeper								
		\$986	\$1,817	(\$832)	\$1,992	\$3,635	(\$1,643)	\$21,809	(\$19,817)	
46	62205	Childcare Assistant								
		\$103	\$227	(\$124)	\$165	\$454	(\$289)	\$2,722	(\$2,557)	
47	62213	Office Temporary Help								
		\$0	\$69	(\$69)	\$0	\$137	(\$137)	\$823	(\$823)	
48	62296	Lay Payroll Taxes								
		\$513	\$561	(\$48)	\$914	\$1,122	(\$209)	\$6,733	(\$5,819)	
49	62297	Lay Pension Contributions								
		\$49	\$470	(\$421)	\$113	\$940	(\$827)	\$5,639	(\$5,526)	
50	62298	Lay Benefits								
		\$69	\$543	(\$474)	\$140	\$1,085	(\$946)	\$6,512	(\$6,372)	
51	62299	Noah's Ark Pension Reimbursement								
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
52	62200	Total Lay Staff Compensation								
		\$7,342	\$8,908	(\$1,566)	\$13,107	\$17,816	(\$4,709)	\$106,898	(\$93,791)	
54	62300	Workers Compensation Insurance								
		\$0	\$83	(\$83)	\$661	\$167	\$494	\$1,000	(\$339)	
56	62400	Payroll Processing								
		\$77	\$84	(\$7)	\$140	\$168	(\$28)	\$1,008	(\$868)	

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							FEB	FEB		FEB YTD	FEB YTD		Annual		
AS OF FEBRUARY 28, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	Budget	Remaining	
58	62500 Contractors														
59	62501 Musicians														
60	62511 Paid Musicians						\$0	\$1,083	(\$1,083)	\$400	\$2,167	(\$1,767)	\$13,000	(\$12,600)	
61	62512 Supply Musicians						\$0	\$83	(\$83)	\$0	\$167	(\$167)	\$1,000	(\$1,000)	
62	62501 Total Musicians						\$0	\$1,167	(\$1,167)	\$400	\$2,333	(\$1,933)	\$14,000	(\$13,600)	
64	62504 Landscaping						\$2,051	\$2,051	\$0	\$4,102	\$4,102	\$0	\$24,612	(\$20,510)	
66	62505 Janitorial						\$2,600	\$2,600	\$0	\$5,200	\$5,200	\$0	\$31,200	(\$26,000)	
68	62500 Total Contractors						\$4,651	\$5,818	(\$1,167)	\$9,702	\$11,635	(\$1,933)	\$69,812	(\$60,110)	
70	62600 Staff Allowances														
71	62601 Continuing Education						\$0	\$54	(\$54)	\$0	\$108	(\$108)	\$650	(\$650)	
72	62602 Travel						\$0	\$80	(\$80)	\$0	\$160	(\$160)	\$960	(\$960)	
73	62603 Clergy Hospitality						\$0	\$66	(\$66)	\$0	\$132	(\$132)	\$790	(\$790)	
74	62604 Clergy Discretionary Fund						\$0	\$25	(\$25)	\$0	\$50	(\$50)	\$300	(\$300)	
75	62600 Total Staff Allowances						\$0	\$225	(\$225)	\$0	\$450	(\$450)	\$2,700	(\$2,700)	
77	62000 Total Personnel Expenses						\$33,327	\$36,633	(\$3,306)	\$68,744	\$73,266	(\$4,521)	\$439,594	(\$370,850)	
79	63100 Altar Guild														
80	63101 Candles and Wine						\$195	\$83	\$112	\$195	\$167	\$28	\$1,000	(\$805)	
81	63102 Flowers						\$0	\$125	(\$125)	\$694	\$250	\$444	\$1,500	(\$806)	
82	63105 Other Altar Guild Expenses						\$85	\$25	\$60	\$85	\$50	\$35	\$300	(\$215)	
83	63100 Total Altar Guild						\$280	\$233	\$47	\$974	\$467	\$507	\$2,800	(\$1,826)	
85	63200 Music														
86	63215 Professional Expenses						\$0	\$83	(\$83)	\$0	\$167	(\$167)	\$1,000	(\$1,000)	
87	63216 Music Hospitality						\$0	\$17	(\$17)	\$0	\$33	(\$33)	\$200	(\$200)	
88	63205 Music Expenses						\$36	\$167	(\$131)	\$36	\$333	(\$297)	\$2,000	(\$1,964)	
89	63206 Music Repair & Maintenance						\$0	\$83	(\$83)	\$0	\$167	(\$167)	\$1,000	(\$1,000)	
90	63200 Total Music						\$36	\$350	(\$314)	\$36	\$700	(\$664)	\$4,200	(\$4,164)	

2022-02-28_StTims_Church ActualToBudget.xlsx															
Sally Shea Potts															
ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							FEB	FEB		FEB YTD	FEB YTD		Annual		
AS OF FEBRUARY 28, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	Budget	Remaining	
92	63300 Christian Formation														
93	63301 EfM						\$0	\$42	(\$42)	\$0	\$83	(\$83)	\$500	(\$500)	
94	63302 Adult Education						\$0	\$42	(\$42)	\$45	\$83	(\$38)	\$500	(\$455)	
95	63303 Lenten Series						\$0	\$25	(\$25)	\$0	\$50	(\$50)	\$300	(\$300)	
96	63300 Total Christian Formation						\$0	\$108	(\$108)	\$45	\$217	(\$172)	\$1,300	(\$1,255)	
98	63350 Children & Youth Ministry														
99	63351 Family Ministries						\$0	\$83	(\$83)	\$0	\$167	(\$167)	\$1,000	(\$1,000)	
100	63352 Youth Ministries						\$0	\$167	(\$167)	\$0	\$333	(\$333)	\$2,000	(\$2,000)	
101	63353 Acolytes						\$0	\$42	(\$42)	\$0	\$83	(\$83)	\$500	(\$500)	
102	63350 Total Children & Youth Ministry						\$0	\$292	(\$292)	\$0	\$583	(\$583)	\$3,500	(\$3,500)	
104	64000 Worship & Liturgy														
105	64108 Liturgical Art						\$0	\$25	(\$25)	\$0	\$50	(\$50)	\$300	(\$300)	
106	64150 Worship Expenses						\$0	\$50	(\$50)	\$0	\$100	(\$100)	\$600	(\$600)	
107	64000 Total Worship & Liturgy						\$0	\$75	(\$75)	\$0	\$150	(\$150)	\$900	(\$900)	
109	64250 Pastoral Care						\$0	\$17	(\$17)	\$0	\$33	(\$33)	\$200	(\$200)	
111	64500 Fellowship														
112	64501 Sunday Coffee & Supplies						\$0	\$108	(\$108)	\$0	\$217	(\$217)	\$1,300	(\$1,300)	
113	64502 Parish Events						\$0	\$42	(\$42)	\$0	\$83	(\$83)	\$500	(\$500)	
114	64503 Receptions						\$0	\$42	(\$42)	\$25	\$83	(\$58)	\$500	(\$475)	
115	64504 Greeters						\$0	\$42	(\$42)	\$0	\$83	(\$83)	\$500	(\$500)	
116	64505 Invites						\$0	\$17	(\$17)	\$0	\$33	(\$33)	\$200	(\$200)	
117	64506 Vestry Ezxpenses						\$30	\$0	\$30	\$30	\$0	\$30	\$0	\$30	
118	64508 New Episcopal Women						\$0	\$17	(\$17)	\$0	\$33	(\$33)	\$200	(\$200)	
119	64500 Total Fellowship						\$30	\$267	(\$236)	\$55	\$533	(\$478)	\$3,200	(\$3,145)	

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT											
AS OF FEBRUARY 28, 2022											
				FEB ACTUAL	FEB BUDGET	Difference	FEB YTD ACTUAL	FEB YTD BUDGET	Difference	Annual Budget	Remaining
121	65000 Administrative										
122		65100 Office Supplies		\$0	\$83	(\$83)	\$138	\$167	(\$29)	\$1,000	(\$862)
123		65101 Paper		\$125	\$100	\$25	\$185	\$200	(\$15)	\$1,200	(\$1,015)
124		65102 Advertising		\$658	\$58	\$600	\$658	\$117	\$541	\$700	(\$42)
125		65103 Software		\$299	\$175	\$124	\$780	\$350	\$430	\$2,100	(\$1,320)
126		65105 Telephone & Internet		\$647	\$650	(\$3)	\$1,292	\$1,300	(\$8)	\$7,800	(\$6,508)
127		65106 Miscellaneous		\$0	\$33	(\$33)	\$0	\$67	(\$67)	\$400	(\$400)
129	65200 Equipment										
130		65201 Hardware		\$0	\$83	(\$83)	\$0	\$167	(\$167)	\$1,000	(\$1,000)
131		65202 Ricoh		\$196	\$917	(\$720)	\$477	\$1,833	(\$1,356)	\$11,000	(\$10,523)
132		65203 Other		\$0	\$42	(\$42)	\$0	\$83	(\$83)	\$500	(\$500)
133		65204 Risograph		\$0	\$42	(\$42)	\$104	\$83	\$20	\$500	(\$397)
134		65200 Total Equipment		\$196	\$1,083	(\$887)	\$581	\$2,167	(\$1,586)	\$13,000	(\$12,419)
136	65300 Postage										
137		65301 Meter		\$177	\$42	\$135	\$227	\$83	\$143	\$500	(\$273)
138		65302 Other		\$0	\$33	(\$33)	\$0	\$67	(\$67)	\$400	(\$400)
139		65303 Send Pro Lease		\$0	\$5	(\$5)	\$5	\$10	(\$5)	\$60	(\$55)
140		65300 Total Postage		\$177	\$80	\$97	\$232	\$160	\$72	\$960	(\$728)
142	65000 Total Administrative			\$2,102	\$2,263	(\$161)	\$3,865	\$4,527	(\$662)	\$27,160	(\$23,295)
144	66000 Facilities										
145		66100 Campus Maintenance		\$2,325	\$2,917	(\$592)	\$12,642	\$5,833	\$6,808	\$35,000	(\$22,358)
147	66110 Rectory Maintenance										
148		66111 Insurance		\$0	\$22	(\$22)	\$0	\$44	(\$44)	\$261	(\$261)
149		66112 Landscaping		\$270	\$270	\$0	\$540	\$540	\$0	\$3,240	(\$2,700)
150		66113 Pool		\$117	\$117	\$0	\$234	\$234	\$0	\$1,404	(\$1,170)
151		66116 Maintenance		\$0	\$392	(\$392)	\$140	\$783	(\$643)	\$4,700	(\$4,560)
152		66110 Total Rectory Maintenance		\$387	\$800	(\$413)	\$914	\$1,601	(\$687)	\$9,605	(\$8,691)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>ST. TIMOTHY'S INCOME &amp; EXPENSE STATEMENT</b>							FEB	FEB		FEB YTD	FEB YTD		Annual	
	<b>AS OF FEBRUARY 28, 2022</b>							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	Budget	Remaining
154				61120	Services										
155				66121	Elevator, Fire & Burglar Alarms		\$121	\$835	(\$715)	\$362	\$1,671	(\$1,309)	\$10,025	(\$9,663)	
156				66122	Other Services		\$1,000	\$333	\$667	\$1,000	\$667	\$333	\$4,000	(\$3,000)	
157				66120	Total Services		\$1,121	\$1,169	(\$48)	\$1,362	\$2,338	(\$975)	\$14,025	(\$12,663)	
159				66130	Facility Supplies		\$215	\$250	(\$35)	\$347	\$500	(\$153)	\$3,000	(\$2,653)	
161				66140	Utilities										
162				66141	EBMUD		\$999	\$1,583	(\$584)	\$999	\$3,167	(\$2,167)	\$19,000	(\$18,001)	
163				66142	Garbage		\$552	\$552	(\$0)	\$1,104	\$1,104	(\$0)	\$6,624	(\$5,520)	
164				66143	PG&E Gas		\$1,569	\$428	\$1,140	\$2,795	\$857	\$1,938	\$5,140	(\$2,345)	
165				66144	PG&E Electrical		\$1,383	\$1,208	\$175	\$2,497	\$2,417	\$81	\$14,500	(\$12,003)	
166				66140	Total Utilities		\$4,503	\$3,772	\$731	\$7,395	\$7,544	(\$149)	\$45,264	(\$37,869)	
168				66000	Total Facilities		\$8,551	\$8,908	(\$357)	\$22,661	\$17,816	\$4,845	\$106,894	(\$84,233)	
170				67000	Finance										
171				67050	Stewardship		\$0	\$167	(\$167)	\$0	\$333	(\$333)	\$2,000	(\$2,000)	
172				67100	Benevity Fees		\$0	\$3	(\$3)	\$0	\$5	(\$5)	\$30	(\$30)	
173				67101	Banking Charges		\$947	\$220	\$727	\$1,317	\$440	\$877	\$2,642	(\$1,325)	
174				67103	Corporate Fee & Expenses		\$15	\$4	\$12	\$15	\$7	\$8	\$42	(\$27)	
175				67104	Property & Liability Insurance		\$0	\$2,716	(\$2,716)	\$0	\$5,432	(\$5,432)	\$32,592	(\$32,592)	
176				67106	Property Taxes										
177				67117	Church		\$0	\$1,510	(\$1,510)	\$0	\$3,020	(\$3,020)	\$18,118	(\$18,118)	
178				67118	Rectory		\$0	\$73	(\$73)	\$0	\$145	(\$145)	\$871	(\$871)	
179				67000	Total Finance		\$962	\$4,691	(\$3,729)	\$1,332	\$9,383	(\$8,051)	\$56,295	(\$54,963)	
181				68000	Budgeted Outreach										
182				68002	Budgeted Outreach		\$1,250	\$1,250	\$0	\$2,500	\$2,500	\$0	\$15,000	(\$12,500)	
183				68003	Schools & Interfaith Council		\$250	\$250	\$0	\$500	\$500	\$0	\$3,000	(\$2,500)	
184				68000	Total Budgeted Outreach		\$1,500	\$1,500	\$0	\$3,000	\$3,000	\$0	\$18,000	(\$15,000)	

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT											
AS OF FEBRUARY 28, 2022											
				FEB ACTUAL	FEB BUDGET	Difference	FEB YTD ACTUAL	FEB YTD BUDGET	Difference	Annual Budget	Remaining
184	68000	Total Budgeted Outreach		\$1,500	\$1,500	\$0	\$3,000	\$3,000	\$0	\$18,000	(\$15,000)
186	69000	Other									
187	69001	Contingency		\$0	\$833	(\$833)	\$0	\$1,667	(\$1,667)	\$10,000	(\$10,000)
188	69003	COVID 19 Expenses		\$0	\$21	(\$21)	\$0	\$42	(\$42)	\$250	(\$250)
189	69004	Suspense (Ask My Accountant)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
190	69000	Total Other		\$0	\$854	(\$854)	\$0	\$1,708	(\$1,708)	\$10,250	(\$10,250)
192	60000	Total Expenses		\$56,433	\$65,848	(\$9,415)	\$120,000	\$131,696	(\$11,696)	\$790,175	(\$670,175)
194	NET OPERATING INCOME			(\$5,120)	(\$10,574)	\$5,453	\$34,435	(\$21,147)	\$55,582	(\$126,882)	
195											
196											
197	<b>PROGRAM AND OUTREACH</b>			<b>FEB ACTUAL</b>			<b>FEB YTD ACTUAL</b>				
198		Other Income All Accounts		\$3,500			\$7,760				
200		Other Expenses All Accounts		\$4,514			\$16,598				
202		Net Other Income		(\$1,014)			(\$8,838)				
204		<b>NET INCOME</b>		<b>(\$6,134)</b>			<b>\$25,597</b>				

PROGRAM & OUTREACH Tab From 2022-02-28\_StTims\_Church ActualToBudget.xlsx

2022-02-28_StTims_Church ActualToBudget.xlsx											
File Home Insert Page Layout Formulas Data Review View Developer Help											
G1 X ✓ fx YTD											
	A	B	C	D	E	F	G	H	I	J	K
1	<b>PROGRAM ACCOUNTS</b>				<b>CURRENT MONTH</b>		<b>YTD</b>				
2											
3	70140	Columbarium Income			\$0.00		\$0.00				
4	70145	Columbarium Expenses			\$65.22		\$65.22				
5											
6	70151	Ackerman Income			\$0.00		\$0.00				
7	70155	Ackerman Expenses			\$0.00		\$10,710.00				
8											
9	70171	Memorial Income			\$0.00		\$100.00				
10	70175	Memorial Expenses			\$0.00		\$0.00				
11											
12	<b>OUTREACH ACCOUNTS</b>										
13											
14	80011	Adopt-a-Bike Income			\$0.00		\$0.00				
15	80015	Adopt-a-Bike Expenses			\$0.00		\$675.63				
16											
17	80021	Christmas Boxes Income			\$0.00		\$0.00				
18	80025	Christmas Boxes Expenses			\$0.00		\$698.74				
19	80029	Christmas Boxes Disbursements			\$2,400.00		\$2,400.00				
20											
21	80101	Trinity Center Income			\$2,000.00		\$2,000.00				
22	80105	Trinity Center Disbursements			\$0.00		\$0.00				
23											
24	80111	Winter Nights Income			\$0.00		\$2,160.00				
25	80115	Winter Nights Expenses			\$2,048.53		\$2,048.53				
26											
27	89001	Other Outreach Donations			\$1,500.00		\$3,500.00				
28	89005	Other Outreach Disbursements			\$0.00		\$0.00				
29											
30			OTHER INCOME		\$3,500.00		\$7,760.00				
31											
32			OTHER EXPENSES		\$4,513.75		\$16,598.12				
33											
34											
35											

## **Rector's Report March 2022**

This month, I want walk through the mechanics of the vestry meeting itself. So, we might take a little extra time to talk about the consent agenda, reporting and answer any questions new people might have.

### **Things around the corner**

We are in the thick of Lent and it's going well.

#### *Masks*

I would like to continue vaccine checks on Sunday, but not continue sign in lists. Checks should happen for one more week through Sunday, March 20<sup>th</sup>. This week schools have removed mask requirements.

#### *Bread*

Bread Bakers return on Palm Sunday. We will have our "traditional" bread, not wafers.

#### *Wine*

Commune Cup, we won't have communion wine until we get the green light from the diocese that may be weeks or months away.

#### *Food and snacks*

There are no restrictions on sharing food. However, I acknowledge that we are struggling with how to understand food fellowship on Sunday mornings. I think things will become clearer as more people return to worship. I don't want to go back to the bad old days where a few heroes carried the whole load. I am thinking after Easter, we create a very, very simple process and I am working our new fellowship commissioner to think through implementation

Here are the broad strokes of what I hope can be sustainable for food fellowship. Karen has agreed to serve as fellowship commissioner.

### **The vestry lock up person does the following**

One the way to 10am church, go to a store to pick up a preordered, prepaid batch of snacks and coffee. With goodies in hand drop in the parish hall and go to 10am. I want the primary fellowship time to be after 10am service. For a regular 8 o'clock person we can modify.

#### **For example**

- First Sunday of the Month is Noah's bagels.  
*We have a standing order with the exact same thing every time.*
- Second Sunday Is Peets, same drill
- Third Sunday is Starbucks
- Fourth Sunday is Crumbs
- Fifth Sunday (when they occur) open to volunteers.

#### **Complexities**

- If the Altar Guild or stewardship wants a particular Sunday, great. We cancel our order for that Sunday and let them host
- 8am wants their own thing, great from within that group they can supplement as they see fit. But we do **not** create second standing order to manage.



# 2022-03 Admin Commission Report

## Annual Meeting

- Annual meeting handled via Zoom
- Annual Report printed and distributed

## ParishSoft Replacement

- Requested that Sally Potts and Carleen Carnes review our current candidates and their requirements and possibly reduce to 2-3 candidates.

## SendPro Stamps

- The new stamp system appears to be working fine. Produced stamps for the annual report as well as for tax information from Stewardship

## Copier/Printer

- Training completed for all staff members and copier/printer has been working fine. We have completed the insurance requirements for the printer and have received our first bills for copies printed as well as for the lease of the printer.

## Parochial Report

- Signed and Filed on Google Drive

## Wi-Fi Router

- Moved Wi-Fi\_\_\_33 router from basement of Grace House to the Church to support Winter Night Shelter's need for Wi-Fi access.

## Internet Issue 2/2/22

- Sally drove in to reset modem
- Sally also showed Rebekah where the modem is and how to reset it if needed again

## Vacation

- Steve Oki will be on vacation during most of the month of April 2022

# Communications Commission Monthly Report

March 2022

Actions taken since February 2022:

- Prepared draft Vestry Handbook; circulated for feedback.
- Coordination of Website updates
- Facebook page updates
- Revision of [Web Page Responsibilities](#) document.
- Revision of [Communication Vehicles](#) document
- Revision of [Communications Handbook](#) document

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

Submitted by:

Ade Adekunle

## Outreach Update for Vestry Meeting March'22. (G. Chong-Horsley)

### Food Donations MCC:

- Even though we have not re-started the monthly food drives for Monument Crisis Center We have 2 barrels on the front porch of Grace House and one in the Parish Hall. All the food and paper bags deposited in those barrels periodically is transported to Monument Crisis Center by one of our volunteers.
- A few weeks ago, the MCC Food Room ran out of rice to give to clients - no one went hungry, we had other food to give them but for some clients RICE is a critical part of their diet. Team made an appeal for this donation item.
- There were still funds left from Christmas Food Boxes 2021, so a \$2400 check was provided to Monument Crisis Center in February.

### Winter Nights Shelter:

- The shelter families stayed at St Timothy's from January 7 – 31 and with the help our church and Beth Chaim volunteers, the Parish Hall was transformed into a family shelter. With COVID safety in mind, the shelter was running with very few on-site volunteers. By the end of the two-week period, we had four families, including 10 children. The meal teams provided tasty dinners and a few volunteers made everything run smoothly.
- St. Timothy's Outreach Liaison for the Comfort Cubs non-profit, distributed comfort cubs to the children. The therapeutic weighted Teddy Bears provide healing comfort for people of all ages experiencing trauma. It was a special evening for the families.
- We are so grateful to all the volunteers, to the overnight heroes, generous donors, Bev M. for facilities help, and, most importantly, Joann Oliver for organizing the event.

### Trinity Center:

- 2021-2022 Trinity Center Evening Program provides members with a hot meal at Trinity Center and overnight shelter at the Armory from December 13, 2021, through April 13, 2022. Meals need to be prepared (hot dinners as well as sack breakfasts and lunches, volunteer drivers are needed, and volunteers are needed at the Armory evenings and overnight. In the past years, St Timothy's has been receiving funds from the Barefoot Foundation to support this cause. Last year we purchased meals at a reduced cost from our local restaurants like Peasant's Courtyard. As we are just coming out of COVID restrictions, the team has decided to purchase meals again this year, instead of preparing dinners at their kitchen.
- We got feedback from Trinity Center staff that the clients need new and used items Men's walking shoes & Men's belts as long as they are in good condition. Women's underwear (new) would be needed as well. The liaisons are in the process of working out the planning as a God's Hands Project.

### Other God's Hands Projects to help Ukraine

- Last year, we set aside funds to donate to Episcopal Relief & Development for Refugees. The fund is supporting Action by Churches Together (ACT Alliance) and there is a specific page just for Ukraine on the website now if people want to donate.  
<https://www.episcopalrelief.org/press-resources/press-releases/2022-press-releases/supporting-humanitarian-response-to-the-crisis-in-ukraine/>
- Carolyn Bried expressed interest in Kids Against Hunger food packing event (<https://kahbayarea.org/>) that could replace Rise Against Hunger.

- Side note I personally have worked with White Pony Express, and they have collection needs for medical kits. (<https://www.whiteponyexpress.org/supportukraine>)

#### FOTH 2022:

Raising funds for Outreach for 25 years!!! It's the 25th Anniversary Celebration of THE FRUITS OF THE HARVEST (FOTH)

Planning of the event has started. Note the slight change in the dates:

- Sunday, August 14th - Zoom at Noon at home &
- Sunday, August 21st – Party on the Patio Brunch Event after the last service
- Brunch vs dinner
  - There is a bit of discussion regarding whether to do a brunch vs dinner. A dinner event would be incredibly special to symbolizes everyone coming back together. A brunch right after the 10am service can be low key and much easier to put together. It would be very convenient gather people in larger numbers to attend in the courtyard, given that some organizers are still uncomfortable about the health risks indoors.
- Food and drinks.
  - The organizing team is working on options so that attendees do not need to pay for food but it really depends on if we can make the budget work. We will have alcohol which we will have to charge for. There will be particular logistics for storage and handling of alcohol for the event.
- Suggested Sermon for the service would be showing the video of our non-profit partners, sharing with us what kind of impact we have made on their causes.
- More to follow

#### Habitat For Humanity East Bay Build Day: (Agenda topic for March 15 Vestry Meeting)

- Our Liaison Dave Kutrosky has arranged a build day for St Timothy's at the Esperanza Site in Walnut Creek on Friday, April 22<sup>nd</sup> from 8.30am-4pm. We have reserved 15 slots, available for 16 yrs. + older. No special registration fees needed. All volunteers must be either be fully-vaccinated against COVID-19 or are able to show a negative test taken within 72-hours. (details on the next page)
- If we cannot fill this event, we would like to open the invitation to our fellow local churches.

#### Build Details

**Activity:** Saint Timothy's Home Construction Build Day

**Group size:** 15 volunteers

**Date:** Friday, April 22, 2022

**Location:** Esperanza Place – 1250 Las Juntas Way, Walnut Creek, CA

**Time:** 8.30am-4pm

**Registration:** Please ask the group to sign up for the day at: <http://vhub.at/StTimothysDanville>. Through this dedicated page, volunteers can sign up directly for the volunteer day reserved for your group. Each volunteer can simply click 'Sign Up' for their event, create a brief user profile or sign into an existing account, and reserve their spot. We ask volunteers to sign up at least 2 weeks prior to their build day. Once volunteers have registered online, they will receive an email with all the specifics about the day. Volunteers can also view all the details for the event at the website above by clicking on the event title.

**Safety Reminders:**

- **Effective January 1, 2022, all volunteers participating in any in-person activities are required to provide either proof of full vaccination against Covid-19 or a negative PCR or Antigen test administered within 72 hours of in-person activities.** As of March 8, 2022, volunteers who show proof of vaccination against COVID-19 are no longer required to wear a mask. We still highly encourage all volunteers to bring and wear a mask and require volunteers who have not shown proof of vaccination to wear a mask while volunteering with HEBSV. Read the full policy here: <https://www.habitatebsv.org/covid-19-health-and-safety-protocols> and please be sure to share this information with your group.
- For safety reasons, all volunteers at our sites or ReStores must be at least 16 years old. All volunteers under the age of 18 must bring a signed minor waiver form with them to the site. Minor waiver forms are available here: [2022 Minor Waiver.pdf \(habitatebsv.org\)](#)



## Worship and Liturgy Report

March 2022

Since our Annual Meeting activities include:

- Conferred with Kari Doolittle regarding the scheduling of tech team, acolytes and lectors.
- Participated in weekly conversations with Parish Office Staff and Pastor Susan concerning bulletins.
- Connected weekly with the entire liturgy teams for 8:00 a.m. and 10:00 a.m. services and secured substitutes when necessary.
- Updated the website weekly to reflect changes in the rota.
- Opened the church each Sunday Morning.
- Participated in some way with technology each Sunday.
- Met with clergy before/after services regarding changes in liturgy.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Update Attendance register weekly.
- Met with entire Worship and Liturgy Team Members to discuss Ash Wednesday and Holy Week.
- Developed/Published/Posted volunteer schedules for Ash Wednesday and Holy Week.
- Developed/Published volunteer schedules for April.
- Conferred with Pastor Susan regarding the special service on April 4 to commemorate the anniversary of Dr. King's speech ***Beyond Vietnam: A Time to Break Silence.***

Submitted by Jacqueline Chiavini