

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday, August 17 2022

Update Date: 08/18/2022

SUMMARY:

MOTIONS:

- The minutes of the June vestry meeting (there was no official meeting in July 2022), Treasurer report and files, Rector's report and the several submitted commission reports were approved as submitted.

ACTION ITEMS:

- The sense of the vestry was that the Property Commission should look at adding solar when the Parish Hall roof is replaced.

Attendees: Todd Bryant, Jacque Chiavini, Karen Anderson, Dick Firth (NV), Susan Geissler-O'Neil (NV), Scott MacDougall, Steve Oki, Sally Shea Potts(NV), Charlie Wills, Rayne Devlin, Ade Adekunle, Liz Knape, Cecilia Oduwole Carleen Carns

Absent: Gabel Chong-Horsley, Kris Manning

- 1. Opening Prayer** – Pastor Todd – Reading from Hebrews
Vestry members shared their concerns and prayer requests
- 2. Review and Confirm Agenda**
- 3. Introduction of Guests** – Carleen Carns, Pledge Secretary
- 4. ParishSoft (Church database) replacement** – Steve Oki (Administration), Carleen Carns, Sally Potts
 - Prompted by 1) 2 consecutive years of 25% raise in price and 2) unhappiness with software behavior and 3) lack of easy to user mobile device application
 - Research: Started 5 months ago with email to local Episcopal churches asking about what they were using and how they felt about the software.
 - Result: 4 Database systems investigated. Narrowed to ACS/Realm and Breeze – tried both and talked with representatives
 - Administration Commission recommends Breeze. The vestry does not need to approve a motion because the cost is almost the same as ParishSoft and the Administration budget will cover the cost
 - See the Administration Commission monthly report and Church Database Software Replacement Justification PDF file for additional information
- 5. Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
 - a. Approve minutes from the June 21, 2022, vestry meeting.
 - b. Treasurers Report, Balance Sheet and P&L through 31 July 2022, in that order
 - c. Commission and other Reports
 - Rector
 - Administration
 - Communications
 - Noah's Ark
 - Outreach
 - Worship

MOTION: It was moved, seconded and passed unanimously to approve the several reports submitted prior to the meeting.

6. Non-Recurring Action Items

There were no non-recurring action items at this meeting

7. Discussion Items

a. By-Laws Revision – Pastor Todd

The committee reviewing the current by-laws and drafting a new set has submitted their draft to the Diocesan Chancellor - Christopher Hayes and the assistant chancellor – Gary Englund. With the announcement by Bishop Marc of his retirement, their schedules have not allowed them to give the committee their feedback. The By-Laws Committee is aiming to submit their report to the vestry by the September vestry meeting on Wednesday, September 21.

b. Treasurer’s Report – Dick Firth

- Darita has one more payment to go on his loan.
- Budget planning will start in November. The preliminary budget will be discussed at the December vestry meeting and finalized in January. Dick will send the necessary information for planning for 2023 to vestry members.
- Finance Report – last tab of the spreadsheet – available \$\$ for issues – Program Accounts – recommend review by Charlie Wills

c. Communications – Ade

The Bishops task force on Communications has presented a report on their work. More information is in his report. Ade is a member of this committee.

d. Deanery/Convention Delegates for 2023 will elect the next bishop. It is particularly important for us to recruit delegates for election at the January 2023 annual meeting.

e. Property Maintenance – Scott MacDougall

- **BBQ Pit** – Scott is working on it
- **Grace House** is 25 years old - Per the company that installed the elevator (Otis), it should be modernized after 25 years. Their estimate is \$100,000. Bev Matsunaga discussed the issue with the maintenance guy who told her that the need for modernization depends on use. Given the usage of our elevator (very low), it will need to be done but it not urgent. Question (DFirth) – Will there be a warranty after the work is done.
- **Rectory Fence** – Charlie Wills – Scott MacDougall was AWESOME!!!!
- **Rectory Pool** – repair coming on August 29 – \$4,000 - \$6000 estimate
- **Parish Hall roof** – 2 quotes - \$6,000 difference - \$60,000 about – recommended materials are different. Solar was investigated but given that we don’t pay property taxes, the economics are not good.
- There is interest in the vestry in solar when the roof is replaced.

f. **Rector's Report – Fall/Winter plans – Welcome Home – Pastor Todd**

- **Hand Bells** – donated to Saint Timothy's from CPC – whole set – pads and tables – 4 people from CPC will train and help St. Timothy's people learn to play them – suitable to be played in church. Pastor Todd asked if there were objections to accepting the gift. There were no objections. Pastor Todd and Myles Ellis, the music director will be recruiting people to play the bells. Bev Matsunaga is working on where to store the bells, tables, etc.
- **4 pm service – 1st Sunday of the month** – Fall, Winter, Spring
- **Family Retreat** – what would bring people out for a 2-day family retreat – Faith, Formation and Fun?
 - Todd's idea – parish renewal is the goal
 - 65+ members feel connected to St. Timothy's . How can we cultivate similar commitment among the parish members who are younger and their children?
 - The family retreat programs that Todd investigated would cost a family of 5 \$800-\$900 including bed, meals, activities.
 - Todd looked at: YMCA (near San Jose), San Damiano, Bishop's Ranch, St Dorothy's Rest, Mt Ross (Susan G-N)
 - **QUESTION: HOW CAN ST TIMOTHY'S RENEW ITS CORPORATE LIFE AFTER THE PANDEMIC?**
 - Survey the parish about renewal – Todd needs help coming up with questions
 - Option: Town Hall Meeting – divide into groups – groups need leader and recorder
 - Dick Firth – parties on the patio were fun
 - Pastor Todd: Gathering after church to discuss and strategize
 - 50 kids in pre-Jr High; another 50 kids in Jr. High and Sr. High – neither group attends – need to reconnect them to church
 - Susan G-N – perhaps include Grandparents and grand children

8. **FYI**

- a. Help needed setting up for FOTH-2022 on Saturday, August 20 starting at 10:00 am

9. **Closing Prayer** – Sally Potts

Next Tidings Deadline – Wednesday August 24, 2022
Next Regular Vestry Meeting – Wednesday September 21, 2022

St Timothy's Calendar for Vestry as of 08/17/2022

Date	Event
Wednesday, August 17 – 6:30 pm	Vestry Meeting
Sunday, August 14 – 12:00 pm	FOTH-2022 Zoom – Outreach video & raffle drawing
Wednesday, August 24	Tidings Deadline
Sunday, August 21 – 11:00 – Patio	FOTH-2022 – In person gathering with brunch
Sunday, September 11 – 10:00 am	Welcome Home – 1 Service
Wednesday, September 21 – 6:30 pm	Vestry Meeting
Monday, September 26	Tidings Deadline
Wednesday, October 19 – 6:30 pm	Vestry Meeting
Friday-Saturday October 28-29	Diocesan Convention in San Francisco
Saturday, October 29 – Parish Hall	Rise Against Hunger Meal Packing

Submitted by Sally Shea Potts, Vestry Clerk

Treasurer's Report for July 2022

August 17, 2022

Financial Summary, YTD January through July

	Actual	Budget
Total Income	\$500,383	\$386,921
Total Expenses	<u>\$422,298</u>	<u>\$460,935</u>
Net Operating Income	\$78,086	(\$74,015)

- As of July 31, our expected income for the year remains at \$679,115. This figure includes pledges, pledge increases, and one-time gifts.
- July financials show the following:
 - Pledge income was almost \$2,000 above plan. Combined with all other income (which was almost \$2,000 under plan), our total income was on plan.
 - The July monthly budget was (\$10,574), but due to expenses being almost \$5,000 under plan, the net operating income was better than budget, at (\$5,670).
- Campus maintenance work incurred almost \$10,000 of cost (\$7,000 above budget), primarily elevator, HVAC, and plumbing work.
- Despite these expenses, for the seven-month period ending July 31 the Parish is in decent financial shape.

Other

- Venmo transactions in July (through 8/1) totaled \$820. \$620 was from Mike McCoy, a backyard neighbor to our Ackerman property, to cover his share of fence replacement costs. Darita Seth's July \$200 loan payment was received on August 1. Bookkeeper verification of the deposit has been received.
- Darita's outstanding loan amount stands at \$350.
- Account 62604 – Clergy Discretionary Fund activity YTD 5/31/2022: None
- Preschool Financial Update: Results for July (month 1 of their 12-month accounting year) show a loss of about \$8,400. This is due to the fact that we continue to have salary and other costs, but little income as the school year has not yet begun.

Budget Planning for 2023

- **November** --The budget planning process will begin in the lead-up to the November Vestry meeting, when we should have preliminary expense figures, but incomplete pledge numbers.
- **December** -- By December's meeting we should have COLA recommendations from the diocese, and thus our proposed salary cost figures for 2023 should be in place. By this meeting we will expect each of the ministries to have completed their proposed budgets. This is the first meeting where we will get a sense of how well our income will meet our possible expenses.
- **January 2023** -- The final budget will be up for approval in the January 2023 vestry meeting.

St. Timothy's Episcopal Church

Balance Sheet
As of July 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Heritage Checking	660,626.46
10002 Heritage Savings	5,000.82
17103 Schwab	195,093.01
17104 TD Ameritrade	321,433.68
Total Bank Accounts	\$1,182,153.97
Other Current Assets	
13000 Special Loan	350.00
Total Other Current Assets	\$350.00
Total Current Assets	\$1,182,503.97
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	680,535.41
17102 SSGA Endowment Gain/Loss	203,010.56
Total Other Assets	\$883,545.97
TOTAL ASSETS	\$5,033,616.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	30,715.43
Total Accounts Payable	\$30,715.43
Other Current Liabilities	
21001 Union Bank LOC	0.00
21002 Bishop's Ranch	0.00
21004 Prepaid Pledges 2018	0.00
21005 Prepaid Pledges 2019	0.00
Accrual Basis Wednesday, August 10, 2022 01:28 PM GMT-07:00	
	1/2

St. Timothy's Episcopal Church

Balance Sheet
As of July 31, 2022

	TOTAL
21006 Prepaid Pledges 2020	0.00
21007 Prepaid Pledge 2021	0.00
21008 Prepaid Pledge 2022	11,300.00
21009 Prepaid Special Gift 2022	0.00
21010 Endowment Gifts Pending	0.00
22000 PPP/SBA Loan	0.00
Total Other Current Liabilities	\$11,300.00
Total Current Liabilities	\$42,015.43
Total Liabilities	\$42,015.43
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	
31501 SSGA Endowment Fund	883,545.97
31503 Fixed Assets	2,967,567.00
Total 31300 Perm. Restricted Net Assets	3,851,112.97
31500 Temp. Restricted Net Assets	
31504 SSGA Endowment Gain/(Loss)	0.00
31510 Program	360,748.05
31520 Outreach	106,468.05
31530 Rector Search	0.00
31540 Bequests	0.00
Total 31500 Temp. Restricted Net Assets	467,216.10
32000 Unrestricted Net Assets	195,102.70
Net Income	478,169.74
Total Equity	\$4,991,601.51
TOTAL LIABILITIES AND EQUITY	\$5,033,616.94

2022-07-31 Financial Report.xls – Comments tab

			JULY ACTUAL	JULY BUDGET	Difference	JULY YTD ACTUAL	JULY YTD BUDGET	Difference	ANNUAL BUDGET	Remaining	
1	WATCH LIST										
2											
3											
4	66100 Campus Maintenance		\$9,985	\$2,917	\$7,069	\$29,994	\$20,417	\$9,577	\$35,000	(\$5,006)	
5											
6			<i>July: Elevator Oil Change = \$4,875. HVAC Repairs = \$1,938. Plumbing Repairs = \$1,007</i>								
7											
8	66122 Other Services		\$1,730	\$333	\$1,397	\$3,049	\$2,333	\$716	\$4,000	(\$951)	
9											
10			<i>July: Work @ Preschool = \$470. Extra Landscape Work = \$360. Re-Wax Snack Room Floor = \$900</i>								
11											
12	67101 Banking Charges		\$132	\$220	(\$88)	\$2,609	\$1,541	\$1,068	\$2,642	(\$33)	
13											
14											
15											

2022-07-31 Financial Report.xls – Summary tab

	A	B	C	D	E	F	G	H	I	J	K	L
1	ST. TIMOTHY'S			July	July	Difference	YTD	YTD	Difference	Annual	Remaining	
2	INCOME & EXPENSES			Actual	Budget		Actual	Budget		Budget		
3	TOTAL INCOME			\$55,250	\$55,274	(\$24)	\$500,383	\$386,921	\$113,462	\$663,293	(\$162,910)	
5	TOTAL EXPENSES			\$60,920	\$65,848	(\$4,928)	\$422,298	\$460,935	(\$38,638)	\$790,175	(\$367,877)	
7	NET OPERATING INCOME			(\$5,670)	(\$10,574)	\$4,904	\$78,086	(\$74,015)	\$152,100	(\$126,882)		
9	NET OTHER INCOME			\$167,231			\$400,085					
11	NET INCOME			\$161,562			\$478,170					
14				July	July	Difference	YTD	YTD	Difference	Annual	Remaining	
				Actual	Budget		Actual	Budget		Budget		
16	Pledge Income			\$52,215	\$50,298	\$1,917	\$441,797	\$352,085	\$89,712	\$603,575	(\$161,778)	
18	All Other Income			\$3,035	\$4,977	(\$1,942)	\$58,586	\$34,836	\$23,751	\$59,718	(\$1,132)	
20	Total Income			\$55,250	\$55,274	(\$24)	\$500,383	\$386,921	\$113,462	\$663,293	(\$162,910)	
22	Personnel Expenses			\$31,689	\$36,633	(\$4,944)	\$235,107	\$256,430	(\$21,323)	\$439,594	(\$204,487)	
24	Diocesan Assessment			\$9,644	\$9,657	(\$13)	\$67,509	\$67,598	(\$89)	\$115,882	(\$48,373)	
26	Facilities			\$15,877	\$8,908	\$6,970	\$65,023	\$62,355	\$2,669	\$106,894	(\$41,871)	
28	Administrative			\$2,029	\$2,263	(\$234)	\$11,555	\$15,843	(\$4,288)	\$27,160	(\$15,605)	
30	Budgeted Outreach			\$1,500	\$1,500	\$0	\$10,500	\$10,500	\$0	\$18,000	(\$7,500)	
32	All Other Expenses			\$180	\$6,887	(\$6,707)	\$32,603	\$48,210	(\$15,607)	\$82,645	(\$50,042)	
34	Total Expenses			\$60,920	\$65,848	(\$4,928)	\$422,298	\$460,935	(\$38,638)	\$790,175	(\$367,877)	
36	Net Operating Income			(\$5,670)	(\$10,574)	\$4,904	\$78,086	(\$74,015)	\$152,100	(\$126,882)		
38	Net Other Income			\$167,231			\$400,085					
40	Net Income			\$161,562			\$478,170					

2022-07-31 Financial Report.xls – Detail tab – 1

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT		JULY	JULY		JULY YTD	JULY YTD		ANNUAL	
AS OF JULY 31, 2022		ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
2	INCOME								
3	40000 Donations								
5	41000 Pledge Income								
6	41100 Current Year Pledges	\$49,955	\$48,038	\$1,917	\$422,577	\$336,265	\$86,312	\$576,455	(\$153,878)
7	41120 Prepaid Pledges Received Prior Year	\$2,260	\$2,260	\$0	\$15,820	\$15,820	\$0	\$27,120	(\$11,300)
8	41300 Prior Year Pledges Received Late	\$0	\$0	\$0	\$3,400	\$0	\$3,400	\$0	\$3,400
9	41000 Total Pledge Income	\$52,215	\$50,298	\$1,917	\$441,797	\$352,085	\$89,712	\$603,575	(\$161,778)
11	42000 Plate Offering								
12	42100 Loose Plate	\$530	\$250	\$280	\$2,694	\$1,750	\$944	\$3,000	(\$306)
13	42150 Contributing	\$1,730	\$2,500	(\$770)	\$25,298	\$17,500	\$7,798	\$30,000	(\$4,702)
14	42000 Total Plate Offering	\$2,260	\$2,750	(\$490)	\$27,992	\$19,250	\$8,742	\$33,000	(\$5,008)
16	43000 Special Gifts	\$0	\$0	\$0	\$13,358	\$0	\$13,358	\$0	\$13,358
18	44000 Operating Support								
19	44200 Facilities Cost Sharing	\$472	\$2,098	(\$1,626)	\$13,233	\$14,687	(\$1,454)	\$25,178	(\$11,945)
20	44300 Flower Donations	\$225	\$83	\$142	\$3,670	\$583	\$3,087	\$1,000	\$2,670
21	44000 Total Operating Support	\$697	\$2,182	(\$1,485)	\$16,903	\$15,271	\$1,632	\$26,178	(\$9,275)
23	45000 Other Income								
24	45300 Interest	\$78	\$33	\$45	\$326	\$228	\$99	\$390	(\$64)
25	45400 Miscellaneous	\$0	\$13	(\$13)	\$7	\$88	(\$80)	\$150	(\$143)
26	45000 Total Other Income	\$78	\$45	\$33	\$333	\$315	\$18	\$540	(\$207)
28	TOTAL INCOME	\$55,250	\$55,274	(\$24)	\$500,383	\$386,921	\$113,462	\$663,293	(\$162,910)

2022-07-31 Financial Report.xls – Detail tab – 2

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF JULY 31, 2022		JULY ACTUAL	JULY BUDGET	Difference	JULY YTD ACTUAL	JULY YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
30	EXPENSES								
31	60000 Operating Expenses								
32	61000 Diocesan Assessment	\$9,644	\$9,657	(\$13)	\$67,509	\$67,598	(\$89)	\$115,882	(\$48,373)
34	62000 Personnel Expenses								
35	62100 Clergy Compensation								
36	62110 Rector	\$8,322	\$8,322	\$0	\$58,255	\$58,255	\$0	\$99,865	(\$41,610)
37	62120 Associate Rector	\$7,071	\$7,071	(\$0)	\$51,627	\$49,495	\$2,132	\$84,849	(\$33,222)
38	62198 Clergy Pension	\$3,220	\$3,220	\$0	\$22,541	\$22,541	\$0	\$38,641	(\$16,100)
39	62199 Clergy Benefits	\$2,888	\$2,902	(\$14)	\$20,217	\$20,312	(\$95)	\$34,821	(\$14,604)
40	62100 Total Clergy Compensation	\$21,501	\$21,515	(\$14)	\$152,640	\$150,603	\$2,037	\$258,176	(\$105,536)
42	62200 Lay Staff Compensation								
43	62202 Music Director	\$3,175	\$3,440	(\$265)	\$22,226	\$24,079	(\$1,852)	\$41,278	(\$19,052)
44	62203 Office Manager	\$0	\$1,782	(\$1,782)	\$9,848	\$12,473	(\$2,625)	\$21,382	(\$11,534)
45	62204 Bookkeeper	\$1,038	\$1,817	(\$779)	\$6,710	\$12,722	(\$6,012)	\$21,809	(\$15,099)
46	62205 Childcare Assistant	\$0	\$227	(\$227)	\$268	\$1,588	(\$1,320)	\$2,722	(\$2,454)
47	62213 Office Temporary Help	\$837	\$69	\$768	\$2,095	\$480	\$1,615	\$823	\$1,272
48	62296 Lay Payroll Taxes	\$322	\$561	(\$239)	\$2,988	\$3,928	(\$940)	\$6,733	(\$3,745)
49	62297 Lay Pension Contributions	\$46	\$470	(\$424)	\$541	\$3,289	(\$2,748)	\$5,639	(\$5,098)
50	62298 Lay Benefits	\$69	\$543	(\$474)	\$484	\$3,799	(\$3,315)	\$6,512	(\$6,028)
51	62299 Noah's Ark Pension Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52	62200 Total Lay Staff Compensation	\$5,488	\$8,908	(\$3,421)	\$45,161	\$62,357	(\$17,196)	\$106,898	(\$61,737)
54	62300 Workers Compensation Insurance	\$0	\$83	(\$83)	\$650	\$583	\$67	\$1,000	(\$350)
56	62400 Payroll Processing	\$49	\$84	(\$35)	\$455	\$588	(\$133)	\$1,008	(\$553)
58	62500 Contractors								
59	62501 Musicians								
60	62511 Paid Musicians	\$0	\$1,083	(\$1,083)	\$3,000	\$7,583	(\$4,583)	\$13,000	(\$10,000)
61	62512 Supply Musicians	\$0	\$83	(\$83)	\$0	\$583	(\$583)	\$1,000	(\$1,000)
62	62501 Total Musicians	\$0	\$1,167	(\$1,167)	\$3,000	\$8,167	(\$5,167)	\$14,000	(\$11,000)
64	62504 Landscaping	\$2,051	\$2,051	\$0	\$14,357	\$14,357	\$0	\$24,612	(\$10,255)
66	62505 Janitorial	\$2,600	\$2,600	\$0	\$18,025	\$18,200	(\$175)	\$31,200	(\$13,175)
68	62500 Total Contractors	\$4,651	\$5,818	(\$1,167)	\$35,382	\$40,724	(\$5,342)	\$69,812	(\$34,430)

2022-07-31 Financial Report.xls – Detail tab – 3

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT		JULY	JULY		JULY YTD	JULY YTD		ANNUAL	
AS OF JULY 31, 2022		ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
70	62600 Staff Allowances								
71	62601 Continuing Education	\$0	\$54	(\$54)	\$555	\$379	\$176	\$650	(\$95)
72	62602 Travel	\$0	\$80	(\$80)	\$0	\$560	(\$560)	\$960	(\$960)
73	62603 Clergy Hospitality	\$0	\$66	(\$66)	\$323	\$461	(\$138)	\$790	(\$467)
74	62604 Clergy Discretionary Fund	\$0	\$25	(\$25)	(\$60)	\$175	(\$235)	\$300	(\$360)
75	62600 Total Staff Allowances	\$0	\$225	(\$225)	\$819	\$1,575	(\$756)	\$2,700	(\$1,881)
77	62000 Total Personnel Expenses	\$31,689	\$36,633	(\$4,944)	\$235,107	\$256,430	(\$21,323)	\$439,594	(\$204,487)
79	63100 Altar Guild								
80	63101 Candles and Wine	\$0	\$83	(\$83)	\$195	\$583	(\$388)	\$1,000	(\$805)
81	63102 Flowers	\$0	\$125	(\$125)	\$2,233	\$875	\$1,358	\$1,500	\$733
82	63105 Other Altar Guild Expenses	\$0	\$25	(\$25)	\$242	\$175	\$67	\$300	(\$58)
83	63100 Total Altar Guild	\$0	\$233	(\$233)	\$2,670	\$1,633	\$1,037	\$2,800	(\$130)
85	63200 Music								
86	63215 Professional Expenses	\$0	\$83	(\$83)	\$509	\$583	(\$74)	\$1,000	(\$491)
87	63216 Music Hospitality	\$0	\$17	(\$17)	\$0	\$117	(\$117)	\$200	(\$200)
88	63205 Music Expenses	\$0	\$167	(\$167)	\$1,273	\$1,167	\$107	\$2,000	(\$727)
89	63206 Music Repair & Maintenance	\$0	\$83	(\$83)	\$0	\$583	(\$583)	\$1,000	(\$1,000)
90	63200 Total Music	\$0	\$350	(\$350)	\$1,782	\$2,450	(\$668)	\$4,200	(\$2,418)
92	63300 Christian Formation								
93	63301 EfM	\$0	\$42	(\$42)	\$0	\$292	(\$292)	\$500	(\$500)
94	63302 Adult Education	\$0	\$42	(\$42)	\$132	\$292	(\$160)	\$500	(\$368)
95	63303 Lenten Series	\$0	\$25	(\$25)	\$0	\$175	(\$175)	\$300	(\$300)
96	63300 Total Christian Formation	\$0	\$108	(\$108)	\$132	\$758	(\$626)	\$1,300	(\$1,168)
98	63350 Children & Youth Ministry								
99	63351 Family Ministries	\$0	\$83	(\$83)	\$236	\$583	(\$348)	\$1,000	(\$764)
100	63352 Youth Ministries	\$0	\$167	(\$167)	\$20	\$1,167	(\$1,147)	\$2,000	(\$1,980)
101	63353 Acolytes	\$0	\$42	(\$42)	\$115	\$292	(\$177)	\$500	(\$385)
102	63350 Total Children & Youth Ministry	\$0	\$292	(\$292)	\$370	\$2,042	(\$1,671)	\$3,500	(\$3,130)
104	64000 Worship & Liturgy								
105	64108 Liturgical Art	\$0	\$25	(\$25)	\$0	\$175	(\$175)	\$300	(\$300)
106	64150 Worship Expenses	\$16	\$50	(\$34)	\$16	\$350	(\$334)	\$600	(\$584)
107	64000 Total Worship & Liturgy	\$16	\$75	(\$59)	\$16	\$525	(\$509)	\$900	(\$884)

2022-07-31 Financial Report.xls – Detail tab – 4

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF JULY 31, 2022		JULY ACTUAL	JULY BUDGET	Difference	JULY YTD ACTUAL	JULY YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
109	64250 Pastoral Care	\$0	\$17	(\$17)	\$0	\$117	(\$117)	\$200	(\$200)
111	64500 Fellowship								
112	64501 Sunday Coffee & Supplies	\$82	\$108	(\$27)	\$369	\$758	(\$390)	\$1,300	(\$931)
113	64502 Parish Events	\$0	\$42	(\$42)	\$0	\$292	(\$292)	\$500	(\$500)
114	64503 Receptions	(\$50)	\$42	(\$92)	\$174	\$292	(\$118)	\$500	(\$326)
115	64504 Greeters	\$0	\$42	(\$42)	\$0	\$292	(\$292)	\$500	(\$500)
116	64505 Invites	\$0	\$17	(\$17)	\$0	\$117	(\$117)	\$200	(\$200)
117	64506 Vestry Expenses	\$0	\$0	\$0	\$30	\$0	\$30	\$0	\$30
118	64508 New Episcopal Women	\$0	\$17	(\$17)	\$0	\$117	(\$117)	\$200	(\$200)
119	64500 Total Fellowship	\$32	\$267	(\$235)	\$573	\$1,867	(\$1,294)	\$3,200	(\$2,627)
121	65000 Administrative								
122	65100 Office Supplies	\$207	\$83	\$124	\$693	\$583	\$110	\$1,000	(\$307)
123	65101 Paper	\$153	\$100	\$53	\$806	\$700	\$106	\$1,200	(\$394)
124	65102 Advertising	\$27	\$58	(\$31)	\$527	\$408	\$118	\$700	(\$173)
125	65103 Software	\$197	\$175	\$22	\$1,587	\$1,225	\$362	\$2,100	(\$513)
126	65105 Telephone & Internet	\$650	\$650	(\$0)	\$4,689	\$4,550	\$139	\$7,800	(\$3,111)
127	65106 Miscellaneous	\$0	\$33	(\$33)	\$0	\$233	(\$233)	\$400	(\$400)
129	65200 Equipment								
130	65201 Hardware	\$0	\$83	(\$83)	\$0	\$583	(\$583)	\$1,000	(\$1,000)
131	65202 Ricoh	\$689	\$917	(\$227)	\$2,254	\$6,417	(\$4,162)	\$11,000	(\$8,746)
132	65203 Other	\$0	\$42	(\$42)	\$0	\$292	(\$292)	\$500	(\$500)
133	65204 Risograph	\$0	\$42	(\$42)	\$286	\$292	(\$6)	\$500	(\$214)
134	65200 Total Equipment	\$689	\$1,083	(\$394)	\$2,540	\$7,583	(\$5,043)	\$13,000	(\$10,460)
136	65300 Postage								
137	65301 Meter	\$100	\$42	\$58	\$654	\$292	\$363	\$500	\$154
138	65302 Other	\$0	\$33	(\$33)	\$24	\$233	(\$209)	\$400	(\$376)
139	65303 Send Pro Lease	\$5	\$5	(\$0)	\$35	\$35	(\$0)	\$60	(\$25)
140	65300 Total Postage	\$105	\$80	\$25	\$713	\$560	\$153	\$960	(\$247)
142	65000 Total Administrative	\$2,029	\$2,263	(\$234)	\$11,555	\$15,843	(\$4,288)	\$27,160	(\$15,605)

2022-07-31 Financial Report.xls – Detail tab – 5

1 ST. TIMOTHY'S INCOME & EXPENSE STATEMENT		JULY	JULY		JULY YTD	JULY YTD		ANNUAL	
1 AS OF JULY 31, 2022		ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
144	66000 Facilities								
145	66100 Campus Maintenance	\$9,985	\$2,917	\$7,069	\$29,994	\$20,417	\$9,577	\$35,000	(\$5,006)
147	66110 Rectory Maintenance								
148	66111 Insurance	\$0	\$22	(\$22)	\$0	\$152	(\$152)	\$261	(\$261)
149	66112 Landscaping	\$270	\$270	\$0	\$1,890	\$1,890	\$0	\$3,240	(\$1,350)
150	66113 Pool	\$0	\$117	(\$117)	\$722	\$819	(\$97)	\$1,404	(\$682)
151	66116 Maintenance	\$427	\$392	\$36	\$1,984	\$2,742	(\$757)	\$4,700	(\$2,716)
152	66110 Total Rectory Maintenance	\$697	\$800	(\$103)	\$4,596	\$5,603	(\$1,007)	\$9,605	(\$5,009)
154	61120 Services								
155	66121 Elevator, Fire & Burglar Alarms	\$121	\$835	(\$715)	\$3,513	\$5,848	(\$2,335)	\$10,025	(\$6,512)
156	66122 Other Services	\$1,730	\$333	\$1,397	\$3,049	\$2,333	\$716	\$4,000	(\$951)
157	66120 Total Services	\$1,851	\$1,169	\$682	\$6,562	\$8,181	(\$1,619)	\$14,025	(\$7,463)
159	66130 Facility Supplies	\$129	\$250	(\$121)	\$971	\$1,750	(\$779)	\$3,000	(\$2,029)
161	66140 Utilities								
162	66141 EBMUD	\$0	\$1,583	(\$1,583)	\$5,877	\$11,083	(\$5,206)	\$19,000	(\$13,123)
163	66142 Garbage	\$231	\$552	(\$321)	\$2,368	\$3,864	(\$1,496)	\$6,624	(\$4,256)
164	66143 PG&E Gas	\$166	\$428	(\$262)	\$4,921	\$2,998	\$1,922	\$5,140	(\$219)
165	66144 PG&E Electrical	\$1,634	\$1,208	\$425	\$8,549	\$8,458	\$91	\$14,500	(\$5,951)
166	66145 Ackerman Utilities	\$1,185	\$0	\$1,185	\$1,185	\$0	\$1,185	\$0	\$1,185
167	66140 Total Utilities	\$3,215	\$3,772	(\$557)	\$22,900	\$26,404	(\$3,504)	\$45,264	(\$22,364)
169	66000 Total Facilities	\$15,877	\$8,908	\$6,970	\$65,023	\$62,355	\$2,669	\$106,894	(\$41,871)
171	67000 Finance								
172	67050 Stewardship	\$0	\$167	(\$167)	\$0	\$1,167	(\$1,167)	\$2,000	(\$2,000)
173	67100 Benevity Fees	\$0	\$3	(\$3)	\$0	\$18	(\$18)	\$30	(\$30)
174	67101 Banking Charges	\$132	\$220	(\$88)	\$2,609	\$1,541	\$1,068	\$2,642	(\$33)
175	67103 Corporate Fee & Expenses	\$0	\$4	(\$4)	\$105	\$25	\$81	\$42	\$63
176	67104 Property & Liability Insurance	\$0	\$2,716	(\$2,716)	\$16,296	\$19,012	(\$2,716)	\$32,592	(\$16,296)
177	67106 Property Taxes								
178	67117 Church	\$0	\$1,510	(\$1,510)	\$7,613	\$10,569	(\$2,956)	\$18,118	(\$10,505)
179	67118 Rectory	\$0	\$73	(\$73)	\$435	\$508	(\$73)	\$871	(\$436)
180	67000 Total Finance	\$132	\$4,691	(\$4,559)	\$27,059	\$32,839	(\$5,780)	\$56,295	(\$29,236)

2022-07-31 Financial Report.xls – Detail tab – 6

1 101 102		ST. TIMOTHY'S INCOME & EXPENSE STATEMENT			JULY	JULY		JULY YTD	JULY YTD		ANNUAL	
181		AS OF JULY 31, 2022			ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
182		68000 Budgeted Outreach										
183		68002 Budgeted Outreach			\$1,250	\$1,250	\$0	\$8,750	\$8,750	\$0	\$15,000	(\$6,250)
184		68003 Schools & Interfaith Council			\$250	\$250	\$0	\$1,750	\$1,750	\$0	\$3,000	(\$1,250)
185		68000 Total Budgeted Outreach			\$1,500	\$1,500	\$0	\$10,500	\$10,500	\$0	\$18,000	(\$7,500)
187		69000 Other										
188		69001 Contingency			\$0	\$833	(\$833)	\$0	\$5,833	(\$5,833)	\$10,000	(\$10,000)
189		69003 COVID 19 Expenses			\$0	\$21	(\$21)	\$0	\$146	(\$146)	\$250	(\$250)
190		69004 Suspense (Ask My Accountant)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
191		69000 Total Other			\$0	\$854	(\$854)	\$0	\$5,979	(\$5,979)	\$10,250	(\$10,250)
193		60000 Total Expenses			\$60,920	\$65,848	(\$4,928)	\$422,298	\$460,935	(\$38,638)	\$790,175	(\$367,877)
195		NET OPERATING INCOME			(\$5,670)	(\$10,574)	\$4,904	\$78,086	(\$74,015)	\$152,100	(\$126,882)	
196												
197												
198		PROGRAM AND OUTREACH			JULY			JULY YTD				
199		Other Income All Accounts			ACTUAL			ACTUAL				
200					\$168,379		\$414,256					
201		Other Expenses All Accounts			\$1,148			\$14,171				
202												
203		Net Other Income			\$167,231			\$400,085				
204												
205		NET INCOME			\$161,562			\$478,170				
206												
207												
208												
209												
210												
211												

2022-07-31 Financial Report.xls – Program & Outreach tab – 1

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT				JULY	JULY		JULY YTD	JULY YTD		ANNUAL	
AS OF JULY 31, 2022				ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
182	68000	Budgeted Outreach									
183	68002	Budgeted Outreach	\$1,250	\$1,250	\$0	\$8,750	\$8,750	\$0	\$15,000	(\$6,250)	
184	68003	Schools & Interfaith Council	\$250	\$250	\$0	\$1,750	\$1,750	\$0	\$3,000	(\$1,250)	
185	68000	Total Budgeted Outreach	\$1,500	\$1,500	\$0	\$10,500	\$10,500	\$0	\$18,000	(\$7,500)	
187	69000	Other									
188	69001	Contingency	\$0	\$833	(\$833)	\$0	\$5,833	(\$5,833)	\$10,000	(\$10,000)	
189	69003	COVID 19 Expenses	\$0	\$21	(\$21)	\$0	\$146	(\$146)	\$250	(\$250)	
190	69004	Suspense (Ask My Accountant)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
191	69000	Total Other	\$0	\$854	(\$854)	\$0	\$5,979	(\$5,979)	\$10,250	(\$10,250)	
193	60000	Total Expenses	\$60,920	\$65,848	(\$4,928)	\$422,298	\$460,935	(\$38,638)	\$790,175	(\$367,877)	
195		NET OPERATING INCOME	(\$5,670)	(\$10,574)	\$4,904	\$78,086	(\$74,015)	\$152,100	(\$126,882)		
198		PROGRAM AND OUTREACH									
199		Other Income All Accounts	\$168,379			\$414,256					
201		Other Expenses All Accounts	\$1,148			\$14,171					
203		Net Other Income	\$167,231			\$400,085					
205		NET INCOME	\$161,562			\$478,170					

2022-07-31 Financial Report.xls – Program & Outreach tab – 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	PROGRAM ACCOUNTS				JULY		YTD		OUTREACH ACCOUNTS				JUNE		YTD	
33	70110 Youth Trips Vestry Retreat								80090 Stop Hunger							
34	Carry-over from Prior Years						\$1,881.46		Carry-over from Prior Years						\$4,023.87	
35	Income				\$0.00		\$0.00		Income				\$0.00		\$0.00	
36	Expenses				\$0.00		\$0.00		Expenses				\$0.00		\$0.00	
37	Account Balance						\$1,881.46		Account Balance						\$4,023.87	
38																
39	70120 Vacation Bible School								80100 Trinity Center							
40	Carry-over from Prior Years						\$1,337.81		Carry-over from Prior Years						\$139.42	
41	Income				\$0.00		\$20.00		Income				\$0.00		\$2,000.00	
42	Expenses				\$0.00		\$0.00		Expenses				\$0.00		\$2,011.45	
43	Account Balance						\$1,357.81		Account Balance						\$127.97	
44																
45	70130 Concert Series								80110 Winter Nights							
46	Carry-over from Prior Years						\$224.86		Carry-over from Prior Years						\$1,984.26	
47	Income				\$0.00		\$0.00		Income				\$0.00		\$2,460.00	
48	Expenses				\$0.00		\$0.00		Expenses				\$0.00		\$2,048.53	
49	Account Balance						\$224.86		Account Balance						\$2,395.73	
50																
51	70140 Columbarium								80120 Fair Trade							
52	Carry-over from Prior Years						\$125,044.15		Carry-over from Prior Years						\$389.17	
53	Income				\$0.00		\$0.00		Income				\$0.00		\$0.00	
54	Expenses				\$21.74		\$168.60		Expenses				\$0.00		\$0.00	
55	Account Balance						\$124,875.55		Account Balance						\$389.17	
56																
57	70150 Ackerman								80130 Outreach Emergency							
58	Carry-over from Prior Years						\$9,879.42		Carry-over from Prior Years						\$5,000.00	
59	Income				\$620.00		\$39,910.00		Income				\$0.00		\$0.00	
60	Expenses				\$621.69		\$621.69		Expenses				\$0.00		\$0.00	
61	Account Balance						\$49,167.73		Account Balance						\$5,000.00	
62																

2022-07-31 Financial Report.xls – Program & Outreach tab – 3

1	PROGRAM ACCOUNTS		JULY	YTD	OUTREACH ACCOUNTS	JUNE	YTD
63	70160 Music				80150 Options Recovery Service		
64	Carry-over from Prior Years			\$7,496.70	Carry-over from Prior Years		\$100.00
65	Income	\$0.00		\$0.00	Income	\$0.00	\$0.00
66	Expenses	\$0.00		\$0.00	Expenses	\$0.00	\$0.00
67	Account Balance			\$7,496.70	Account Balance		\$100.00
68							
69	70170 Memorials				80160 Habitat for Humanity		
70	Carry-over from Prior Years			\$27,896.25	Carry-over from Prior Years		\$3,500.00
71	Income	\$1,000.00		\$2,120.00	Income	\$0.00	\$0.00
72	Expenses	\$0.00		\$1,088.16	Expenses	\$0.00	\$2,000.00
73	Account Balance			\$28,928.09	Account Balance		\$1,500.00
74							
75	70180 Lighting Project				89000 Other Outreach		
76	Carry-over from Prior Years			(\$696.47)	Carry-over from Prior Years		\$7,403.61
77	Income	\$0.00		\$0.00	Income	\$1,500.00	\$11,086.62
78	Expenses	\$0.00		\$0.00	Expenses	\$0.00	\$0.00
79	Account Balance			(\$696.47)	Account Balance		\$18,490.23
80							
81	70190 New Episcopal Women				OUTREACH ACCOUNT TOTALS		
82	Carry-over from Prior Years			\$695.00	Income	\$22,094.00	\$36,240.62
83	Income	\$0.00		\$0.00	Expenses	\$366.49	\$11,781.43
84	Expenses	\$0.00		\$0.00			
85	Account Balance			\$695.00			
86							
87	70200 Men's Group						
88	Carry-over from Prior Years			\$342.95			
89	Income	\$0.00		\$0.00			
90	Expenses	\$0.00		\$0.00			
91	Account Balance			\$342.95			
92							
93	70220 Pledge Reserves						
94	Carry-over from Prior Years			\$24,100.00			
95	Income	\$143,890.44		\$143,890.44			
96	Expenses	\$0.00		\$0.00			
97	Account Balance			\$167,990.44			
98							
99	70230 Livestream Project						
100	Carry-over from Prior Years			\$8,136.26			
101	Income	\$0.00		\$0.00			
102	Expenses	\$138.05		\$150.04			
103	Account Balance			\$7,986.22			
104							

Rector Report, August 2022

Help needed ahead from vestry

1. Content and logistics of community survey
2. Directly contacting families for a retreat in Fall

See below for context

A. Community Survey

In-person attendance is half of pre-pandemic levels. Our fellowship events and gathering moments are even more sparse. With a sense of urgency, I want to survey the community for how we can meet their needs in this new context,

especially around formation and fellowship

Maybe early September if we can pull it together?

Side note: You may remember I talked a lot of faith alive. As I continue to pray and ponder, I grow more uncomfortable with the leadership. Several leaders are part of the ACNA (Anglican Church of North America.) ACNA defines itself over and against the Episcopal Church of the USA.

Several of my colleagues in Texas have been hurt and lost a great deal because of the legal actions of ACNA. ACNA has taken a scorched earth policy toward our church. That does not really affect churches in California, but I have grown convinced I don't want ACNA leaders in our midst in any capacity.

B. Family faith "month"

Oct 1– Oct 16

Oct 1st, 4pm Sunday Service.

Oct 9th, Mission Sunday

Oct 16th, Regular Sunday with kid's time education.

Each event has a class activity and food attached to it.

1. Paired with 9-13 activity
2. Home activities take home for each.

Family Retreat this year. Susan and I have been tossing around a lot of idea including deanery church grace cathedral and others. I want your ideas not really at the vestry meeting, but what things would you and your family carve out a church weekend for? (Fri night/Sat morning or Sunday night to Monday on a holiday weekend)

San Damiano, YMCA, St. Dorothy's Rest average is 900 for a family of 5 on a weekend

C. Handbells

Community Presbyterian Church is donating a five-octave bell to us! It is a no-strings gift. There are several volunteers who are interested in playing church. They are fully contemporary and will never use the bells.

Logistics

Working with Bev for storage of bells and placement of tables.

I have asked them to play every 4-6 weeks, while recruiting volunteers of all ages.

Myles has been part of all this conversation every step of the way.

D. 4pm service

I want to go back to an experiment that was successful pre-pandemic. The first Sunday of the month has the fewest conflicts. We won't have a 4pm service in September (I don't want to preempt welcome home).

First Sunday in Oct, Nov, Dec, Feb, March, April, and May - 7 total until the summer of 2023?

E. Welcome Back Sunday

September 11, 10am (one service only)

Food and fellowship after. No ministry fair?

Over the fall, we have regular mini ministry highlighting for each "bucket" of ministry.

November

Worship (2 weeks)

Outreach

Administration and School

December

Education

Communications and Finance

Social Justice and Advocacy

F. The Cross in 2023

I know someone will find a reason to be upset, but I have talked to many people about the history of our cross; the clergy involved in its commissioning; and the artist at St. Timothy's, whose name is a mystery at this point. I found NO ONE who loves the cross. Please share why if you do.

I want to know what the community values. If I could find someone who can advocate compelling for Jesus to stay on the cross, I am very open. I want to move the body of Jesus from the cross in church in Advent but getting people into fellowship and on-campus worship is the priority. When we finally land on a new normal, I want to have the cross remain in its current place without the "Christus Rex" attached. Christus Rex refers to the resurrected body of Jesus that accompanies a cross.

I want to draw people back to food, fellowship, and education and not create unnecessary friction.

2 Reasons to move Jesus but leave the cross.

1st - more flexibility for liturgical art

In each season, we can hang liturgical colors from the cross. Easter flowers could adorn the cross. Lenten appointments surround and hang from it. What else? Possibilities are only limited by our vision.

2nd - more flexibility for theological encounter.

We will leave Jesus to your imagination! There are many, many ways to visualize Jesus and I believe that less is more when thinking inclusively, theologically, and spiritually. I want people from anywhere in the country and world to come into our space and encounter Jesus on their own terms and find themselves drawn toward this power symbol of redemption. I hope the cross in its new simplicity will be a doorway to encountering God.

Submitted by Pastor Todd Bryant

2022-08 Admin Commission Report

ParishSoft Replacement

- The group (Carleen Carns, Sally Shea Potts, and [Steve Oki](#)) will present our findings to the Vestry for our suggestion to replace the ParishSoft software
- [Church Database Software Replacement Justification.docx.pdf](#)
 - https://drive.google.com/file/d/1jEUxztMTggpn4GXlvW_ZIQpTRwds-q_W/view?usp=sharing

Office Events

- Risograph Ink needed to be replaced, as it was too old and clumping was not working in the Risograph. Sally replaced ink with a Blue and Red cartridge as those are the most used colors.
- Added email address for FOTH@SaintTimothysDaville.org
- USPS Postage Rates increased to \$0.60/1 oz letter
- Admin Floor Mat replaced

Submitted by Steve Oki

Church Database Software Replacement Justification

Admin Commission Team

- Steven Oki
- Sally Shea Potts
- Carleen Carns

Executive Summary

Over the past year, the Admin Commission has been looking for a replacement for ParishSoft Software. The software has not been working for us and requires a good amount of extra work to do fairly simple tasks (e.g. create a member directory, and handle our giving and member information). The two main users (Sally Shea Potts and Carleen Carns) have been unhappy with the software and have been working with me to look at alternatives.

We have reached out to the Diocese for recommendations for the new software and came up with the following software which we have been evaluating.

- Breeze
- ACS Technologies Realm
- Fellowship One
- Wild Apricot

Of these, we feel that Breeze represents the best software for our needs. Its interface is simple for users and provides added features that ParishSoft does not provide (e.g. A mobile application), and does not force us into a format that does not fit our church structure.

Our existing ParishSoft software has been paid through the end of October, and we are aiming at replacing it before that time so we do not incur costs for ParishSoft beyond the end of the agreement.

Breeze does cost a bit more than ParishSoft, but it can be handled by our existing budget, and from our testing seems well worth the extra cost for a much more flexible software.

Recommendations from Church Administrators

We had reached out to multiple churches asking for their recommendation for Church database software. We had multiple responses of which two software packages (ACS Realm and Breeze) were the most recommended and most used by churches in our area. We decided to contact these vendors for a demonstration of each and to allow us to test their software. If you are interested in the church recommendations we have copies of their emails to us as well as a spreadsheet listing their responses.

- [List of Church Administrator Email Responses](#)
- [Email Responses from Church Administrators](#)

Researching Software and Testing against Requirements

Having narrowed down our selection we started to research both ACS Realm and Breeze and asked for demonstrations of both as well as determine a set of requirements that Saint Timothy’s required. Some of those requirements are as follows:

- Online access (cloud-based?) for validated users (admin, clergy, pledges, bookkeeper, etc.)
- Ability to provide monthly/quarterly pledge statements – accessible online by the member.
- Giving statements sorted/totaled by the fund, showing pledges where appropriate.
- Integrated online giving.
- Support for mobile devices
- Ability to produce a directory

To see all the requirements we tested and compared against our existing ParishSoft software please see the following [URL](#):

- https://docs.google.com/spreadsheets/d/1JR4jxXH4SX3_wdKFqYHyDbCR6KbciKBeMLrTPNRgFdY/edit?usp=sharing

After doing demonstrations as well as testing on our own, it became apparent that both software solutions had the tools to meet most of our requirements. The differences were more subjective.

	PROs	Cons
Breeze	<ul style="list-style-type: none"> • Newer Design with a clean user interface • Tags allow for much more flexibility in building groups of people • Better Support and Documentation • Cleaner Mobile Application • Higher potential for use for an email blast, event organization, and calendar 	<ul style="list-style-type: none"> • ACH Fees for online giving are higher than Realm

ACS Realm	<ul style="list-style-type: none"> • More established (more churches use it) • The Mobile Application looks good and would suit our needs • The cost would be slightly less 	<ul style="list-style-type: none"> • Software comes from an older desktop design and is not current technology
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Cost Comparison

The cost for both Realm and Breeze came out higher than ParishSoft. However, ParishSoft last year raised their price greatly without giving any more benefits for raising the price other than they needed to. ParishSoft has been very difficult to work with and their support has been abysmal. They were acquired by another company and it seems they are having problems maintaining their support and employees. Both Breeze and Realm provide an option for online givers to add the ACH fee to their donation which would reduce the ACH fees shown in the chart below.

		ParishSoft	Realm	Breeze
Monthly fee			\$ 72.00	\$ 67.00
Conversion/setup			\$ 129.00	\$ 0.0
ACH Fees		ParishSoft	Realm	Breeze
		actual	(0.9%+\$0.35)	(1.0%+\$0.25)
June 22 Gross Gifts	\$ 15,520.00	\$ 132.09	\$ 153.68	\$ 165.20
estimated annual ACH fees		\$ 1,585.08	\$ 1,844.16	\$ 1,982.40
(40 trans/month)			plus \$0.35 per batch	
Annual Cost		ParishSoft	Realm	Breeze
	software cost	\$ 948.00	\$ 864.00	\$ 804.00
	ACH fees	\$ 1,585.08	\$ 1,844.16	\$ 1,982.40
Total Annual Cost		\$ 2,533.08	\$ 2,708.16	\$ 2,786.40
			We don't know what constitutes a batch.	

Moving Forward

Breeze says they can transfer our data from ParishSoft to Breeze in about a week. We would like to start this process at the beginning of September. We will use the rest of September to onboard online givers and staff to the system. At the beginning of October, we will inform ParishSoft that we will not renew our software contract for the next year.

Conclusion

Breeze is a modern, more flexible software. It provides us immediate relief with the online giving and membership database problems we have with ParishSoft. Breeze provides us a way to move forward to the future, with features such as events, individual groups, group mail, calendaring, mobile app access, and a clear directory.

Communications Commission Monthly Report

July 2022

Actions taken since July 2022:

- Facebook page updates
- Coordination of Website updates
- [Bishop's Task Force on Leadership Development Summary Report](#)
- 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

Noah's Ark Commission Report August Board Meeting

ENROLLMENT

Next year's enrollment currently stands at 35. It is expected that more students will enroll through summer and into the school year. An enrollment of 40 students will balance the budget. The school can comfortably accommodate 45 students.

The plan remains to increase the number of days per week that the currently enrolled students attend if enrollment stays below 43. There is interest amongst the parents for this.

SCHOOL REPORT

2022-2023 School Year

- Currently 35 students with 8 teachers
- Shipra would like to hire a support teacher for backup.
- School begins August 29th.

Summer School

- June 20-July 1. It was offered for the school-aged children going into TK as well as for the younger children. The summer session was a success.

Preparations

- Summer cleaning will take place in July and August. Toys, carpets and floors will all be cleaned and sanitized.
- Teacher in-service will take place in mid-August, which will include an orientation and CPR training.

TREASURER'S REPORT

- Noah's Ark Fiscal Year is from July 1 - June 30.
- See treasurer's report and profit and loss statement below

Next Noah's Ark Board Meeting is scheduled for October 20th

Submitted by Kris Manning

Noah's Ark Preschool – Treasurer's Report

For the 11 Month Period Ending 5/31/2022

June 30, 2022

Financial Highlights

Financial results through May are positive, with Net Income of \$56,370, versus budget of - \$19,725.

Income is higher than budgeted due to increased enrollment and lower expenses.

Expenses are \$23,646 under budget, primarily due to lower payroll costs than budgeted.

Reserves

- The Preschool has almost \$143,388 in Equity, including \$86,050 in Capital and \$56,370 in Net Income.

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

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 dates:
 - Sunday, August 14th - Zoom at Noon at home & all had a great time watching the video celebrating 25 years of FOTH with our non-profit partners. Over 35 raffle prizes were given out – one for a dinner at the Peasant and the Pear given on behalf of the Vestry (thank you so much for contributing).
 - Sunday, August 21st – Party on the Patio Brunch Event after the 10am service, so far over 95 people RSVP'd for the catered brunch event. We hope to see you next week.

God's Hands Projects for Ukraine:

Colin Horsley wants to thank the church for the donations and the eight volunteers for their support at the White Pony Express on June 18th. Overall, we collected \$400 of monetary donations including corporate matching, and 29 boxes of protein bars, 30 packages of bandages, 10 miscellaneous medical items which were packed by White Pony Express staff. Eventually, the White Pony Express consolidated the donations in pallets to fly them out to Poland, where the boxes were driven to Lviv, and then shipped via rail to Kyiv for the refugees. We hope in the future, our church will continue to have more opportunities for youth and families to help others in need.

Hope Solutions Backpack drive

The HOPE SOLUTIONS 12th Annual Backpack and School Supplies Drive led by Leslie Firth in June and July was a great success. This year, we collected monetary donations to support this cause. There has been a large increase in demand this coming school year for backpacks. We helped 500 youth in the Hope Solutions Homework Club programs at four sites with low-income housing: Garden Park Apartments in Pleasant Hill, Lakeside Apartments in Concord, Los Medanos Village in Pittsburg, and Bella Monte Apartments in Bay Point. Hope Solutions heals the effects of poverty and homelessness by providing permanent housing solutions and vital support services to highly vulnerable families and individuals. The Homework Clubs are part of these support services.

Worship and Liturgy Report

July and August 2022

The bulleted items are recurring each month.

- 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.
- Participated in some way with technology each Sunday.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Updated Attendance register weekly.

Rota's for September and October were developed, published, distributed, and posted on our website.

Served at the Graff Memorial Service.

Submitted by Jacqueline Chiavini