

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

Wednesday , October 19, 2022

Update Date: 10/25/2022

## SUMMARY:

## MOTIONS:

- The motion to approve the five **2023 Medical/Dental resolutions** was passed unanimously.
- The vestry authorized up to \$70,000 to replace the **roof of the Parish Hall** by Fidelity Roof Company
- The vestry authorized up \$6000 to purchase a new **refrigerator for the Parish Hall kitchen**.
- The motion to approve the **Outreach grants** proposed by the Outreach Committee was approved unanimously.
- The motion to approve the **Minutes** of the September Vestry meeting, the treasurer **reports** and the several submitted reports was passed unanimously.

## ACTION ITEMS:

- **Property Committee** – Signage to discourage kids from climbing on the breezeway and Parish Hall roof

Attendees: Karen Anderson, Rev. Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Dick Firth (NV), Rev. Susan Geissler-O'Neil (NV), Liz Knape, Scott MacDougall, Cecilia Oduwole, Steve Oki, Sally Shea Potts(NV), Charlie Wills

Absent: Ade Adekunle, Kris Manning, Rayne Devlin

1. **Opening Prayer** – Pastor Todd – Gospel – parable – Pharisee & tax collector praying in the temple  
Vestry members shared their prayer requests and concerns and celebrations.
2. **Review and Confirm Agenda**
3. **Introduction of Guests** – There were no guests at the vestry meeting
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
  - a. Approve minutes from the September 2022 vestry meeting. – approved unanimously
  - b. Treasurers Report, Balance Sheet and P&L through September 30, 2022, in that order – approved unanimously
  - c. Commission and other Reports – approved unanimously
    - Rector's
    - Administration
    - Communications
    - Outreach
    - Worship

## 5. Other Action Items

### a. Treasure and Finance committee recommendations regarding health insurance for the staff for 2023

**Summary of the 5 resolutions** (The full text can be found later in the minutes)

1. **Medical Plans** (no cost for employees working 30+ hours/week) - Kaiser EPO 80 health plan and Cigna-Dental/Ortho
2. St Timothy's does not cover the cost of an over age child if this coverage changes the tier of enrollment. Employee contributions can be deducted from their pay checks.
3. Part-time employees (20+-30 hours/week) are eligible to enroll in the Diocese medical and/or dental plans but must cover the cost themselves.
4. St. Timothy's does not provide a Benefit Waiver Allowance for waived medical or dental insurance coverage.
5. Employees working over 20 hours a week are covered by the Diocese of California Employee Assistance Program (EAP).

**MOTION:** The motion to approve the 5 2023 Medical/Dental resolutions was passed unanimously.

### b. Property committee

#### 1. Parish Hall Roof –

The Property Commission recommends and the Finance Committee recommends approval of the bid from Fidelity Roof Company to replace the Parish Hall roof. . The start date in the bid is December 12 but that is a guesstimate.

**MOTION:** The vestry authorizes up to \$70,000 to replace the roof of the Parish Hall by Fidelity Roof Company

#### 2. Parish Hall kitchen refrigerator - \$4000 - \$5000

**MOTION:** Up to \$6000 to purchase a new refrigerator for the Parish Hall kitchen.

#### 3. DUMPING PROBLEM – back parking lot -

The church needs improved WIFI in the Parish Hall and back parking lot before a camera can be installed to deal with the problems of people dumping trash near our trash area and children climbing on the Parish Hall and Breezeway roofs. A project is planned to upgrade the wiring used for WIFI in the parish hall.

#### 4. DUMPING PROBLEM – front sidewalk – Reported by Pastor Susan

**ACTION:** Property Committee – signage to discourage kids from climbing on the breezeway and Parish Hall roof

### c. Outreach Committee – request for approval of the annual Outreach grants proposed by the Outreach committee at their meeting on October 18.

Outreach Grant distribution proposal – approved by the Outreach Committee on October 18.

The allocation for Rise Against Hunger and Habitat is low because we have reserved funds for both charities from 2020 and 2021 during COVID.

This is the last year for the Gretta Foundation because they will go out of business.

The recommendations have been sent to the Finance Committee for their review

**MOTION:** Approve the recommended grants from the Outreach Committee  
(The proposed grants are listed later in these minutes.)

## 6. Updates

- a. **ENDOWMENT** - Please come to the endowment workshop on Saturday, November 12 - 9:30 am – 2pm.
- b. **SAFE CHURCH** – All key holders and Vestry must get a background check and take the Safe Church training. Pastor Todd is working on organizing the training and background check. More information will be coming next month. There is a new requirement to be fingerprinted.
- c. **DIRECTORY** – Vestry members have a copy of the October 2022 directory in their mailbox today. Parish members can pick their copy up on Sunday.
- d. **ADMINISTRATION**: Steve Oki offered to introduce vestry members to the new Breeze parish database. The migration of the parish data from ParishSOFT to Breeze has been completed.

*Submitted by Sally Shea Potts, Vestry Clerk*

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## Rector's report October 2022

Stewardship season is going well. I'm impressed by Megan's leadership as well as the stewardship speakers. I don't have much to report except that programs and fellowship opportunities are coming back to life. The 4pm service was lightly attended ~18. If that continues or diminishes in November and December, we will not be doing the service in 2023

*Pastor Todd Bryant*

## Treasurer's Report

October 19, 2022

### Financial Summary, YTD January through September

	<u>Actual</u>	<u>Budget</u>
Total Income	\$627,187	\$497,470
Total Expenses	<u>\$548,279</u>	<u>\$592,631</u>
Net Operating Income	\$78,908	(\$95,162)

- September financials show the following:
  - Pledge income was substantially above plan. A major reason for this is one of our larger pledgers paid their annual pledge in full before moving out of the area.
  - Maintenance expenses were above plan for both the campus and the Ackerman Rectory. Work included pool repair and elevator service. Finance was above plan due to our annual liability insurance payment.
- For the YTD through September, the Parish continues to be in decent financial shape.

### Vestry Actions

- Employee Benefit Policies for 2023 – Approval of Medical Plans to be offered to employees.
- Parish Hall Reroofing – Approval of Fidelity Roof Company Proposal.

### Other

- Venmo transactions through October 10 totaled \$350.43.
- Darita Seth's outstanding loan is \$150; this amount was due in September, but repeated attempts to reach him have not been successful. *Update: Darita has completed paying off the loan as of the vestry meeting.*
- Account 62604 – Clergy Discretionary Fund activity YTD 9/30: None.
- Preschool Financial Update: The Preschool has 35 students enrolled as of October 5. 40 to 42 would be optimal. Therefore, revenue is not at a break-even level; September net income was - \$11,000, and YTD from July 1 is - \$18,500.
- Investment Accounts Status -- YTD Performance:
  - Schwab = 4.4%.
  - Ameritrade = (17%).
  - State Street Global Advisors = (21%).

# St. Timothy's Episcopal Church

## Balance Sheet

As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10001 Heritage Checking	660,150.29
10002 Heritage Savings	5,001.68
17103 Schwab	192,688.55
17104 TD Ameritrade	295,079.32
<b>Total Bank Accounts</b>	<b>\$1,152,919.84</b>
Other Current Assets	
13000 Special Loan	150.00
<b>Total Other Current Assets</b>	<b>\$150.00</b>
<b>Total Current Assets</b>	<b>\$1,153,069.84</b>
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
<b>Total 18000 Fixed Assets</b>	<b>2,967,567.00</b>
<b>Total Fixed Assets</b>	<b>\$2,967,567.00</b>
Other Assets	
17101 SSGA Endowment Fund	680,535.41
17102 SSGA Endowment Gain/Loss	124,163.63
<b>Total Other Assets</b>	<b>\$804,699.04</b>
<b>TOTAL ASSETS</b>	<b>\$4,925,335.88</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	11,580.61
<b>Total Accounts Payable</b>	<b>\$11,580.61</b>
Other Current Liabilities	
21004 Clergy RSVP Deferral	2,700.00
21008 Prepaid Pledge 2022	6,780.00
21009 Prepaid Special Gift 2022	0.00
21010 Endowment Gifts Pending	0.00
Accrual Basis Wednesday, October 12, 2022 02:56 PM GMT-07:00	
1/2	

# St. Timothy's Episcopal Church

Balance Sheet  
As of September 30, 2022

	TOTAL
Total Other Current Liabilities	\$9,480.00
Total Current Liabilities	\$21,060.61
Total Liabilities	\$21,060.61
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	
31501 SSGA Endowment Fund	804,699.04
31503 Fixed Assets	2,967,567.00
Total 31300 Perm. Restricted Net Assets	3,772,266.04
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	164,843.88
Net Income	499,949.25
Total Equity	\$4,904,275.27
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,925,335.88</b>

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	A	B	C	D	E	F	G	H	I	J	K
1	<b>ST. TIMOTHY'S INCOME &amp; EXPENSES</b>			Sept Actual	Sept Budget	Difference	YTD Actual	YTD Budget	Difference	Annual Budget	Remaining
3	TOTAL INCOME			\$87,512	\$55,274	\$32,237	\$627,187	\$497,470	\$129,717	\$663,293	(\$36,106)
5	TOTAL EXPENSES			\$70,238	\$65,848	\$4,390	\$548,279	\$592,631	(\$44,352)	\$791,675	(\$243,396)
7	NET OPERATING INCOME			\$17,274	(\$10,574)	\$27,847	\$78,908	(\$95,162)	\$174,069	(\$128,382)	
9	NET OTHER INCOME			\$6,602			\$421,041				
11	NET INCOME			\$23,876			\$499,949				
14				Sept Actual	Sept Budget	Difference	YTD Actual	YTD Budget	Difference	Annual Budget	Remaining
16	Pledge Income			\$76,175	\$50,298	\$25,877	\$555,432	\$452,681	\$102,751	\$603,575	(\$48,143)
18	All Other Income			\$11,337	\$4,977	\$6,360	\$71,755	\$44,789	\$26,966	\$59,718	\$12,037
20	<b>Total Income</b>			<b>\$87,512</b>	<b>\$55,274</b>	<b>\$32,237</b>	<b>\$627,187</b>	<b>\$497,470</b>	<b>\$129,717</b>	<b>\$663,293</b>	<b>(\$36,106)</b>
22	Personnel Expenses			\$28,371	\$36,633	(\$8,262)	\$295,706	\$329,696	(\$33,989)	\$439,594	(\$143,888)
24	Diocesan Assessment			\$9,644	\$9,657	(\$13)	\$86,798	\$86,912	(\$114)	\$115,882	(\$29,084)
26	Facilities			\$20,671	\$8,908	\$11,764	\$96,910	\$80,171	\$16,740	\$106,894	(\$9,984)
28	Administrative			\$1,153	\$2,263	(\$1,110)	\$14,021	\$20,370	(\$6,349)	\$27,160	(\$13,139)
30	Budgeted Outreach			\$1,500	\$1,500	\$0	\$13,500	\$13,500	\$0	\$18,000	(\$4,500)
32	All Other Expenses			\$8,899	\$6,887	\$2,012	\$41,344	\$61,984	(\$20,640)	\$84,145	(\$42,801)
34	<b>Total Expenses</b>			<b>\$70,238</b>	<b>\$65,848</b>	<b>\$4,390</b>	<b>\$548,279</b>	<b>\$592,631</b>	<b>(\$44,352)</b>	<b>\$791,675</b>	<b>(\$243,396)</b>
36	<b>Net Operating Income</b>			<b>\$17,274</b>	<b>(\$10,574)</b>	<b>\$27,847</b>	<b>\$78,908</b>	<b>(\$95,162)</b>	<b>\$174,069</b>	<b>(\$128,382)</b>	
38	Net Other Income			\$6,602			\$421,041				
40	<b>Net Income</b>			<b>\$23,876</b>			<b>\$499,949</b>				

SUMMARY | DETAIL | PROGRAM & OUTREACH

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ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF SEPTEMBER 30, 2022				SEPT ACTUAL	SEPT BUDGET	Difference	YTD ACTUAL	YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
INCOME											
40000 Donations											
41000 Pledge Income											
	41100	Current Year Pledges		\$73,915	\$48,038	\$25,877	\$531,692	\$432,341.25	\$99,351	\$576,455	(\$44,763)
	41120	Prepaid Pledges Received Prior Year		\$2,260	\$2,260	\$0	\$20,340	\$20,340.00	\$0	\$27,120	(\$6,780)
	41300	Prior Year Pledges Received Late		\$0	\$0	\$0	\$3,400	\$0.00	\$3,400	\$0	\$3,400
	41000	Total Pledge Income		\$76,175	\$50,298	\$25,877	\$555,432	\$452,681	\$102,751	\$603,575	(\$48,143)
42000 Plate Offering											
	42100	Loose Plate		\$578	\$250	\$328	\$3,900	\$2,250.00	\$1,650	\$3,000	\$900
	42150	Contributing		\$7,585	\$2,500	\$5,085	\$36,268	\$22,500.00	\$13,768	\$30,000	\$6,268
	42000	Total Plate Offering		\$8,163	\$2,750	\$5,413	\$40,168	\$24,750	\$15,418	\$33,000	\$7,168
43000 Special Gifts											
	43000	Special Gifts		\$100	\$0	\$100	\$10,408	\$0.00	\$10,408	\$0	\$10,408
44000 Operating Support											
	44200	Facilities Cost Sharing		\$2,335	\$2,098	\$237	\$15,932	\$18,883.50	(\$2,951)	\$25,178	(\$9,246)
	44300	Flower Donations		\$525	\$83	\$442	\$4,610	\$750.00	\$3,860	\$1,000	\$3,610
	44000	Total Operating Support		\$2,860	\$2,182	\$679	\$20,542	\$19,634	\$909	\$26,178	(\$5,636)
45000 Other Income											
	45300	Interest		\$83	\$33	\$51	\$499	\$292.50	\$207	\$390	\$109
	45400	Miscellaneous		\$130	\$13	\$118	\$137	\$112.50	\$25	\$150	(\$13)
	45000	Total Other Income		\$213	\$45	\$168	\$636	\$405	\$231	\$540	\$96
TOTAL INCOME				\$87,512	\$55,274	\$32,237	\$627,187	\$497,470	\$129,717	\$663,293	(\$36,106)

SUMMARY **DETAIL** PROGRAM & OUTREACH



ST. TIMOTHY'S INCOME & EXPENSE STATEMENT									
AS OF SEPTEMBER 30, 2022									
	SEPT	SEPT		YTD	YTD		ANNUAL		
	ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining	
EXPENSES									
60000 Operating Expenses									
61000 Diocesan Assessment	\$9,644	\$9,657	(\$13)	\$86,798	\$86,911.50	(\$114)	\$115,882	(\$29,084)	
62000 Personnel Expenses									
62100 Clergy Compensation									
62110 Rector	\$8,322	\$8,322	\$0	\$74,899	\$74,898.75	\$0	\$99,865	(\$24,966)	
62120 Associate Rector	\$7,071	\$7,071	(\$0)	\$65,769	\$63,636.75	\$2,132	\$84,849	(\$19,080)	
62198 Clergy Pension	\$3,220	\$3,220	\$0	\$28,981	\$28,980.75	\$0	\$38,641	(\$9,660)	
62199 Clergy Benefits	\$2,888	\$2,902	(\$14)	\$25,994	\$26,115.75	(\$122)	\$34,821	(\$8,827)	
62100 Total Clergy Compensation	\$21,501	\$21,515	(\$14)	\$195,642	\$193,632	\$2,010	\$258,176	(\$62,534)	
62200 Lay Staff Compensation									
62202 Music Director	\$3,175	\$3,440	(\$265)	\$28,577	\$30,958.50	(\$2,382)	\$41,278	(\$12,701)	
62203 Office Manager	\$0	\$1,782	(\$1,782)	\$9,848	\$16,036.50	(\$6,188)	\$21,382	(\$11,534)	
62204 Bookkeeper	\$902	\$1,817	(\$916)	\$8,357	\$16,356.75	(\$8,000)	\$21,809	(\$13,452)	
62205 Childcare Assistant	\$0	\$227	(\$227)	\$268	\$2,041.50	(\$1,773)	\$2,722	(\$2,454)	
62213 Office Temporary Help	\$0	\$69	(\$69)	\$3,832	\$617.25	\$3,215	\$823	\$3,009	
62296 Lay Payroll Taxes	\$312	\$561	(\$249)	\$3,599	\$5,049.75	(\$1,450)	\$6,733	(\$3,134)	
62297 Lay Pension Contributions	\$0	\$470	(\$470)	\$541	\$4,229.25	(\$3,688)	\$5,639	(\$5,098)	
62298 Lay Benefits	\$69	\$543	(\$474)	\$622	\$4,884.00	(\$4,262)	\$6,512	(\$5,890)	
62299 Noah's Ark Pension Reimbursement	\$0	\$0	\$0	\$0	\$0.00	\$0	\$0	\$0	
62200 Total Lay Staff Compensation	\$4,458	\$8,908	(\$4,451)	\$55,644	\$80,174	(\$24,529)	\$106,898	(\$51,254)	
62300 Workers Compensation Insurance	\$0	\$83	(\$83)	\$650	\$750.00	(\$100)	\$1,000	(\$350)	
62400 Payroll Processing	\$49	\$84	(\$35)	\$553	\$756.00	(\$203)	\$1,008	(\$455)	
62500 Contractors									
62501 Musicians									
62511 Paid Musicians	\$0	\$1,083	(\$1,083)	\$3,000	\$9,750.00	(\$6,750)	\$13,000	(\$10,000)	
62512 Supply Musicians	\$0	\$83	(\$83)	\$0	\$750.00	(\$750)	\$1,000	(\$1,000)	
62501 Total Musicians	\$0	\$1,167	(\$1,167)	\$3,000	\$10,500	(\$7,500)	\$14,000	(\$11,000)	
62504 Landscaping	\$2,051	\$2,051	\$0	\$18,461	\$18,459.00	\$2	\$24,612	(\$6,151)	
62505 Janitorial	\$0	\$2,600	(\$2,600)	\$20,625	\$23,400.00	(\$2,775)	\$31,200	(\$10,575)	
62500 Total Contractors	\$2,051	\$5,818	(\$3,767)	\$42,086	\$52,359	(\$10,273)	\$69,812	(\$27,726)	

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ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							SEPT	SEPT		YTD			ANNUAL		
AS OF SEPTEMBER 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	YTD BUDGET	Difference	BUDGET	Remaining	
70	62600 Staff Allowances														
71	62601 Continuing Education						\$220	\$54	\$166	\$775	\$487.50	\$288	\$650	\$125	
72	62602 Travel						\$92	\$80	\$12	\$92	\$720.00	(\$628)	\$960	(\$868)	
73	62603 Clergy Hospitality						\$0	\$66	(\$66)	\$323	\$592.50	(\$269)	\$790	(\$467)	
74	62604 Clergy Discretionary Fund						\$0	\$25	(\$25)	(\$60)	\$225.00	(\$285)	\$300	(\$360)	
75	62600 Total Staff Allowances						\$312	\$225	\$87	\$1,130	\$2,025	(\$895)	\$2,700	(\$1,570)	
77	62000 Total Personnel Expenses						\$28,371	\$36,633	(\$8,262)	\$295,706	\$329,696	(\$33,989)	\$439,594	(\$143,888)	
79	63100 Altar Guild														
80	63101 Candles and Wine						\$190	\$83	\$107	\$385	\$750.00	(\$365)	\$1,000	(\$615)	
81	63102 Flowers						\$0	\$125	(\$125)	\$2,233	\$1,125.00	\$1,108	\$1,500	\$733	
82	63103 Laundry Services						\$32	\$0	\$32	\$32	\$0.00	\$32	\$1,500	(\$1,468)	
83	63105 Other Altar Guild Expenses						\$64	\$25	\$39	\$307	\$225.00	\$82	\$300	\$7	
84	63100 Total Altar Guild						\$287	\$233	\$53	\$2,957	\$2,100	\$857	\$4,300	(\$1,343)	
86	63200 Music														
87	63215 Professional Expenses						\$0	\$83	(\$83)	\$509	\$750.00	(\$241)	\$1,000	(\$491)	
88	63216 Music Hospitality						\$0	\$17	(\$17)	\$0	\$150.00	(\$150)	\$200	(\$200)	
89	63205 Music Expenses						\$0	\$167	(\$167)	\$1,258	\$1,500.00	(\$242)	\$2,000	(\$742)	
90	63206 Music Repair & Maintenance						\$0	\$83	(\$83)	\$0	\$750.00	(\$750)	\$1,000	(\$1,000)	
91	63200 Total Music						\$0	\$350	(\$350)	\$1,767	\$3,150	(\$1,383)	\$4,200	(\$2,433)	
93	63300 Christian Formation														
94	63301 EfM						\$0	\$42	(\$42)	\$0	\$375.00	(\$375)	\$500	(\$500)	
95	63302 Adult Education						\$44	\$42	\$2	\$176	\$375.00	(\$200)	\$500	(\$325)	
96	63303 Lenten Series						\$0	\$25	(\$25)	\$0	\$225.00	(\$225)	\$300	(\$300)	
97	63300 Total Christian Formation						\$44	\$108	(\$65)	\$176	\$975	(\$800)	\$1,300	(\$1,125)	
99	63350 Children & Youth Ministry														
100	63351 Family Ministries						\$0	\$83	(\$83)	\$236	\$750.00	(\$514)	\$1,000	(\$764)	
101	63352 Youth Ministries						\$0	\$167	(\$167)	\$20	\$1,500.00	(\$1,480)	\$2,000	(\$1,980)	
102	63353 Acolytes						\$0	\$42	(\$42)	\$115	\$375.00	(\$260)	\$500	(\$385)	
103	63350 Total Children & Youth Ministry						\$0	\$292	(\$292)	\$370	\$2,625	(\$2,255)	\$3,500	(\$3,130)	

SUMMARY **DETAIL** PROGRAM & OUTREACH

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	<b>ST. TIMOTHY'S INCOME &amp; EXPENSE STATEMENT</b>							SEPT	SEPT		YTD			ANNUAL	
1	<b>AS OF SEPTEMBER 30, 2022</b>							ACTUAL	BUDGET	Difference	ACTUAL	YTD BUDGET	Difference	BUDGET	Remaining
105	64000 Worship & Liturgy														
106	64108 Liturgical Art							\$0	\$25	(\$25)	\$0	\$225.00	(\$225)	\$300	(\$300)
107	64150 Worship Expenses							\$0	\$50	(\$50)	\$66	\$450.00	(\$384)	\$600	(\$534)
108	64000 Total Worship & Liturgy							\$0	\$75	(\$75)	\$66	\$675	(\$609)	\$900	(\$834)
110	64250 Pastoral Care							\$0	\$17	(\$17)	\$0	\$150.00	(\$150)	\$200	(\$200)
112	64500 Fellowship														
113	64501 Sunday Coffee & Supplies							\$233	\$108	\$125	\$755	\$975.00	(\$220)	\$1,300	(\$545)
114	64502 Parish Events							\$0	\$42	(\$42)	\$0	\$375.00	(\$375)	\$500	(\$500)
115	64503 Receptions							\$32	\$42	(\$10)	\$243	\$375.00	(\$132)	\$500	(\$257)
116	64504 Greeters							\$0	\$42	(\$42)	\$0	\$375.00	(\$375)	\$500	(\$500)
117	64505 Invites							\$0	\$17	(\$17)	\$0	\$150.00	(\$150)	\$200	(\$200)
118	64506 Vestry Expenses							\$0	\$0	\$0	\$30	\$0.00	\$30	\$0	\$30
119	64508 New Episcopal Women							\$0	\$17	(\$17)	\$0	\$150.00	(\$150)	\$200	(\$200)
120	64500 Total Fellowship							\$265	\$267	(\$2)	\$1,028	\$2,400	(\$1,372)	\$3,200	(\$2,172)

SUMMARY **DETAIL** PROGRAM & OUTREACH

AutoSave Off 2022-09-30\_ActualToBudget.xlsx Search (Alt+Q)

File Home Insert Draw Page Layout Formulas Data Review View Developer Help

K196 =K28-K194

	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>							SEPT	SEPT		YTD			ANNUAL		
1	<b>AS OF SEPTEMBER 30, 2022</b>							ACTUAL	BUDGET	Difference	ACTUAL	YTD BUDGET	Difference	BUDGET	Remaining	
122	65000 Administrative															
123		65100 Office Supplies						\$61	\$83	(\$22)	\$754	\$750.00	\$4	\$1,000	(\$246)	
124		65101 Paper						\$52	\$100	(\$48)	\$858	\$900.00	(\$42)	\$1,200	(\$342)	
125		65102 Advertising						\$66	\$58	\$7	\$592	\$525.00	\$67	\$700	(\$108)	
126		65103 Software						\$116	\$175	(\$59)	\$1,728	\$1,575.00	\$153	\$2,100	(\$372)	
127		65105 Telephone & Internet						\$665	\$650	\$15	\$6,005	\$5,850.00	\$155	\$7,800	(\$1,795)	
128		65106 Miscellaneous						\$0	\$33	(\$33)	\$0	\$300.00	(\$300)	\$400	(\$400)	
130	65200 Equipment															
131		65201 Hardware						\$0	\$83	(\$83)	\$0	\$750.00	(\$750)	\$1,000	(\$1,000)	
132		65202 Ricoh						\$189	\$917	(\$728)	\$2,802	\$8,250.00	(\$5,448)	\$11,000	(\$8,198)	
133		65203 Other						\$0	\$42	(\$42)	\$0	\$375.00	(\$375)	\$500	(\$500)	
134		65204 Risograph						\$0	\$42	(\$42)	\$552	\$375.00	\$177	\$500	\$52	
135		65200 Total Equipment						\$189	\$1,083	(\$895)	\$3,353	\$9,750	(\$6,397)	\$13,000	(\$9,647)	
137	65300 Postage															
138		65301 Meter						\$0	\$42	(\$42)	\$654	\$375.00	\$279	\$500	\$154	
139		65302 Other						\$0	\$33	(\$33)	\$36	\$300.00	(\$264)	\$400	(\$364)	
140		65303 Send Pro Lease						\$5	\$5	(\$0)	\$40	\$45.00	(\$5)	\$60	(\$20)	
141		65300 Total Postage						\$5	\$80	(\$75)	\$730	\$720	\$10	\$960	(\$230)	
143		65000 Total Administrative						\$1,153	\$2,263	(\$1,110)	\$14,021	\$20,370	(\$6,349)	\$27,160	(\$13,139)	
145	66000 Facilities															
146		66100 Campus Maintenance						\$7,241	\$2,917	\$4,324	\$39,618	\$26,250.00	\$13,368	\$35,000	\$4,618	
148		66110 Rectory Maintenance														
149		66111 Insurance						\$0	\$22	(\$22)	\$0	\$195.75	(\$196)	\$261	(\$261)	
150		66112 Landscaping						\$270	\$270	\$0	\$2,430	\$2,430.00	\$0	\$3,240	(\$810)	
151		66113 Pool						\$3,625	\$117	\$3,508	\$4,591	\$1,053.00	\$3,538	\$1,404	\$3,187	
152		66116 Maintenance						\$14	\$392	(\$378)	\$2,144	\$3,525.00	(\$1,381)	\$4,700	(\$2,556)	
153		66110 Total Rectory Maintenance						\$3,909	\$800	\$3,109	\$9,165	\$7,204	\$1,961	\$9,605	(\$440)	

SUMMARY **DETAIL** PROGRAM & OUTREACH

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K196 : X ✓ fx =K28-K194

	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>							SEPT	SEPT		YTD			ANNUAL	
	<b>AS OF SEPTEMBER 30, 2022</b>							ACTUAL	BUDGET	Difference	ACTUAL	YTD BUDGET	Difference	BUDGET	Remaining
155				61120	Services										
156				66121	Elevator, Fire & Burglar Alarms		\$5,410	\$835	\$4,574	\$9,043	\$7,518.75	\$1,525	\$10,025	(\$982)	
157				66122	Other Services		\$0	\$333	(\$333)	\$3,894	\$3,000.00	\$894	\$4,000	(\$106)	
158				66120	Total Services		\$5,410	\$1,169	\$4,241	\$12,938	\$10,519	\$2,419	\$14,025	(\$1,087)	
160				66130	Facility Supplies		\$271	\$250	\$21	\$1,564	\$2,250.00	(\$686)	\$3,000	(\$1,436)	
162				66140	Utilities										
163				66141	EBMUD		\$0	\$1,583	(\$1,583)	\$9,992	\$14,250.00	(\$4,258)	\$19,000	(\$9,008)	
164				66142	Garbage		\$375	\$552	(\$177)	\$2,932	\$4,968.00	(\$2,037)	\$6,624	(\$3,693)	
165				66143	PG&E Gas		\$177	\$428	(\$251)	\$5,251	\$3,855.00	\$1,396	\$5,140	\$111	
166				66144	PG&E Electrical		\$1,929	\$1,208	\$721	\$12,035	\$10,875.00	\$1,160	\$14,500	(\$2,465)	
167				66145	Ackerman Utilities		\$1,358	\$0	\$1,358	\$3,416	\$0.00	\$3,416	\$0	\$3,416	
168				66140	Total Utilities		\$3,840	\$3,772	\$68	\$33,626	\$33,948	(\$322)	\$45,264	(\$11,638)	
170				66000	Total Facilities		\$20,671	\$8,908	\$11,764	\$96,910	\$80,171	\$16,740	\$106,894	(\$9,984)	
172				67000	Finance										
173				67050	Stewardship		\$43	\$167	(\$123)	\$43	\$1,500.00	(\$1,457)	\$2,000	(\$1,957)	
174				67100	Benevity Fees		\$0	\$3	(\$3)	\$0	\$22.50	(\$23)	\$30	(\$30)	
175				67101	Banking Charges		\$112	\$220	(\$108)	\$2,339	\$1,981.50	\$357	\$2,642	(\$303)	
176				67103	Corporate Fee & Expenses		\$0	\$4	(\$4)	\$105	\$31.50	\$74	\$42	\$63	
177				67104	Property & Liability Insurance		\$8,148	\$2,716	\$5,432	\$24,444	\$24,444.00	\$0	\$32,592	(\$8,148)	
178				67106	Property Taxes										
179				67117	Church		\$0	\$1,510	(\$1,510)	\$7,613	\$13,588.50	(\$5,975)	\$18,118	(\$10,505)	
180				67118	Rectory		\$0	\$73	(\$73)	\$435	\$653.25	(\$218)	\$871	(\$436)	
181				67000	Total Finance		\$8,304	\$4,691	\$3,613	\$34,980	\$42,221	(\$7,241)	\$56,295	(\$21,315)	
183				68000	Budgeted Outreach										
184				68002	Budgeted Outreach		\$1,250	\$1,250	\$0	\$11,250	\$11,250.00	\$0	\$15,000	(\$3,750)	
185				68003	Schools & Interfaith Council		\$250	\$250	\$0	\$2,250	\$2,250.00	\$0	\$3,000	(\$750)	
186				68000	Total Budgeted Outreach		\$1,500	\$1,500	\$0	\$13,500	\$13,500	\$0	\$18,000	(\$4,500)	

SUMMARY **DETAIL** PROGRAM & OUTREACH



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K196 : X ✓ fx =K28-K194

	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>							SEPT	SEPT		YTD			ANNUAL	
1	<b>AS OF SEPTEMBER 30, 2022</b>							ACTUAL	BUDGET	Difference	ACTUAL	YTD BUDGET	Difference	BUDGET	Remaining
188	69000 Other														
189	69001 Contingency							\$0	\$833	(\$833)	\$0	\$7,500.00	(\$7,500)	\$10,000	(\$10,000)
190	69003 COVID 19 Expenses							\$0	\$21	(\$21)	\$0	\$187.50	(\$188)	\$250	(\$250)
191	69004 Suspense (Ask My Accountant)							\$0	\$0	\$0	\$0	\$0.00	\$0	\$0	\$0
192	69000Total Other							\$0	\$854	(\$854)	\$0	\$7,688	(\$7,688)	\$10,250	(\$10,250)
194	60000 Total Expenses							\$70,238	\$65,848	\$4,390	\$548,279	\$592,631	(\$44,352)	\$791,675	(\$243,396)
196	NET OPERATING INCOME							\$17,274	(\$10,574)	\$27,847	\$78,908	(\$95,162)	\$174,069	(\$128,382)	
199	<b>PROGRAM AND OUTREACH</b>							AUG			AUG YTD				
200								ACTUAL			ACTUAL				
200	Other Income All Accounts							\$8,812			\$454,779				
202	Other Expenses All Accounts							\$2,210			\$33,738				
204	Net Other Income							\$6,602			\$421,041				
206	<b>NET INCOME</b>							<b>\$23,876</b>			<b>\$499,949</b>				

SUMMARY | **DETAIL** | PROGRAM & OUTREACH

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>PROGRAM ACCOUNTS</b>				SEPT		YTD		<b>OUTREACH ACCOUNTS</b>				SEPT		YTD	
62																
63	<b>70160 Music</b>								<b>80150 Options Recovery Service</b>							
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	<b>Account Balance</b>						<b>\$7,496.70</b>		<b>Account Balance</b>						<b>\$100.00</b>	
68																
69	<b>70170 Memorials</b>								<b>80160 Habitat for Humanity</b>							
70	Carry-over from Prior Years						\$27,896.25		Carry-over from Prior Years						\$3,500.00	
71	Income				\$0.00		\$5,170.00		Income				\$0.00		\$0.00	
72	Expenses				\$0.00		\$1,088.16		Expenses				\$0.00		\$2,000.00	
73	<b>Account Balance</b>						<b>\$31,978.09</b>		<b>Account Balance</b>						<b>\$1,500.00</b>	
74																
75	<b>70180 Lighting Project</b>								<b>89000 Other Outreach</b>							
76	Carry-over from Prior Years						(\$696.47)		Carry-over from Prior Years						\$7,403.61	
77	Income				\$0.00		\$0.00		Income				\$1,531.28		\$14,118.78	
78	Expenses				\$0.00		\$0.00		Expenses				\$0.00		\$0.00	
79	<b>Account Balance</b>						<b>(\$696.47)</b>		<b>Account Balance</b>						<b>\$21,522.39</b>	
80																
81	<b>70190 New Episcopal Women</b>								<b>OUTREACH ACCOUNT TOTALS</b>							
82	Carry-over from Prior Years						\$695.00		Income				\$8,812.28		\$62,959.04	
83	Income				\$0.00		\$0.00		Expenses				\$820.38		\$18,802.10	
84	Expenses				\$0.00		\$0.00									
85	<b>Account Balance</b>						<b>\$695.00</b>									
86																

SUMMARY | DETAIL | **PROGRAM & OUTREACH**

Microsoft Excel - 2022-09-3...																
File Home Insert Draw Page Layout Formulas Data Review View Developer Help																
Q87																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	<b>PROGRAM ACCOUNTS</b>				SEPT		YTD		<b>OUTREACH ACCOUNTS</b>				SEPT		YTD	
81	<b>70190 New Episcopal Women</b>								<b>OUTREACH ACCOUNT TOTALS</b>							
82	Carry-over from Prior Years						\$695.00					<b>Income</b>	<b>\$8,812.28</b>		<b>\$62,959.04</b>	
83					Income	\$0.00	\$0.00					<b>Expenses</b>	<b>\$820.38</b>		<b>\$18,802.10</b>	
84					Expenses	\$0.00	\$0.00									
85	<b>Account Balance</b>						<b>\$695.00</b>									
86																
87	<b>70200 Men's Group</b>															
88	Carry-over from Prior Years						\$342.95									
89					Income	\$0.00	\$0.00									
90					Expenses	\$0.00	\$0.00									
91	<b>Account Balance</b>						<b>\$342.95</b>									
92																
93	<b>70220 Pledge Reserves</b>															
94	Carry-over from Prior Years						\$24,100.00									
95					Income	\$0.00	\$143,890.44									
96					Expenses	\$0.00	\$0.00									
97	<b>Account Balance</b>						<b>\$167,990.44</b>									
98																
99	<b>70230 Livestream Project</b>															
100	Carry-over from Prior Years						\$8,136.26									
101					Income	\$0.00	\$0.00									
102					Expenses	\$1,035.37	\$1,355.29									
103	<b>Account Balance</b>						<b>\$6,780.97</b>									
104																
105																
106	<b>PROGRAM ACCOUNT TOTALS</b>															
107					Income	\$0.00	\$391,820.44									
108					Expenses	\$1,389.63	\$14,935.91									
109							\$376,884.53									
110																
				SUMMARY		DETAIL		<b>PROGRAM &amp; OUTREACH</b>								



# EMPLOYEE BENEFIT POLICIES FOR 2023

10/19/22

## **Resolution #1**

For the calendar year 2023 of the four medical plans available in the Diocese of California, St. Timothy's will offer at no cost to eligible employees (30 or more hours/week) and their dependents the **Kaiser EPO 80** health plan and **Cigna-Dental/Ortho**. If an employee chooses a plan with a higher premium than covered by St. Timothy's, then that employee will pay the difference between their elected plan and St. Timothy's covered plan of equal enrollment tier (single to single, dual to dual, family to family).

## **Resolution #2**

Employer will not be responsible for the premiums of an over-age child when this coverage changes the tier of enrollment. Employee contributions for insurance premiums can be deducted from payroll on a pre-tax basis.

## **Resolution #3**

Part-time employees (those working a minimum of 20 hours/week but less than 30) are eligible to enroll in Diocesan group medical or dental plans. St. Timothy's will assume \$0 of premiums for plan(s) indicated in Resolution #1 above and the balance of premiums will be the responsibility of the employee. Employee contributions for insurance premiums can be deducted from payroll on a pre-tax basis.

## **Resolution #4**

St. Timothy's will not provide a Benefit Waiver Allowance (BWA) for eligible medical and/or dental insurance coverage that is waived.

## **Resolution #5**

EAP – no longer needed as employees working at least 20 but less than 30 hours per week are automatically enrolled per diocesan policy.



# FIDELITY ROOF COMPANY

FIDELITY  
Nordic Symbol

## PROPOSAL

September 12, 2022

Customer	Project
Mr. Scott MacDougall St. Timothy's Episcopal Church 1550 Diablo Road Danville, CA 94526 (925) 837-4993 <a href="mailto:smacdoug@gmail.com">smacdoug@gmail.com</a>	St. Timothy's Episcopal Church 1550 Diablo Road Danville, CA 94526  Subject: St. Timothy's Episcopal Church - Parish Hall, Re-Roof Steep-Slope

Dear Mr. MacDougall,

The following is an itemized scope of work and the forecasted budgets for the Steep-Slope Roofing at the St. Timothy's Parish Hall in Danville.

### SCOPE OF WORK

#### 1. Roof Removal

- a. Set up jobsite according to roofing industry best practices.
- b. Remove one (1) layer of roofing material.
- c. Inspect the roof deck and other transitional roof relating wood to ensure it is clean, smooth, dry, and sound.
- d. In the event of any deteriorated wood, replacement will be performed on a **Time and Material Basis** (See **Payment Terms**: Section a.).
- e. Keep all walkways and entryways clear of loose debris throughout duration of project.
- f. Dispose of all debris at registered dump facility.
- g. Clean and inspect Parish Hall Walkway at all low-slope areas.
- h. Forecasted budget for this work: **\$10,100**

#### 2. Chimney Repairs

- a. To ensure watertight conditions, contractor will have to remove the existing chimney wall/ trim at the base for enough height to allow a new 24-gauge galvanized sheet metal.
- a. Contractor will attempt to reuse the existing siding/ trim but may need to remove and replace.
- b. Install high temperature "peal and stick" leak barrier at the base of the roof-to-wall transitions behind the new metal flashing.
- c. Any new siding/ trim, contractor will prime and paint, **Color**: Will match as close as possible to the existing condition.
- d. Additional funds may be required.
- e. Total cost for this work is: **\$4,000**

1075 Fortieth Street, Oakland, California 94608-3691 Phone 510/547-6330 Fax [frcfax@fidelityroof.com](mailto:frcfax@fidelityroof.com)



3. Composition Shingles

- a. Install CertainTeed Winter Guard high temperature "peal and stick" leak barrier at the perimeter of roof, roof penetrations and other trinational areas.
- b. Install CertainTeed Diamond Deck synthetic underlayment.
- c. Fabricate and install new 24-gauge galvanized sheet metal saddles, chimney crickets/ saddles, nosing, counter flashing, and step shingles.
- d. Install new roof pipe penetration flashings.
- e. Install CertainTeed shingles, Color: To be determined by owner.
- f. Install pre-cut hip/ridge shingles.
- g. Forecasted budget for Landmark Pro: \$40,800  
 Forecasted budget for Landmark TL Solaris: \$41,500

4. Roof Repairs – Noah's Ark Preschool

- a. At pipe penetrations install storm collars and paint to match the existing conditions.
- b. Survey and inspect the existing conditions.
- c. Contractor will notify owner of any unforeseen/ necessary maintenance that is required outside the forecasted budget.
- d. Forecasted budget for this work is: \$2,000

5. Permit

- a. All necessary permits are to be acquired and paid for by Fidelity Roof Company. The signed-off permit & warranty will be provided to Owner upon final payment.
- b. Exact permit fees are unknown at this time. As a result, we have included an allowance of \$2,000.00 within our bid; if fees are more than \$2,000.00, additional funds may be required.
- c. Forecasted allowance is: \$2,000

QUOTATIONS

Description of Work	Landmark Pro Itemized Budgets	Landmark TL Solaris Itemized Budgets
1. The forecast budget for roof removal is	\$10,100	\$10,100
2. The forecast budget for chimney repairs	\$4,000	\$4,000
3. The forecast budget for composition shingles is	\$40,800	\$41,500
4. The forecast budget for roof repairs – Noah's ark preschool is	\$2,000	\$2,000
5. The allowance for permits is	\$2,000	\$2,000
<b>THE FORECASETED BUDGET FOR THIS WORK IS</b>	<b>\$58,900</b>	<b>\$59,600</b>

*Notes: These prices reflect only a budget and may change due to several reasons (material price increases, unforeseen circumstances and change in scope) and will adjust accordingly.*

1075 Fortieth Street, Oakland, California 94608-3691 Phone 510/547-6330 Fax frcfax@fidelityroof.com



**Utilities & Sanitary Facilities: Included.**

**Warranty: Included.**

- a. Five (5) year standard contractors' warranty and a standard manufacture warranty.

**Exclusions:**

- During the roof installation process, the removal and reinstallation of material may cause damage to the interior of the building due to the age. This proposal specifically excludes any interior work— sheetrock, plaster repair, painting touch up and etc. that might be required in the event minor damage is done at these areas.
- Plywood deck installation.
- Upper chimney cap replacement (will need further examination).
- Gutter and gutter guard replacement.
- Downspout replacements.
- Plumbing work.
- Electrical or mechanical work.
- Any item not in the Scope of Work.

**Payment Terms:**

- a. All work shall be performed on a **Time & Material Basis** (\$105 per hour per roofer, portal-to-portal from Oakland and all materials, dump, permit, sanitary facility, etc. will be charged at cost plus 25% mark-up).
- b. Prior to exceeding forecast budget owner shall be alerted and provided a revised budget amount for completion.
- c. Upon completion the balance shall be due within ten (10) days from date of the final invoice.
- d. We honor Visa & MasterCard credit card payments; however, they require the addition of 3% to the amount paid via the credit card.

If you should have any questions regarding this matter or would like to discuss any item in further detail, please call me 510-547-6330.

Sincerely,  
Fidelity Roof Company

Zachary M. Cadet  
Project Manager

1075 Fortieth Street, Oakland, California 94608-3691 Phone 510/547-6330 Fax [frcfax@fidelityroof.com](mailto:frcfax@fidelityroof.com)

# 2022-09 Admin Commission Report

## ParishSoft Replacement with Breeze

- Given demo of Breeze for Staff except for Myles Ellis which will happen on October 20th
- Given access to all the staff to create their accounts and view their own profiles
- Setup permission levels for Clergy to have added privileges which have been given to Todd
- Sally and Carleen are going through the membership and giving information to be sure all is correct.
- Have invited all Vestry members to create their accounts
  - Steve Oki & Sally Shea Potts will give a brief overview of Breeze after the Vestry Meeting on October 19th. Will help Vestry members get logged in and connected.
- We have about 40 online givers and Carleen Carns has been individually helping them transfer from ParishSoft Giving to Breeze. We are using the option in Breeze Online Giving to ask donors to cover the fee associated with their donation (1% + \$.25 per transaction). Some members are opting to do this, which will reduce St. Tim's cost.
- We will be discussing with the Vestry on their views on how we should release Breeze to the rest of the membership.

## Office Events

- Caller-ID problem with the membership getting inconsistent Caller IDs on their phone lines.
  - Some people get St. Timothy's Church, but others are getting "HG"
  - Current recommendation is to have people add the St. Timothy's number to their contact list.
- Pledge forms were printed up and have been sent out (Sally Shea Potts)
  - Online pledge form was created by Susan Oki and placed on the Website by Bob Carns
- Sally Shea Potts has completed a new membership directory (paper version) to be distributed in the October timeframe.

# Communications Commission Monthly Report

October, 2022

Actions taken since September, 2022:

- Facebook page updates
- Review of [Website](#) updates
- Review of [Web Page Responsibilities](#) document.
- Review of [Communication Vehicles](#) document
- Review of [Communications Handbook](#) document

Please click on links to the documents to review and provide any feedback you may have.

Submitted by:

Ade Adekunle

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

### FOTH funds distribution 2022:

- The outreach committee will be meeting Oct 17 Tue (the day before Oct Vestry meeting) to discuss funds distribution, and I will be able to share with you the actual plan at the Vestry meeting on Wed. Proposing to request like last year for the Vestry to approve subject to the review by the Finance Committee to expedite the grant disbursement process. I will also share that we raised a net amount of ~ \$37,200 with all the expenses taken care of, and with the budget annual contribution, we should be able to help our grant recipients for their causes.

### Rise Against Hunger: Meal Packaging Event

- On Saturday, October 29 from 9 am to Noon we will be hosting a Rise Against Hunger Meal Packaging Event in the Parish Hall. The last time we hosted this event was in 2019. In one morning, we packaged over 17,000 meals. Thanks to the good advertising, we have more than 80 volunteers signed up for the event, meeting our target goal.

### Adopt-a-bike

- Planning is underway for Adopt-a-bike, as the organizers are purchasing parts to plan for the builds this fall. They are looking at potential locations, Tania will be sharing with everyone shortly.

### Gretta Foundation News

- Unfortunately, Gretta Foundation will be closing at the end of this year, and we will probably be funding them one last time from this grant cycle to support our final scholars.



## 2022 Outreach Grant Worksheet

10/19/22

Agency	Granted 2022	Granted 2021	Granted 2020	2020 Emer Grants	Granted 2019
Discovery Counseling Center	2,700.00	3,200.00	3,500.00	1,450.00	3,300.00
GAIA Global Health	4,200.00	5,000.00	5,500.00		5,000.00
Habitat for Humanity	500.00	2,000.00	2,000.00		1,500.00
Hope Solutions	4,600.00	5,500.00	6,000.00	5,000.00	5,600.00
Loaves and Fishes	6,800.00	7,500.00	8,000.00	5,000.00	7,250.00
Monument Crisis Center	5,500.00	6,500.00	8,000.00	4,250.00	7,250.00
Options Recovery Services	4,200.00	5,000.00	5,000.00	800.00	5,100.00
PFLAG	500.00	500.00	500.00		500.00
Rise Against Hunger	100.00	1,000.00	1,000.00		2,000.00
Shelter, Inc.	4,200.00	5,000.00	5,400.00	5,000.00	5,000.00
The Comfort Cub	2,600.00	2,500.00	2,500.00		2,000.00
The Gretta Foundation	6,000.00	7,000.00	8,400.00		7,800.00
The Respite Inn	2,000.00	2,000.00	1,500.00		1,000.00
Trinity Center	6,700.00	8,000.00	8,250.00	4,000.00	7,650.00
Trinity Center lunches (no longer active)					500.00

Church Divinity School of the Pacific*	1,000.00	1,000.00	1,000.00		1,000.00
Interfaith Council of Contra Costa County*	1,000.00	1,000.00	1,000.00		1,000.00
School for Deacons*	1,000.00	1,000.00	1,000.00		1,000.00
Episcopal Relief & Development (for CA wildfire relief)	600.00	1,000.00	2,000.00		1,000.00

allocated	54,200.00	64,700.00	70,550.00	25,500.00	65,450.00
funds available	54,264.32	64,878.74	70,655.36		65,475.68
remainder	64.32	178.74	105.36		25.68

\*funds designated in the church budget for specific organizations



## Worship and Liturgy Report

October 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.

Developed and published the November and December servers' schedule.

Worked with Bev to organize the vestry closets.

Enjoyed working with Pastor Todd on some fine tuning of live streaming.

Submitted by Jacqueline Chiavini