

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL
18 December 2022

Update Date: 12/24/2022

SUMMARY:

MOTIONS:

- The vestry unanimously approved a **COLA for parish employees** for 2023 of 6.8% - per the recommendation from the Diocese of California
- The vestry unanimously approved the **2023 housing resolutions** for Pastor Todd Bryant and Associate Pastor Susan Geisler-O'Neil.
- Approve **2023 Budget framework** as outlined by Dick Firth – approved unanimously.
- The **minutes** of the November 2022 vestry meeting, the **treasurer's report**, the **rector's report** and the several submitted vestry **commission reports** were approved as submitted.

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

Absent: Liz Knappe

1. **Opening Prayer** – Pastor Todd
Pastor Todd prayed for the concerns voiced by the vestry members and peace.
2. **Review and Confirm Agenda** – There was no premeeting agenda.
3. **Introduction of Guests** – There were no guests at the meeting
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
 - a. Approve minutes from the November 2022 vestry meeting.
 - b. Treasurers Report, Balance Sheet and P&L through November 30, 2022, in that order
 - c. Commission and other Reports
 - Rector
 - Administration
 - Communications
 - Fellowship
 - Outreach
 - Worship

MOTION: The vestry approves the minutes of the November vestry meeting, the report and documents submitted by the treasurer and the several submitted rector and commission reports submitted prior to the meeting.

5. Non-Recurring Action Items

a. 2023 COLA for church employees

MOTION to approve the Diocese recommended COLA of 6.8 % for 2023- unanimous approval.

b. PASTOR TODD BRYANT HOUSING RESOLUTION – Approved as updated

WHEREAS the Rev. Todd Bryant is employed as a minister of the Gospel by St. Timothy’s Episcopal Church in Danville, CA, which does provide a residence for him, but does not provide the full cost of maintaining such residence; the Vestry of St. Timothy’s resolves that of the total compensation of approximately \$106,656.00 to be paid to the Rev. Todd Bryant during 2023, that \$85,324 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

c. ASSOCIATE PASTOR SUSAN GEISLER-O’NEIL HOUSING RESOLUTION – Approved

WHEREAS The Rev. Susan Geissler-O’Neil is employed as a minister of the Gospel by the Episcopal Church of St. Timothy’s Episcopal Church, Danville, California which does not provide a residence for her; the Vestry of St. Timothy’s resolves that of the total annual compensation of approximately \$80,300 to be paid to The Rev. Susan Geissler-O’Neil during the year 2023, \$48,000.00 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. The vestry further resolves that the amount designated as housing allowance shall apply to calendar year 2023 and all future years during which each of the above ministers are employed by Episcopal Church of St. Timothy.

6. Discussion Items

a. 2023 Budget – Preliminary budget drafted and reviewed by the Finance Committee

Dick shared 4 handouts with the vestry

- 2022 Pledge & Related Income History
- 2023 Budget Planning – Expenses Update
- Income Outlook for 2023
- 2023 Budget Summary

MOTION: Approve 2023 Budget framework as outlined by Dick Firth – approved unanimously

Dick asked that vestry think about how to fill the gap between income and expenses – i.e. mid-year campaign.

Dick expects that 2022 should end with a slight surplus

Pastor Todd wants to acknowledge the gift of Bette Davis and its impact on our 2022 finances

b. **2023 Vestry**

- Nominating Committee – Vestry members going off vestry - Jacque Chiavini, Scott MacDougall, Rayne Devlin
- Pastor Todd expressed the opinion that vestry members should be confirmed Episcopalians or in the process toward being confirmed
- Jacque shared the people that they are talking to about joining vestry.
 1. Michael Brown
 2. Teresa Rajaratnam
 3. Taipei Ojetade
 4. Ron Tsung

 5. Holding off on reaching out to Darrell Klingman

- Pastor Todd asked the vestry if they are comfortable with the ethnic and sexual mix of nominees

7. **FYI**

a. Annual Meeting & Annual Report

- Sally will draft the Annual Report for the Annual Meeting and give it to the Parish Administrator to complete and print. The aim is to publish the report by the Sunday BEFORE the annual meeting on Sunday, February 5.
- Schedule for Annual Report for 2022
 1. December 27 – Sally sends schedule and 2021 input to authors
 2. January 18, 2023 (vestry meeting) Input due to Sally via email or Google Drive.
 3. Sunday, January 22 – Draft report to Parish Admin
 4. Thursday, January 26 – Print Annual Report
 5. Sunday, January 29 – Annual Report available at Church
 6. Sunday, February 5 – Annual Meeting after 10:00 am service – 1 service

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – January 6, 2023
Next Regular Vestry Meeting – 18 January 2023

Treasurer's Report

December 18, 2022

Financial Summary, YTD January through November

	Actual	Budget
Total Income	\$725,801	\$608,019
Total Expenses	<u>\$651,071</u>	<u>\$724,327</u>
Net Operating Income	\$74,730	(\$116,309)

- November financials show the following:
 - Pledge income was 45.3 k versus plan of 55.3 k. Expenses were 7.4 k below plan.
 - As a result, November net operating income was (14.1 K) versus plan of (\$10.6 k).
- For the YTD through November, the Parish continues to be in decent financial shape. This is because income is higher than planned, partly as a result of the parish's response to our fund-raising request this past spring.

Other

- Venmo transactions in November totaled about \$2,887. Of this amount, \$2,562 was designated for the food box campaign.
- Account 62604 – Clergy Discretionary Fund activity YTD 11/30 = \$60.00.
- Preschool Financial Update: The Preschool has 35 students enrolled. The school lost 0.7 k in October; YTD the loss is \$20.6 k.

Submitted by Dick Firth, Treasurer

St. Timothy's Episcopal Church

Balance Sheet
As of November 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Heritage Checking	560,151.10
10002 Heritage Savings	5,002.94
17103 Schwab	192,970.47
17104 TD Ameritrade	301,121.60
Total Bank Accounts	\$1,059,246.11
Other Current Assets	
13000 Special Loan	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,059,246.11
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	151,095.61
Total Other Assets	\$831,631.02
TOTAL ASSETS	\$4,858,444.13

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable 6,148.05

Total Accounts Payable **\$6,148.05**

Other Current Liabilities

21004 Clergy RSVP Deferral 8,100.00

21007 2023 Prepaid Pledge 8,700.00

21008 Prepaid Pledge 2022 2,260.00

21009 Prepaid Special Gift 2022 0.00

St. Timothy's Episcopal Church

Balance Sheet As of November 30, 2022

	TOTAL
21010 Endowment Gifts Pending	0.00
Total Other Current Liabilities	\$19,060.00
Total Current Liabilities	\$25,208.05
Total Liabilities	\$25,208.05
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	
31501 SSGA Endowment Fund	831,631.02
31503 Fixed Assets	2,967,567.00
Total 31300 Perm. Restricted Net Assets	3,799,198.02
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	171,168.08
Net Income	395,653.88
Total Equity	\$4,833,236.08
TOTAL LIABILITIES AND EQUITY	\$4,858,444.13

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF NOVEMBER 30, 2022	NOV ACTUAL	NOV BUDGET	Difference	NOV YTD ACTUAL	NOV YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
INCOME								
40000 Donations								
41000 Pledge Income								
41100 Current Year Pledges	\$37,482	\$48,038	(\$10,556)	\$613,441	\$528,417.08	\$85,024	\$576,455	\$36,986
41120 Prepaid Pledges Received Prior Year	\$2,260	\$2,260	\$0	\$24,860	\$24,860.00	\$0	\$27,120	(\$2,260)
41300 Prior Year Pledges Received Late	\$0	\$0	\$0	\$3,400	\$0.00	\$3,400	\$0	\$3,400
41000 Total Pledge Income	\$39,742	\$50,298	(\$10,556)	\$641,701	\$553,277	\$88,424	\$603,575	\$38,126
42000 Plate Offering								
42100 Loose Plate	\$541	\$250	\$291	\$5,062	\$2,750.00	\$2,312	\$3,000	\$2,062
42150 Contributing	\$585	\$2,500	(\$1,915)	\$40,363	\$27,500.00	\$12,863	\$30,000	\$10,363
42000 Total Plate Offering	\$1,126	\$2,750	(\$1,624)	\$45,425	\$30,250	\$15,175	\$33,000	\$12,425
43000 Special Gifts	\$0	\$0	\$0	\$10,408	\$0	\$10,408	\$0	\$10,408
44000 Operating Support								
44200 Facilities Cost Sharing	\$2,518	\$2,098	\$420	\$20,667	\$23,079.83	(\$2,413)	\$25,178	(\$4,511)
44300 Flower Donations	\$1,790	\$83	\$1,707	\$6,800	\$916.67	\$5,883	\$1,000	\$5,800
44000 Total Operating Support	\$4,308	\$2,182	\$2,127	\$27,467	\$23,997	\$3,471	\$26,178	\$1,289
45000 Other Income								
45300 Interest	\$78	\$33	\$45	\$662	\$357.50	\$305	\$390	\$272
45400 Miscellaneous	\$0	\$13	(\$13)	\$137	\$137.50	(\$0)	\$150	(\$13)
45000 Total Other Income	\$78	\$45	\$33	\$799	\$495	\$304	\$540	\$259
TOTAL INCOME	\$45,254	\$55,274	(\$10,020)	\$725,801	\$608,019	\$117,782	\$663,293	\$62,508

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF NOVEMBER 30, 2022	NOV ACTUAL	NOV BUDGET	Difference	NOV YTD ACTUAL	NOV YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
EXPENSES								
60000 Operating Expenses								
61000 Diocesan Assessment	\$9,644	\$9,657	(\$13)	\$106,086	\$106,225.17	(\$139)	\$115,882	(\$9,796)
62000 Personnel Expenses								
62100 Clergy Compensation								
62110 Rector	\$8,322	\$8,322	\$0	\$91,543	\$91,542.92	\$0	\$99,865	(\$8,322)
62120 Associate Rector	\$7,071	\$7,071	(\$0)	\$79,910	\$77,778.25	\$2,132	\$84,849	(\$4,939)
62198 Clergy Pension	\$3,220	\$3,220	\$0	\$35,421	\$35,420.92	\$0	\$38,641	(\$3,220)
62199 Clergy Benefits	\$2,888	\$2,902	(\$14)	\$31,770	\$31,919.25	(\$149)	\$34,821	(\$3,051)
62100 Total Clergy Compensation	\$21,501	\$21,515	(\$14)	\$238,645	\$236,661	\$1,983	\$258,176	(\$19,531)
62200 Lay Staff Compensation								
62202 Music Director	\$3,175	\$3,440	(\$265)	\$34,927	\$37,838.17	(\$2,911)	\$41,278	(\$6,351)
62203 Office Manager	\$0	\$1,782	(\$1,782)	\$11,833	\$19,600.17	(\$7,767)	\$21,382	(\$9,549)
62204 Bookkeeper	\$1,258	\$1,817	(\$559)	\$10,391	\$19,991.58	(\$9,601)	\$21,809	(\$11,418)
62205 Childcare Assistant	\$120	\$227	(\$107)	\$388	\$2,495.17	(\$2,107)	\$2,722	(\$2,334)
62213 Office Temporary Help	\$0	\$69	(\$69)	\$3,832	\$754.42	\$3,078	\$823	\$3,009
62296 Lay Payroll Taxes	\$348	\$561	(\$213)	\$4,149	\$6,171.92	(\$2,022)	\$6,733	(\$2,584)
62297 Lay Pension Contributions	\$346	\$470	(\$124)	\$888	\$5,169.08	(\$4,281)	\$5,639	(\$4,751)
62298 Lay Benefits	\$43	\$543	(\$499)	\$708	\$5,969.33	(\$5,261)	\$6,512	(\$5,804)
62299 Noah's Ark Pension Reimbursement	\$0	\$0	\$0	\$0	\$0.00	\$0	\$0	\$0
62200 Total Lay Staff Compensation	\$5,291	\$8,908	(\$3,617)	\$67,117	\$97,990	(\$30,873)	\$106,898	(\$39,781)
62300 Workers Compensation Insurance	\$0	\$83	(\$83)	\$650	\$916.67	(\$267)	\$1,000	(\$350)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF NOVEMBER 30, 2022	NOV ACTUAL	NOV BUDGET	Difference	NOV YTD ACTUAL	NOV YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
62400 Payroll Processing	\$56	\$84	(\$28)	\$758	\$924.00	(\$166)	\$1,008	(\$250)
62500 Contractors								
62501 Musicians								
62511 Paid Musicians	\$1,400	\$1,083	\$317	\$5,600	\$11,916.67	(\$6,317)	\$13,000	(\$7,400)
62512 Supply Musicians	\$0	\$83	(\$83)	\$0	\$916.67	(\$917)	\$1,000	(\$1,000)
62501 Total Musicians	\$1,400	\$1,167	\$233	\$5,600	\$12,833	(\$7,233)	\$14,000	(\$8,400)
62504 Landscaping	\$2,051	\$2,051	\$0	\$22,563	\$22,561.00	\$2	\$24,612	(\$2,049)
62505 Janitorial	\$2,600	\$2,600	\$0	\$28,425	\$28,600.00	(\$175)	\$31,200	(\$2,775)
62500 Total Contractors	\$6,051	\$5,818	\$233	\$56,588	\$63,994	(\$7,406)	\$69,812	(\$13,224)
62600 Staff Allowances								
62601 Continuing Education	\$18	\$54	(\$36)	\$918	\$595.83	\$323	\$650	\$268
62602 Travel	\$0	\$80	(\$80)	\$445	\$880.00	(\$435)	\$960	(\$515)
62603 Clergy Hospitality	\$281	\$66	\$215	\$629	\$724.17	(\$95)	\$790	(\$161)
62604 Clergy Discretionary Fund	\$0	\$25	(\$25)	(\$60)	\$275.00	(\$335)	\$300	(\$360)
62600 Total Staff Allowances	\$299	\$225	\$74	\$1,932	\$2,475	(\$543)	\$2,700	(\$768)
62000 Total Personnel Expenses	\$33,198	\$36,633	(\$3,434)	\$365,690	\$402,961	(\$37,271)	\$439,594	(\$73,904)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT		NOV	NOV		NOV YTD	NOV YTD		ANNUAL	
1	AS OF NOVEMBER 30, 2022	ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
79	63100 Altar Guild								
80	63101 Candles and Wine	\$76	\$83	(\$7)	\$385	\$916.67	(\$532)	\$1,000	(\$615)
81	63102 Flowers	\$0	\$125	(\$125)	\$3,294	\$1,375.00	\$1,919	\$1,500	\$1,794
82	63105 Other Altar Guild Expenses	\$0	\$25	(\$25)	\$415	\$275.00	\$140	\$300	\$115
83	63100 Total Altar Guild	\$76	\$233	(\$157)	\$4,094	\$2,567	\$1,527	\$2,800	\$1,294
84									
85	63200 Music								
86	63215 Professional Expenses	\$0	\$83	(\$83)	\$509	\$916.67	(\$408)	\$1,000	(\$491)
87	63216 Music Hospitality	\$0	\$17	(\$17)	\$0	\$183.33	(\$183)	\$200	(\$200)
88	63205 Music Expenses	\$2	\$167	(\$165)	\$1,260	\$1,833.33	(\$573)	\$2,000	(\$740)
89	63206 Music Repair & Maintenance	\$0	\$83	(\$83)	\$0	\$916.67	(\$917)	\$1,000	(\$1,000)
90	63200 Total Music	\$2	\$350	(\$348)	\$1,769	\$3,850	(\$2,081)	\$4,200	(\$2,431)
91									
92	63300 Christian Formation								
93	63301 EfM	\$0	\$42	(\$42)	\$0	\$458.33	(\$458)	\$500	(\$500)
94	63302 Adult Education	\$0	\$42	(\$42)	\$176	\$458.33	(\$283)	\$500	(\$325)
95	63303 Lenten Series	\$0	\$25	(\$25)	\$0	\$275.00	(\$275)	\$300	(\$300)
96	63300 Total Christian Formation	\$0	\$108	(\$108)	\$176	\$1,192	(\$1,016)	\$1,300	(\$1,125)
97									
98	63350 Children & Youth Ministry								
99	63351 Family Ministries	\$249	\$83	\$165	\$485	\$916.67	(\$432)	\$1,000	(\$515)
100	63352 Youth Ministries	\$0	\$167	(\$167)	\$20	\$1,833.33	(\$1,813)	\$2,000	(\$1,980)
101	63353 Acolytes	\$390	\$42	\$349	\$505	\$458.33	\$47	\$500	\$5
102	63350 Total Children & Youth Ministry	\$639	\$292	\$348	\$1,010	\$3,208	(\$2,199)	\$3,500	(\$2,490)
103									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							NOV	NOV		NOV YTD	NOV YTD		ANNUAL		
103	AS OF NOVEMBER 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining	
104	64000 Worship & Liturgy															
105	64108 Liturgical Art							\$0	\$25	(\$25)	\$0	\$275.00	(\$275)	\$300	(\$300)	
106	64150 Worship Expenses							\$0	\$50	(\$50)	\$66	\$550.00	(\$484)	\$600	(\$534)	
107	64000 Total Worship & Liturgy							\$0	\$75	(\$75)	\$66	\$825	(\$759)	\$900	(\$834)	
109	64250 Pastoral Care							\$0	\$17	(\$17)	\$0	\$183.33	(\$183)	\$200	(\$200)	
111	64500 Fellowship															
112	64501 Sunday Coffee & Supplies							\$0	\$108	(\$108)	\$1,423	\$1,191.67	\$231	\$1,300	\$123	
113	64502 Parish Events							\$169	\$42	\$127	\$314	\$458.33	(\$144)	\$500	(\$186)	
114	64503 Receptions							\$0	\$42	(\$42)	\$243	\$458.33	(\$215)	\$500	(\$257)	
115	64504 Greeters							\$0	\$42	(\$42)	\$0	\$458.33	(\$458)	\$500	(\$500)	
116	64505 Invites							\$0	\$17	(\$17)	\$0	\$183.33	(\$183)	\$200	(\$200)	
117	64506 Vestry Expenses							\$0	\$0	\$0	\$30	\$0.00	\$30	\$0	\$30	
118	64508 New Episcopal Women							\$0	\$17	(\$17)	\$0	\$183.33	(\$183)	\$200	(\$200)	
119	64500 Total Fellowship							\$169	\$267	(\$98)	\$2,011	\$2,933	(\$923)	\$3,200	(\$1,189)	

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT		NOV	NOV		NOV YTD	NOV YTD		ANNUAL	
1	AS OF NOVEMBER 30, 2022	ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
121	65000 Administrative								
122	65100 Office Supplies	\$201	\$83	\$117	\$1,216	\$916.67	\$300	\$1,000	\$216
123	65101 Paper	\$273	\$100	\$173	\$1,254	\$1,100.00	\$154	\$1,200	\$54
124	65102 Advertising	\$0	\$58	(\$58)	\$637	\$641.67	(\$5)	\$700	(\$63)
125	65103 Software	\$105	\$175	(\$71)	\$1,925	\$1,925.00	(\$0)	\$2,100	(\$175)
126	65105 Telephone & Internet	\$768	\$650	\$118	\$7,436	\$7,150.00	\$286	\$7,800	(\$364)
127	65106 Miscellaneous	\$0	\$33	(\$33)	\$0	\$366.67	(\$367)	\$400	(\$400)
128									
129	65200 Equipment								
130	65201 Hardware	\$0	\$83	(\$83)	\$0	\$916.67	(\$917)	\$1,000	(\$1,000)
131	65202 Ricoh	\$199	\$917	(\$718)	\$3,570	\$10,083.33	(\$6,513)	\$11,000	(\$7,430)
132	65203 Other	\$0	\$42	(\$42)	\$0	\$458.33	(\$458)	\$500	(\$500)
133	65204 Risograph	\$0	\$42	(\$42)	\$673	\$458.33	\$215	\$500	\$173
134	65200 Total Equipment	\$199	\$1,083	(\$884)	\$4,243	\$11,917	(\$7,673)	\$13,000	(\$8,757)
135									
136	65300 Postage								
137	65301 Meter	\$110	\$42	\$68	\$764	\$458.33	\$306	\$500	\$264
138	65302 Other	\$0	\$33	(\$33)	\$36	\$366.67	(\$331)	\$400	(\$364)
139	65303 Send Pro Lease	\$5	\$5	(\$0)	\$50	\$55.00	(\$5)	\$60	(\$10)
140	65300 Total Postage	\$115	\$80	\$35	\$850	\$880	(\$30)	\$960	(\$110)
141									
142	65000 Total Administrative	\$1,660	\$2,263	(\$604)	\$17,561	\$24,897	(\$7,335)	\$27,160	(\$9,599)
143									

1	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT			NOV	NOV		NOV YTD	NOV YTD		ANNUAL	
143	AS OF NOVEMBER 30, 2022			ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
144	66000 Facilities										
145	66100	Campus Maintenance		\$3,252	\$2,917	\$335	\$28,568	\$32,083.33	(\$3,516)	\$35,000	(\$6,432)
147	66110 Rectory Maintenance										
148	66111	Insurance		\$0	\$22	(\$22)	\$0	\$239.25	(\$239)	\$261	(\$261)
149	66112	Landscaping		\$270	\$270	\$0	\$2,970	\$2,970.00	\$0	\$3,240	(\$270)
150	66113	Pool		\$122	\$117	\$5	\$5,107	\$1,287.00	\$3,820	\$1,404	\$3,703
151	66116	Maintenance		\$145	\$392	(\$247)	\$2,309	\$4,308.33	(\$1,999)	\$4,700	(\$2,391)
152	66110 Total Rectory Maintenance			\$537	\$800	(\$263)	\$10,386	\$8,805	\$1,582	\$9,605	\$781
154	66120 Services										
155	66121	Elevator, Fire & Burglar Alarms		\$1,580	\$835	\$745	\$7,060	\$9,189.58	(\$2,130)	\$10,025	(\$2,965)
156	66122	Other Services		\$485	\$333	\$152	\$4,760	\$3,666.67	\$1,093	\$4,000	\$760
157	66120 Total Services			\$2,065	\$1,169	\$896	\$11,820	\$12,856	(\$1,037)	\$14,025	(\$2,205)
159	66130 Facility Supplies			\$939	\$250	\$689	\$2,811	\$2,750.00	\$61	\$3,000	(\$189)
161	66140 Utilities										
162	66141	EBMUD		\$2,263	\$1,583	\$680	\$16,503	\$17,416.67	(\$914)	\$19,000	(\$2,497)
163	66142	Garbage		\$188	\$552	(\$364)	\$3,307	\$6,072.00	(\$2,765)	\$6,624	(\$3,317)
164	66143	PG&E Gas		\$550	\$428	\$122	\$5,973	\$4,711.67	\$1,261	\$5,140	\$833
165	66144	PG&E Electrical		\$1,039	\$1,208	(\$170)	\$14,098	\$13,291.67	\$806	\$14,500	(\$402)
166	66146	Ackerman Utilities		\$953	\$0	\$953	\$4,369	\$0.00	\$4,369	\$0	\$4,369
167	66140 Total Utilities			\$4,993	\$3,772	\$268	\$44,248	\$41,492	\$2,756	\$45,264	(\$1,016)
169	66000 Total Facilities			\$11,786	\$8,908	\$1,926	\$97,833	\$97,986	(\$153)	\$106,894	(\$9,061)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT		NOV	NOV		NOV YTD	NOV YTD		ANNUAL	
1	AS OF NOVEMBER 30, 2022	ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
170									
171	67000 Finance								
172	67050 Stewardship	\$163	\$167	(\$3)	\$2,629	\$1,833.33	\$796	\$2,000	\$629
173	67100 Benevity Fees	\$0	\$3	(\$3)	\$0	\$27.50	(\$28)	\$30	(\$30)
174	67101 Banking Charges	\$83	\$220	(\$137)	\$2,598	\$2,421.83	\$176	\$2,642	(\$44)
175	67103 Corporate Fee & Expenses	\$0	\$4	(\$4)	\$105	\$38.50	\$67	\$42	\$63
176	67104 Property & Liability Insurance	\$0	\$2,716	(\$2,716)	\$24,444	\$29,876.00	(\$5,432)	\$32,592	(\$8,148)
177	67106 Property Taxes								
178	67117 Church	\$0	\$1,510	(\$1,510)	\$7,613	\$16,608.17	(\$8,995)	\$18,118	(\$10,505)
179	67118 Rectory	\$450	\$73	\$378	\$886	\$798.42	\$87	\$871	\$15
180	67000 Total Finance	\$697	\$4,691	(\$3,994)	\$38,275	\$51,604	(\$13,329)	\$56,295	(\$18,020)
181									
182	68000 Budgeted Outreach								
183	68002 Budgeted Outreach	\$1,250	\$1,250	\$0	\$13,750	\$13,750.00	\$0	\$15,000	(\$1,250)
184	68003 Schools & Interfaith Council	\$250	\$250	\$0	\$2,750	\$2,750.00	\$0	\$3,000	(\$250)
185	68000 Total Budgeted Outreach	\$1,500	\$1,500	\$0	\$16,500	\$16,500	\$0	\$18,000	(\$1,500)
186									
187	69000 Other								
188	69001 Contingency	\$0	\$833	(\$833)	\$0	\$9,166.67	(\$9,167)	\$10,000	(\$10,000)
189	69003 COVID 19 Expenses	\$0	\$21	(\$21)	\$0	\$229.17	(\$229)	\$250	(\$250)
190	69004 Suspense (Ask My Accountant)	\$0	\$0	\$0	\$0	\$0.00	\$0	\$0	\$0
191	69000 Total Other	\$0	\$854	(\$854)	\$0	\$9,396	(\$9,396)	\$10,250	(\$10,250)
192									
193	60000 Total Expenses	\$59,372	\$65,848	(\$7,429)	\$651,071	\$724,327	(\$73,257)	\$790,175	(\$139,104)
194									
195	NET OPERATING INCOME	(\$14,117)	(\$10,574)	(\$2,591)	\$74,730	(\$116,309)	\$191,038	(\$126,882)	

Rector Report December 2022

Lots of Good things in December

Thank you for all you have done for Christmas food boxes – 175! Thank you to Sally for leading the charge and all the volunteers who made our packing day great. Thank you to our St. Nicholas cookie bakers, Sara, Mae, Carleen, Joann, Emily, and Marie-Clare. Thank you to St. Nicholas aka Rob for a great children’s time. Thank you to Scott, Neal, Charlie, and Steve for helping us put in the new refrigerator. Thank you for supporting our current warm winter drive and look for more details about Winter Night’s Shelter in January.

Budget time!

Thanks
Todd

2022-12 Admin Commission Report

ParishSoft Replacement with Breeze

- Carleen and Sally continue to clean up Breeze database after the transfer
- Carleen has completed transfers of those online givers who want to use Breeze.
- We have decided to postpone the rollout of Breeze to Members until early January.
 - Steve being out all of November, Carleen out most of December, Sally out from mid-December to mid-January. We felt we did not have enough support to handle a general rollout.
 - We have decided to only allow access by invitation as we do not want to have invitations languishing with people not interested in having an account.
- We have created Tags for both the Bell Choir and Choir so that it will make it easy for Myles to send out notifications. Myles has been trained in the usage of this functionality.

Office Events

- We have decided to replace our old Folding machine which has been ordered and has arrived.
- We are waiting for installation at this time.

Communications Commission Monthly Report

December, 2022

Actions taken since November, 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 review and provide any feedback you may have.

Submitted by:

Ade Adekunle

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Fellowship Report

December 2022

- Lovely Fellowship is happening.
- The signup sheet process is working and new people are signing up to learn how to do coffee hour .
- December is covered for 10am coffee hours and January needs 1 or 2, I think I will cover one of those.

Submitted by Karen Anderson

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

Adopt-a-bike

- After a 3-year hiatus the program moved to its new location in the Alamo Safeway Shopping Center, and has been very active in the past 2 months accepting used bikes and volunteer assistance in preparing the bikes for donations to local non-profits. Tania has been collecting donations and I have been approving expenses for bike parts, helmets & U-locks for that program.

Warm Winter Drive for Trinity Center and Loaves and Fishes

- From Dec11 – Jan15
- Collection boxes in front of Parish Hall and Grace house
- Items needed – Socks, hats/scarves/gloves, warm pants/jeans, plastic ponchos/thermal blankets, small toiletries
- Two volunteers needed to help (contact Leslie/Steve Mason/Nora)

MCC Christmas Food box + Rice and Beans

- We have delivered at least 175 BOXES to MCC. On Sunday, November 13, the attendees at the 4:00 service filled 400 plastic bags with rice and beans. Those bags were added to each “St Timothy’s” box. On Friday, December 2, the Alamo Safeway delivered enough food to fill 100 boxes. On Saturday, December 3rd volunteers filled those boxes in the parish hall in less than 2 hours! Boxes were loaded onto the rental truck (thank you John G), then Tania and Wally delivered the boxes to Monument Crisis Center. What a great way to celebrate the holiday season – thanks Sally for organizing all the volunteers to make this happen!

CC Interfaith Coalition

- Purpose: Contra Costa Interfaith Coalition acts as a communications link between churches that have volunteers and other resources, and the agencies which provide social services in the county.
- Projects: CCIC organizes faith-based communities in Contra Costa County into a human service network. They work closely with social services in the county who provide food, shelter and clothing to the needy (focusing on House furnishing program – linens, furniture, kitchen, food, cleaning supplies)
- Outreach Committee reviewed their organization on Nov 14 and has voted to formally accept them as one of our partner ministries starting Jan 2023, with Tania Hanson DeYoung as the liaison

FOTH 2023

- FOTH-2023 DATE: – Tentatively, Saturday, September 9. Leslie will consult with the Rector.

WINTER NIGHTS SHELTER January 23 – February 6, 2023

- St. Timothy’s has hosted Winter Nights Shelter families since 2005! With the help of St. Timothy’s and Beth Chaim volunteers, we will open the Parish Hall to become a Winter Nights Shelter serving approximately 30 guests (families with children). We will provide breakfast, lunch, and dinner; laundry services; showers; assistance with homework; space for play and relaxation. Transportation, counseling, and other services are provided by Winter Nights Shelter program. <https://cccwinternights.org/> Note - All Staff, Guests and Onsite Volunteers must provide proof of full Covid vaccination. Contact Joann O at joannmarieoliver@gmail.com

Worship and Liturgy Report

December, 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.

In December

- Inservice with Pastor Todd and Eucharistic Minister to review protocol for the introduction of wine into our service again.
- Trained two more youth acolytes.
- Gathered from those on the liturgy teams her/his availability for January and February of 2023.
- Prepared rough draft of the rota for January and February of 2023.

Submitted by Jacqueline Chiavini