



# **2019 Annual Report**

**For the Annual Meeting on  
Sunday, January 26, 2020**

**Saint Timothy's Episcopal Church  
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**2019 Annual Report**  
**St. Timothy’s Episcopal Church, Danville, CA**  
**Sunday, January 26, 2020**

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## Agenda

1. Prayer – Pastor Todd Bryant
2. Appointment of Secretary and Parliamentarian– Pastor Todd Bryant
3. Approval of minutes from the 2019 Parish Meeting – Dick Firth, Senior Warden
4. Vestry Election – Dick Firth, Senior Warden
5. Deanery / Convention delegates nominees – Tom Linari, Junior Warden
6. Treasurer’s Report – Neal Matsunaga
7. Rector’s Report – Pastor Todd Bryant
8. Senior Warden Report - Dick Firth
9. Outgoing Vestry Recognition – Pastor Todd Bryant & Dick Firth, Senior Warden
10. Naming of Senior Warden for 2020 – Pastor Todd Bryant
11. Questions – Pastor Todd Bryant & Dick Firth, Senior Warden
12. Closing Prayer – Dick Firth, Senior Warden

# 2019 Annual Meeting Minutes

Sunday, January 27, 2019

Start Time: 11:16 am, End Time: 12:25 pm

Update Date: 1/13/2020

1. Prayer – Pastor Todd
2. Appointment of Secretary – Sally Shea Potts – Moved by Susan Oki, seconded by Joan Evens, approved.
3. Appointment of the Parliamentarian – Sally Jess – Moved by Patty Farris, seconded by Steve Mason and approved
4. Approval of minutes from the 2018 Parish Meeting

Approval of the printed minutes was moved by Joan Evens , Seconded and approved

5. Affirmation of Vestry Nominees

Linda Clark	Trudy MacMillan
Steve Hedden	Michael Olden

Ed Liggins invited the 4 nominees to the front of the church.

The annual meeting attendees affirmed the 4 nominated people.

6. Affirmation of Deanery Delegates

Jim Coleman	Cecelia Oluwole
Betty Davis	Mary Louise Gotthold
Mike Oliver	Frances Stephenson
Jerry Vallery	

All the above were confirmed by the attending members.

7. Treasurer’s Report – Neal Matsunaga

The treasurer’s report for 2018 is contained in the 2018 Annual Report. Highlights include:

- Completion of the paperwork to convert 819 Ackerman to a rectory in the county and state records.
- Audit of the St. Timothy’s and Noah’s Ark financial books for 2016 and 2017.
- Analysis for the reserve study commissioned by the vestry from John D. Beatty & Co.
- Implementation of online payments and reporting for staff pensions.
- Budget reports to the vestry and the congregation.
- Implementation of a review of the church’s investments with the Finance Committee.
- Creation of a Treasurer job description.

## Financial Results of 2018

- Income: \$7936 under budget; Expenses: \$33,584 under budget
- Vestry allocation of surplus (\$49,690) – Endowment: \$23,709, Pledge Reserve: \$24,100, Maintenance/Capital Improvements: \$1881

## 2019 Budget

- Income is expected to be the same as 2018
- Expenses are expected to be 7% higher than 2018 due to: Diocesan assessment increase, cost of living increase for staff, expenditures for increased community involvement.
- The 2019 budget includes an expected shortfall of \$24,066

**One result of the maintenance report by an outside firm for the vestry was that we will probably need to spend approximately \$100,000 per year on maintenance over and above what is normally budgeted.**

**Question:** What are the weekly hours of Associate Pastor Susan

**Answer:** 30/hour per week, bookkeeper works 10 hour /week, Darita and Emily, the Office Administrator work ½ time – 20 hour /week.

## 8. Rector's Report – Pastor Todd Bryant

### Goals for 2019 and beyond

- Children and Youth development with the hope of eventually needing a youth minister
- Newcomer incorporation – Greeters and clergy are reaching out to newcomers
- Sunday schedule conversation – timeline undetermined – conversations will be held to consider Sanctuary improvements
- Questions to ponder:
  - We need to begin to think about where God is pointing us.
  - We need to think seriously about what will make us grow.
  - We need to think about what will attract others to join us.
  - We are the church of the “not like minded”.
  - We need to think about how we can serve and invite others to join us.
  - We need to grow members to remain a viable congregation.
  - How can we share this amazing place with others?

15 years ago, Danville was the same size of San Ramon.

San Ramon is now on track to be 2.5 times the size of Danville.

How can we be a blessing to the people in San Ramon?

Pastor Todd is having a series of 1:1 conversations with officials and residents of Danville and San Ramon.

Think about 2019 as a year of discernment for our future. Where does God want us to go?

How can we live into our vocation?

Thought: Who would care if the St. Timothy's facility disappeared?

New members will help with our upcoming maintenance expenditure problems.

25 new families / year will really lesson our problems.

Todd has been invited to be a part of Missional Leadership Cohort. He is excited about the possibilities of learning.

**Question** (Sharyn Mitzo) – **chart of pledges** was helpful in understanding our pledging.

**Answer:** Ed Liggins said that we have done it recently. He wondered about the impact on pledging. Per Sharon, she found it motivating

**Question:** PNO – Parents Night Out – part of the mission?

**Answer:** Yes, reaching out the Green Valley and Vista Grande is a good way to get us known

Lisa Perry – **Formation Program plans** are for one or only a couple of sessions for a program rather than several months, 1/week.

Todd: **Small groups** are a powerful way for people to get acquainted and involved.

**Question** (Tony Geisler) – how can we use Noah's Ark and Darita's music programs to grow the church?

**Answer:** There are 17 and 20-year olds who started at Noah's Ark. Working on building relationships with the Noah's Ark families. Suggestion: coffee for families in the morning. Rev. Susan does chapel. Rev Todd regularly meets with the families. Parish members trying to reach out to Noah's Ark families will help interest families in St. Timothy's

**Question** (Steve Mason) – Focus group on **why young people don't come to church**. What need do you have that church doesn't meet? What keeps you up at night worrying? What gets you up in the morning? We have a good reputation for good works. We also have a reputation for being welcoming.

**Todd:** We need to be more multi-cultural and multi-class. We need to resemble San Ramon more than Danville. Let's be a compelling community.

Susan Paulus – suggestion – reach out to those who have left the parish. Why did they leave?

Todd has called all those listed in the Friends page about why they left. Many said they could not stand the search process. Others did not like the politics.

**Susan:** Some left because they did not feel cared for. Todd discussed what he and Pastor Susan are doing along with the LEV's.

**Question** (Steve Oki) Are the connections with the other churches going develop **activities for children and youth**.

Todd: Talking about pizza night with kids at St. Paul's. Mark Spaulding will take our kids to work in Mexico when he goes (3 times / year).

## COMMENTS:

- Patty Farris: We have **Stephen's Ministries** here which are not well known or well used but are available.

Stephen Ministries has also lapsed due to need of someone to lead it. Todd has asked 5 people to lead and has been turned down by all of them. (Comment from Cathy Morris.)

- James Vila: **Youth mission trips** are very powerful for the participants. Suggestion: Think outside the box about how the youth can be involved and will look good on a college resume.
- Joan Evens: **Senior Events** have lapsed due lack of leadership. Need people who are willing to write notes, make calls, etc.

Nancy A: There are people reaching out, but it is not well publicized

Pastor Susan: Trying to re-imagine doing pastoral care differently.

Dee Geisler: Use **surveys** to find out what people want. Perhaps targeted at seniors.

Suggestion: **Blog**

Todd: Most numerous newcomer – 60-year-old women

**Question (Ade)**What is your overview of this community and how it is working for your family.

Todd: For kids, school and friends are working well. That is really, important. Todd has felt very loved and supported – particularly related to the Houston house flood.

Todd: Worries about how can the Episcopal church and St. Timothy's grow again?

**Please keep asking questions and talking to Pastor Todd.**

9. Senior Warden Report – Allison Fletcher (see page 14 of the 2018 Annual Report)

Good year – content, excited, settling in well with Pastor Todd and Susan

Highlights of the year:

- Answered the question of 2 or 3 services –
- Increase in fund-raising – we are connected
- Banner year for FOTH enabling record donations to the community

10. Outgoing Vestry Recognition – Allison Fletcher

- Ed Liggins – recognized for support and figuring out how to deal with the roof
- Jim Coleman
- Wally DeYoung
- James Vila

Allison will continue vestry and will step down from being the Senior Warden in 2019

11. Naming of Senior Warden for 2019 – Dick Firth

12. Closing Prayer – Dick Firth

# Membership, Baptisms, Confirmations, Marriages and Funerals

## Membership

2018 687

2019 705

## Average Sunday Attendance

2018 188

2019 196

## Baptisms

Jennifer Elizabeth O'Byrne

Brandon Colin O'Byrne

Timothy Kashope Ojetayo

Oritoke Kuburat Ojetayo

Margaret Atkinson MacDougal

Lauren Stafford

Allen Ando Hirashiki

Eric Xun Hayter

Corbin Henry Caldwell

Avery Helen Stewart Giller

Johanna Evelyn Goldman

Alina Isabel MacMillan

Carson Christopher Stanton

Jacob Anthony McAnally

## Confirmations

Alexandra Marshall (Lexi) Gates

Ryan Patrick Ball

Jake Daniel Ball

Joseph Paul Biester

Eleanor (Ellie) Cottrill

Colin Jing-Ren Horsley

Thomas Hager

Lauren Catherine Stafford

Jennifer Elizabeth O'Byrne

Brandon Colin O'Byrne

Michael Olden

Jan Mahoney

Chris Mouser

## Marriages

Stephanie Barnum and Steve Buchanan

The Rev. Maurice Turner and Carol Glover

## Funerals

Ted Budach

Austin Nixon

Donna Helgeson

Joyce Rutherford

Mary Ashworth

Jeff Manning

Dave Evans

Jeanne Plummer

William (Bill) Jess



## Current Vestry List

\* Marks members going off vestry in 2020

COMMISSION/ POSITION	NAME	EMAIL/PHONE
Senior Warden	Dick <b>Firth</b>	<a href="mailto:rwfirth@gmail.com">rwfirth@gmail.com</a> 925-352-8503
Junior Warden / Property Commission	Tom <b>Linari</b>	<a href="mailto:tlinari57@gmail.com">tlinari57@gmail.com</a> 925-328-0721
Administration Commission	Kari <b>Doolittle</b>	<a href="mailto:kari.doolittle@gmail.com">kari.doolittle@gmail.com</a> 925-984-1657
Adult Formation Commission	Lisa <b>Perry*</b>	<a href="mailto:lisa@pmcapp.com">lisa@pmcapp.com</a> 925-785-8015
Adult Formation Commission	Nancy <b>Arroyoavila</b>	<a href="mailto:naa2005retire@gmail.com">naa2005retire@gmail.com</a> 760-271-0793
Children & Youth Commission	Cathy <b>Hager*</b>	<a href="mailto:cathager@comcast.net">cathager@comcast.net</a> 925-984-6713
Fellowship Commission	Mike <b>Olden</b>	<a href="mailto:oldenmichael69@yahoo.com">oldenmichael69@yahoo.com</a> 650-504-3800
Finance Commission		
Outreach Commission	Alison <b>Hill</b>	<a href="mailto:AliRHill@comcast.net">AliRHill@comcast.net</a> 925-683-9044
Pastoral Care	Trudy <b>Macmillan</b>	<a href="mailto:alexlife@astound.net">alexlife@astound.net</a> 925-899-1197
Property Team Member	Steve <b>Hedden</b>	<a href="mailto:stephenhedden@yahoo.com">stephenhedden@yahoo.com</a> <u>925-820-2811</u>
Social Justice Commission	Kari <b>Doolittle</b>	<a href="mailto:kari.doolittle@gmail.com">kari.doolittle@gmail.com</a> 925-984-1657
Worship & Liturgy Commission	Linda Clark	<a href="mailto:lclark1228@aol.com">lclark1228@aol.com</a> 925-947-0399, Cell:415-810-3749
Worship & Liturgy Commission	Allison <b>Fletcher*</b>	<a href="mailto:allisonsfletcher@gmail.com">allisonsfletcher@gmail.com</a> 925-997-0721
Treasurer	Neal <b>Matsunaga</b>	<a href="mailto:ilpjoe@gmail.com">ilpjoe@gmail.com</a> 925 708-9547
Clerk	Sally Shea <b>Potts</b>	<a href="mailto:sallyspotts@gmail.com">sallyspotts@gmail.com</a> 925-691-9294

# Vestry Nominees

## Rayne Devlin

I can usually be found at the 10:00am service in the back of the church with at least one kid hanging off me, one spread out in the middle of the walkway and the other two asking when it's snack time. I have yet to actually sit in the Pews during a service, but goals are good to have! I have been coming to St. Timothy's since my family moved here in late 2015. Before here, we attended St. Anne's in Fremont. I served on the Vestry and was Senior Warden my last year serving when our priest announced their quick departure a month into becoming so. (Quite an introduction to a job I had never had before!) When we moved out here, we tried a few places but instantly fell in love with the people of St. Timothy's when we were greeted with nothing but love and patience for my little crowd of tiny, somewhat noisy kiddos. We baptized our youngest here and feel like we belong in this community. My children are so comfortable, they make sure to hold me accountable to get here on Sundays when it's not always the easiest thing to do. I'm so grateful for this church and this amazing community that is helping me raise my children in faith. I look forward to becoming more involved and getting to know more of you!

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## Scott MacDougall

Scott was born and raised a Lutheran. Scott and his family came to St Timothy's more than twenty years ago. About ten years ago, first Scott's wife Marie-Claire and then Scott took a turn on the Vestry. Scott's portfolio at that time was Youth. Scott grew up in Danville, attended Charlotte Wood Middle School and Monte Vista HS. He and Marie-Claire have raised three children in town and at St Timothy's and now some days can be found picking up their grandson from Noah's Ark Pre-school. Scott teaches Political Science at Diablo Valley College and is active in Mustang Soccer and with the Monte Vista Freshman Girls team.

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## What Is A Deanery?

We are all members of the Diocese of California. We live out that membership in our local congregations as well as a variety of other ministries and institutions, one of which is Deanery.

Deaneries play a key role in developing and implementing the policies and plans of the Diocesan Convention and the Executive Council through:

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

### Who can be a Deanery Representative?

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

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

### What is expected of a Deanery Representative?

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

### When and where do Deaneries meet?

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

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

## Contra Costa Deanery Churches

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

*Email questions and comments to: [eastcontracostadeanery@gmail.com](mailto:eastcontracostadeanery@gmail.com) Churches in the Contra Costa*

## Contra Costa Deanery

The Diocese of California is organized into six deaneries (a group of congregations). The Alameda, Contra Costa, Marin, San Francisco, and Southern Alameda deaneries cover their respective counties; the Peninsula Deanery consists of all of San Mateo County and a small portion of Santa Clara County.

St. Timothy's is part of the Contra Costa deanery. You can get involved in many ways at the diocesan level. Give deanery a try.

## 2020 Deanery/Convention Delegate Nominees

Jim Coleman  
Betty Davis  
Mary Louise Gotthold  
Cecilia Oduwole  
Mike Oliver  
Francis Stevenson  
Jerry Vallery

## 2020 Convention

The 170th Diocesan Convention is scheduled for Friday October 23rd & Saturday October 24th, 2020.

## 2020 Deanery Meetings

- March 19 @ St. Anna's, Antioch
- June 18 @ St. Paul's, Walnut Creek
- September 17 @ St. Stephen's, Orinda
- November 19 @ Resurrection, Pleasant Hill (2020 Warm Winter Nights calendar may cause a change to the November 19 location).

# Rector's Report

## 2019 In Review

This review is not exhaustive and does NOT capture all the excellent work our members do throughout the year. Also it does not capture the details of the countless hours that go into events and ministries like Christmas Food Boxes, CCIH drives, bicycle refurbishing, Formation events and series, perpetual facility maintenance, Warm Winter Nights, FOTH and supported ministries, and the many people who make Sunday run well - you get the point. The highlights below are just a few of things that stood out to me. They are not more or less important than the myriad contributions others have made.

## Holy Week and Easter

I think I got a good rhythm and flow for St. Timothy's Holy Week. This ease is because you have an excellent worship team that has been documenting, documenting, documenting. We have a useful worship customary that allows us to perpetually learn from successes and avoid pitfalls.

Logistics notes about Holy Week 2019 and 2020. In 2019, we made sure the vigil was late enough to be dark (too bright in 2018). 2019 was the last Holy Wednesday service for a while (not in 2020). In 2020 we will have Maundy Thursday, Good Friday, and the Vigil on the same schedule as we did in 2019. **But** - in 2020 Easter will reflect our regular schedule --8:30 and 10 am (not 3 services)

## Pentecost until Summer

Pentecost Sunday was a blast in 2019, and I have something very secret planned for 2020's Pentecost. Can't tell you yet!

## Summer

**Immersion Trip** - We had a very successful 2019 immersion trip in Louisiana. It was hot. It was holy. It was a lot of work. In 2020, some of the larger churches are doing different things. Orinda will go to Alaska. Alameda and Resurrection will go to Chico because they want to organize around a smaller group.

St. Timothy's is working out a plan to possibly go to Best Friends [www.bestfriends.org](http://www.bestfriends.org) which is the largest no-kill animal shelter in the country. There is a lot of work to be done at the sanctuary and it is an exceptionally well-run volunteer experience. We hope to do this event with a collection of smaller churches in Castro Valley, Pleasanton, Antioch, Lafayette, and Martinez.

**VBS** – Susan and Darita pulled together a great team to run VBS aka Zootopia in 2019. The kids were great, and all the activities were spot on.

**New Christian Formation room in Parish Hall** - Tom Linari prepped and painted a room on the NW side of the Parish Hall to allow us more flexibility in Christian Ed. It looks great!

## Welcome back September

Welcome Back was excellent. Michelle Fey and many volunteers made St. Timothy's feel like home. It was ton of work, and I am grateful for all the ministries we celebrated. My bingo skills were so, so.

## Stewardship Season

Our stewardship team throughout the year, but especially October, helps us know why we give. Our stewardship speakers had their finger on the pulse -- the joy of supporting this community. **If you haven't pledged, it's still not too late.**

**5pm Service** - We kicked off a fully projected worship experience in October. After 3 successful services in October, November, and December, we will continue.

## Thanksgiving Season

**Website** - We had a very good website. Now I think we have an excellent one. We have tried to make the website as seamless for the user as possible. All your members resources are on the far-right tab called "Members" on the desktop version of the website and at the bottom top level menu item on your phone. The website is geared toward giving an information rich newcomer a friendly on-ramp to our community without overwhelming them.

It's not a silver bullet to get people in the door. That's a job for each member to invite people to our excellent community - [www.sainttimothysdanville.org](http://www.sainttimothysdanville.org). If you find errors, please let me know.

**Interfaith Thanksgiving service** - We hosted the Interfaith service in 2019 to support Contra Costa Interfaith Housing <https://ccinterfaithhousing.org/>. We had all the usual interfaith partners in solidarity to support this important ministry. The Jewish cantor/guitarist Eve Decker got the campfire songs going. I had a holy blast.

## Advent and Christmas

**Selfies with Santa** - Beyond my expectation! We had decent attendance (given the pouring rain). It was F-U-N. The event was light and airy. It did not feel like we had to move heaven and earth to get ready. We kept the selfie setup for Sunday morning – and got some wonderful pictures of parishioners.

**Christmas Eve services** - The projected services (3 pm and 5 pm) went (almost) without a hitch. The attendance shifted a little this year. Last year, 3 pm was our biggest service with 8 pm a close second. This year 5 pm and 8 pm were neck and neck. However, the big success of 3 pm 2019 was the abundance of small children (not just the pageant participants.)

## 2020 Ahead

Like I said earlier, something special is up my sleeve for Pentecost. The mission is F-U-N. In fact, Selfies with Santa was a bit of a revelation to me. I want to lead with fun. Church can often be drearily serious. I think the work we are doing is too important to be serious about. Grounded in God, we have some Holy Fun to accomplish. And as I mentioned in the beginning, I see all my observation as but one component of the many, many faithful servants who make St. Timothy's flourish.

*Pastor Todd Bryant*

## Associate Rector's Report

The mystery of God's love in people of faith continues to touch my spirit. As God's people at Saint Timothy's we are reaching out into the community and the world--deepening our faith and our relationship with God. We are reaching out in many ways to our community and beyond--through Fruits of the Harvest as we support many programs, through regular food gifts for the hungry, education supplies, toiletries, warm socks, knitted shawls and caps, refurbished bikes, time and culinary gifts for the families who stay with us for a couple of weeks and so much more. I am extraordinarily grateful to serve as Associate with Pastor Todd who with his quick smile reaches out to the parish and the community in many ways and deepens my own faith. With our "first Sunday" 5:00 PM service and a welcoming attitude we are imagining more ways to minister to one another.

On Sundays I am part of the worship leadership; I preach, celebrate and enthusiastically share young people's time with children's homilies. Thank you to John Geraci-Novy who leads and organizes Children's Liturgy with the help of Caroline Fea who leads Godly Play. Sharing the mid-week worship and Bible study with Pastor Todd, we continue the tradition of worship, study, and faith formation that has long been important to Saint Timothy's. Special thanks to the Altar guild and the liturgy teams who make liturgy happen. During Lent and Advent, we continued the tradition of intergenerational activities.

As **chaplain to Noah's Ark** preschool I lead worship in the church and in the classroom for our preschool children. The children are excited as we retell Bible stories, sing and pray. We "change the light," extinguishing the candles—and God's love goes out into the world--. We pray and sing God, "come by here" sharing the story of God's love in all things. It is exciting to walk with children carrying a cross to church and then back to Noah's Ark!

**Pastoral care** continues to be one of my responsibilities and this year we hold in our hearts several beloved parishioners who have passed into God's nearer presence, have moved to be closer to family, or stepped into new transitions of their lives. We grieve the sudden loss of beloved family members and friends. Special thanks for the work of Gloria Rousseau and Patti Farris who organize our confidential prayer team and all the people who quietly and faithfully pray for us all. Thanks also to our healing team and to our Stephens ministers, and all the LEV ministers who bring communion to people who are unable to come to church on Sunday. I also visit with parishioners, individuals who are sick, homebound or unable to be in church. Together we listen to faith stories that reflect several generations of walking with God! Thank you to Trudy Macmillan who is working on finding meaningful ways for us to connect with each other in this time in our workplaces, homes and the greater community.

This fall we initiated a new format for **Sunday School**. Betsy Medwedeff, Meghan Goldman, Kris Manning, and Wendy Brainerd led Sunday School in our newly renovated classroom in the Parish Hall for our older elementary school children.

We had a great group of young people who met for months in preparation for **Confirmation** and gathered at the Grace Cathedral to be confirmed.

During the summer, our Middle School youth participated in **outreach in the community** with youth from the deanery with enthusiasm including activities at our local Crayon Initiative with the help of Kimberly Bryant!

During the summer we offered the **VBS program** "Zootopia", written by Mark Spalding, and with help from our fabulous music director, Darita Seth, celebrated characters that embraced friendship in the midst of difference. Special thanks to all our Kitchen Grannies, Karen Anderson, teens, and Olivia O'Keefe who ran an amazing crafts program. Our Noah's Ark preschool director, Cynthia Chavez, with

the help of teachers and adult and teen volunteers offered a fun and meaning preschool experience of Zootopia!

**Selfies with Santa** this Advent was great fun and full of genuine excitement as we decorated cookies made by Michelle Russell, frosted them with Emily MacDougall, decorated angels and smiled with delight as Pastor Todd's lights and camera action let us take pictures of ourselves. Thank you for the creative Christmas decorations of Kathy Wills.

I am grateful to part of the ministry of Saint Timothy's and to work with Pastor Todd Bryant, Darita Seth, Director of Music and our new administrator, Jeanette Sebree. In quiet moments I have seen the deer on our campus, heard the woodpeckers in the oaks, walked the labyrinth as the turkeys scattered to look for food, seen the bees swarm in search of a new home, watched the lizards move in the heat, and heard the silence of prayer whispered by the people of Saint Timothy's—both near and far. God is calling and in the power of the Spirit we are working to share Christ's transforming love in this amazing place of Saint Timothy's...

In Gratitude and Thanksgiving for all you are and all you do...

*Pastor Susan Geisler-O'Neil*



## Senior Warden's Report

2019 has been a good year for St. Timothy's Parish. Our pledge numbers increased throughout the year, starting in January with 144 and ending the year with 157. For 2020 we have received 159 pledges to support St. Timothy's. We are beginning 2020 with pledge income more than \$50,000 higher (by 8 %) than at this time in 2019. Despite this good news, our cost outlook for 2020 indicates a small deficit (about \$44,000, without accounting for \$24,000 in pledge reserves) as we begin the year. This means all of us should consider increasing our pledge where we can.

We have many things for which we should be thankful, particularly Revs. Todd and Susan, Darita Seth and our choir, Jeanette Sebree (our office manager), and our beautiful campus. Our outreach missions make St. Timothy's one of the biggest outreach parishes in the Diocese, which means so many of you continue to work your hearts out and are generous with your wallets. Particular thanks go to the Altar Guild who work tirelessly behind the scenes to make our worship experience so wonderful. I also want to thank Cynthia Chavez and her staff for their dedication to Noah's Ark preschool.

I am grateful to our Vestry, and our Treasurer (Neal Matsunaga) and Clerk (Sally S. Potts). Neal and Sally put in long hours for us and do great work. Working behind the scenes with Neal are Carlene Carns, our pledge analyst, and Steve Zimmerman our new bookkeeper. Almost unsung is Mike Oliver who with his stewardship team has done a great stewardship job for us in both 2018 and 2019. Bev Matsunaga has continued to work miracles to keep our campus and rectory humming. Jim Pope and the Endowment Committee continue their good work and because of many people's generosity our endowment is increasing.

Three Vestry members are retiring at the Annual meeting: Allison Fletcher, Cathy Hager, and Lisa Perry. Allison served as Senior Warden in 2018 and continued on the Vestry in 2019 working as the co-chair of the Worship Commission. Cathy has led the Children & Youth Commission for three years, and I expect that she will continue to be involved in these activities. Lisa Perry has led Christian Formation with Nancy Arroyoavila; Lisa will never go away and continues to be deeply involved with Christian formation activities. Please join me in thanking these wonderful people for their work and dedication.

2019 was a year in which we invested substantially in upgrading two of the bathrooms in our rectory to keep the Ackerman property up to speed with market values in the area. Two people deserve much credit for these projects, which turned out great: Tom Linari (our Junior Warden) managed the contractors, and Sandy Varco who oversaw design and worked with Kimberly Bryant to pick out materials and colors. Tom, along with Ed Liggins, managed the roof repair projects on the campus. All these activities required much time, and these people also deserve our thanks.

There are many more of you who deserve to be named for everything you do. Instead of naming you, and you know who you are, I offer my heart-felt thanks and a request to keep up your wonderful work.

Blessings to all of you,

*Dick Firth, Senior Warden*

## **Junior Warden (Property Commission) Report**

There are 5 areas that were addressed during 2019: church sound system, church campus roofs, Ackerman house maintenance and remodel, parish hall update, and general campus maintenance.

### **Church Sound System**

The church sound system was upgraded with a new sound system, and a “hearing loop” upgrade. This was done using funds from an anonymous donor.

### **Church Campus Roofs**

The flat roofs including the breezeway, flat roof around the parish hall, and the area over the kitchen have been replaced for a total of \$89,000. This was completed by the same roofer that did the flat roof around the church. The replacement was very straight forward. Unfortunately, more dry rot than expected was found in the kitchen area. This job could not have gone any better as far as working with the contractor.

The area around the decking area near the music room in Grace house, was resealed in areas known to be problematic. This was done to fix the leak in the office and was done by the same roofing company as worked on the Parish Hall and breezeway roofs.

### **The Ackerman property**

Pastor Todd made a request to have their master bathroom remodeled. Three bids were obtained, and the lowest bid secured. The construction went very well, and a request was made to redo the upstairs bathroom also. Although the price for the master bathroom was very good, there were only limited funds for the second bathroom. An anonymous donor donated funds to provide money for that and the downstairs bathroom, if requested. The second bathroom was completed in September. Part of the remaining funds will have to be diverted to the backyard back fence due to its deteriorating condition. This will be completed in February. The side fence was done earlier in the year. The cost to replace both fences cost was split between St. Timothy's and the neighbors.

### **Parish Hall Update**

The parish received a donation to improve sound system, hearing assistance system and the general appearance of the Parish Hall. A hearing assistance loop like the one in the church has been installed. Also installed prior to the Christmas Concert is a new sound system.

Plans will be in the works for 2020 for general appearance work including flooring, lighting, painting tables and chairs.

The old storage room in the parish hall has been converted into a Sunday school room with new paint, and carpeting.

### **General Maintenance**

All the above along with the on-going general maintenance of the campus made for a very busy year. I look forward to the upcoming challenges that 2020 shall present.

*Tom Linari, Junior Warden*

## Treasurer's Report

With two years as your church Treasurer completed, I continue to learn and keep very busy. The saving grace to all the activity is the great group of volunteers and staff who help keep things moving. The village of people who kept the church's financial house in order in 2019 were:

Pledge Secretary	Carleen Carns
Bookkeeper	Liz Haughey (Jan-Nov) and Steve Zimmerman (Dec)
Accounts Payable	Patty Pray
Counters	Glen Ashton, Jane Butterfield, Bob Carns, Ole Chiavini, Betty Davis, Angela Domer, Allison Fletcher, Zoe Gil, Steve Hudson, Trey Johnston, Jan Mahoney, Eloise McTigue, Barbara Monsler, Steve Oki, Susan Oki, and Sally Potts
Finance Committee	Dick Firth, Tom Linari, Ken Anderson, John Jess, Charlie Wills

The treasurer's role at St. Timothy's, in 2019, included the following responsibilities:

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

Some of the activities and highlights for the role in 2019, included:

1. We continue to wait for the final official audit reports for the church and preschool books for 2016 and 2017 but have seen a draft version with one comment by the auditor. We implemented changes to address this issue so should be fine when we finally get an official audit letter for these books and years.
2. Provided daily and weekly cash management supervision. This entails being knowledgeable about anticipated expenses and account balances in the church's and Noah's Ark's checking accounts to insure that the cash in the accounts were sufficient to cover withdrawals.
3. Prepared the 2019-2020 budget for Noah's Ark
4. Prepared 2020 budget for St. Timothy's
5. Completed letters of agreement for staff members who did not have one on file; the bookkeeper and the provider of childcare for Sunday services.

6. Liz Haughey, our church bookkeeper since 2016, left in November. We were fortunate and were able to hire Steve Zimmerman to replace her, starting in December. Steve is a former auditor for the diocese and currently provides bookkeeping services for four Episcopal churches and two preschools in the East Bay and Contra Costa County. Steve's workdays are Mondays and Thursdays from 1 – 6.

Finally, I would share comments about our financial results for 2019 and our 2020 financial plan:

### **2019 Results**

1. We finished 2019 with a \$16,699 positive balance in the income portion of our budget. This was mostly due to 13 pledges for \$34,000 received during the year, offset by lower than budgeted contributions from families that give regularly but do not have pledges registered with the parish.
2. We finished the year \$17,479 under budget on the expense side of the budget. This was mostly due to having temporary office manager and bookkeeper vacancies during the year for a savings of about \$9,700. Altar Guild (\$1,200), Christian Formation (1,500), Children & Youth Ministry (1,700) and Fellowship (\$2,000) spent less than budgeted and Facilities (\$7,000) and Finance (\$3,000) spent more than budgeted. Finally, we spent \$10,600 less than budgeted for contingency/unplanned expenses.
3. We finished with a surplus of \$7,994.95. The Vestry has approved allocating the surplus to the maintenance & improvement reserve account.

### **2020 Budget**

1. The 2020 budget is based on 159 pledges, 15 more than the 144 pledges we had received at this time a year ago and 2 more than the 157 pledges we had received by the end of 2019.
2. Our 2020 budget reflects a decrease in total income of \$22,051 or 3% compared to the actual income for 2019. This change is mostly made up of a decrease of \$5,766 in pledge income and a decrease of \$10,368 in contributing income.
3. Our 2020 expense budget has an increase of \$29,979, or 4%, from the actual expenses for 2019
4. This increase is mostly due to:
  - a. \$3,943 or 4% increase in our Diocesan assessment
  - b. \$14,391 or 4% in Personnel costs mainly due to a 3.2% cost of living increase for clergy and lay employees and a full year of wages for all staff.
  - c. \$9,840 in the programs part of the budget made of up increases for Altar Guild (\$1,200), Music (\$240), Christian Formation (\$2,000), Pastoral Care (\$500), Fellowship (\$600), Administration \$2,400, Finance (\$1,400) and contingencies (\$3,600) and a decrease of \$1,700 for Facilities.

5. The 2020 budget reflects an income shortfall of \$45,034. The Vestry has approved this budget with commitments from leaders to continue to work with the congregation to increase pledge income.
6. There is also the continuing need to identify about another \$100,000 in income annually going forward to fund maintenance and improvement work on the campus and rectory properties. This work, prior to 2016, was funded by rent from the rectory, which was not being used as a rectory at the time, and cost sharing payments from the preschool and other long-term users of church facilities. This funding was allocated to the operating budget as part of balancing the operating budget in 2016 and replacement funding has not been identified to date.

*Neal Matsunaga, Treasurer*

## St. Timothy's 2017-2019 Actuals and 2020 Budget

### ST.TIMOTHY'S EPISCOPAL CHURCH 2020 PROPOSED BUDGET

1/26/20

	2017 Actuals	2018 Actuals	2019 Actuals	2020 Budget	Yr over Yr Change
<b>Income</b>					
40000 · Donations					
41000 · Pledge Income					
41100 · Current Year Pledges	598,814	560,856	595,423	595,503	80
41120 · Prepaid Pledges Rec'd 2019	43,851	91,801	41,126	63,118	21,991
41300 · Prior Year Pledges Rec'd late		3,330	4,592		
41000 · Pledge Income - Other			23,245		
Total	<u>640,665</u>	<u>655,986</u>	<u>664,387</u>	<u>658,621</u>	<u>-5,766</u>
Total 41000 · Pledge Income	640,665	655,986	664,387	658,621	-5,766
42000 · Plate Offering					
42100 · Loose Plate	9,484	8,401	10,857	10,800	-57
42101 · 1st Sunday Clergy Disc		2,280			
42150 · Contributing Income	82,021	40,430	42,466	32,300	-10,166
42000 · Plate Offering Other			145		
Total 42000 · Plate Offering	<u>91,505</u>	<u>51,110</u>	<u>53,468</u>	<u>43,100</u>	<u>-10,223</u>
43000 · Special Gifts	3,988	1,848	2,605	0	-2,605
44000 · Operating Support					
44200 · Facilities Cost Sharing	24,995	23,217	27,321	24,420	-2,901
44300 · Flower Donations	4,487	4,510	3,913	2,500	-1,413
Total 44000 · Operating Support	<u>29,482</u>	<u>27,727</u>	<u>31,234</u>	<u>26,920</u>	<u>-4,314</u>
45000 · Other Income					
45100 · eScript Remittance	10	-10	1		-1
45200 · Amazon Smile	23	4	-3		3
45300 · Interest Income	369	283	274	275	1
45400 · Miscellaneous Income	68	77	262	260	-2
Total 45000 · Other Income	<u>470</u>	<u>354</u>	<u>534</u>	<u>535</u>	<u>1</u>
<b>Total Income</b>	<b><u>766,110</u></b>	<b><u>737,024</u></b>	<b><u>752,227</u></b>	<b><u>729,176</u></b>	<b><u>-23,052</u></b>
<b>Expense</b>					
60000 · Operating Expenses					
61000 · Diocesan Assessment	123,337	93,793	\$107,319	111,261	3,943
62000 · Personnel Expense					
62100 · Clergy Compensation	143,278	219,155	232,470	241,434	8,964
62200 · Lay Staff Compensation	99,882	102,840	99,177	103,560	4,383
62300 · Workers Compensation Insurance	531	295	989	1,200	211
62400 · Payroll Processing	7,656	7,344	945	1,008	63
62500 · Contractors (1099)	64,626	66,376	67,454	67,810	357
62600 · Staff Allowances	5,314	4,190	4,286	4,700	414
Total 62000 · Personnel Expense	<u>321,288</u>	<u>400,200</u>	<u>405,320</u>	<u>419,711</u>	<u>14,392</u>

**ST.TIMOTHY'S EPISCOPAL CHURCH  
2020 PROPOSED BUDGET**

1/26/20

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Yr over Yr</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Change</u>
63100 · Altar Guild	5,846	6,752	5,404	6,600	1,196
63200 · Music - Darita Seth	3,307	2,083	2,260	2,500	240
63300 · Christian Formation	1,653	2,305	760	1,800	1,040
63350 · Children & Youth Ministry	882	2,386	1,607	3,600	1,993
64000 · Worship & Liturgy	787	879	523	800	277
64250 · Pastoral Care				500	500
64500 · Fellowship	4,240	5,251	3,567	4,200	633
65000 · Administrative	38,157	36,342	37,508	39,890	2,382
66000 · Facilities	83,864	108,454	117,703	116,061	-1,642
67000 · Finance	32,517	32,914	42,871	44,286	1,415
68000 · Budgeted Outreach	10,000	18,000	18,000	18,000	0
69001 · Contingency	488	1,688	1,389	5,000	3,611
69002 · YE Reserve Funds		25,977			
<b>Total Expense</b>	<b>626,366</b>	<b>737,024</b>	<b>744,231</b>	<b>774,210</b>	<b>29,978</b>
<b>Projected Surplus/Loss</b>		<b>0</b>	<b>7,995</b>	<b>-45,034</b>	<b>-53,029</b>
<b>Plans for allocation of 2019 Surplus</b>					
Transfer to Maintenance & Improvement Reserve			7,995		
<b>Current Pledge Reserve Balance</b>				<b>24,100</b>	

**St. Timothy's Episcopal Church**  
**Balance Sheet as of December 31, 2019**

**ST. TIMOTHY'S EPISCOPAL CHURCH**  
**2019 BALANCE SHEET**

12/31/19

**ASSETS**

Current Assets

Checking/Savings

10001 - Checking (Heritage Bank)	93,109.13
10002 - Savings (Heritage Bank)	119,551.27
17103 - Charles Schwab	175,159.05
17104 - TD Ameritrade	325,823.51
	713,642.96

Total Current Assets 713,642.96

Total Fixed Assets 2,967,567.00

Other Assets (Episcopal Church Foundation/Endowment Mgt Solutions)

17101 - Endowment Fund	347,495.72
17102 - Endowment Fund Gain/Loss	167,367.14
	514,862.86

Total Other Assets 514,862.86

**TOTAL ASSETS** **4,196,072.82**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

21005 - Prepaid Pledges Received in 2019	46,458.44
	46,458.44

Total Other Current Liabilities 46,458.44

Total Current Liabilities 46,458.44

Total Liabilities 46,458.44

Equity

31300 - Permanently Restricted Net Assets

31501 - Endowment Fund (State Street Global Advisors)	347,495.72
31503 - Fixed Assets	2,967,567.00
	3,315,062.72

Total 31300 - Permanently Restricted Net Assets 3,315,062.72

31500 - Temporarily Restricted Net Assets

31504 - Endowment Fund Gain/Loss	161,486.13
31510 - Program	360,748.05
31520 - Outreach	106,468.05
	628,702.23

Total 31500 - Temporarily Restricted Net Assets 628,702.23

32000 - Unrestricted Net Assets 233,381.25

Net Income -27,531.82

Total Equity 4,149,614.38

**TOTAL LIABILITIES & EQUITY** **4,196,072.82**



# Stewardship Report

This year's Stewardship Program committee members worked diligently to develop a program that honestly reflected our church today, including a vision for the future and acknowledging our role in the world.

Our congregation has been blessed during the past three years with the arrival of Pastor Todd and Pastor Susan, the revitalization of our music programs, the growing presence of children in the church, and the re-establishment of our Sunday School and adult interest groups. All these are evidence of a new energy that we hope you are sensing too.

This spirit has allowed our volunteer work, our faith-based participation, and the fruits of our commitment to be expressed in our spiritual lives and in the lives of people with whom we are sharing our abundance. Our ongoing outreach programs continue to serve those in our community in need. Several hundred parishioners and community volunteers participate regularly in our ministries including the Stop Hunger Now and Winter Night's Shelter programs.

We are truly blessed with this new foundation and the future is bright. How will we continue to thrive and serve together?

Prayerfully, the committee's reflections generated this year's theme:

## ***"The Foundation is laid—Let us continue to Serve "***

During October, several our congregation members shared their personal perspectives on their lives at St. Timothy's and their experience with financial and time commitments to the church. They asked the congregation to join with them in prayerfully considering their financial, spiritual and engagement commitments for the upcoming year.

The Stewardship Program included:

- Speakers on each Sunday morning in October sharing their perspectives on generosity and faith;
- A special coffee hour on October 13<sup>th</sup> sponsored by the Stewardship Committee;
- Weekly 411 information on generosity and faith;
- A Covenant Sunday celebration with one combined service followed by a luncheon.

Our Stewardship focus this year has focused on these themes:

- The foundation is laid—Let's continue to Serve;
- Providing a secure future for the church, thus enabling continued service to others;
- As you are moved—continue to participate using your time, talent, treasure, and welcome;
- We have many callings and many voices with which to serve each other.

Thank you for your support.

Anna Vila

Helen Coleman

Dana Hayter

Mike Oliver

Meg Lindley

Rayne Devlin

Carol Moore

Rob Koteskey

*Respectfully submitted Mike Oliver*

## Finance Committee Report

Members: Neal Matsunaga (chair), Dick Firth (Senior Warden), Tom Linari (Junior Warden), Ken Anderson, John Jess and Charlie Wills.

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

Some of the committee's work in 2019 included:

1. Reviewed Noah's Ark's 2019-2020 budget.
2. Reviewed the church's 2020 budget
3. Reviewed the church's investment portfolio several times during the year
4. Met with a representative from SmartPortfolios, the manager for the church's funds held in TD Ameritrade.

*Neal Matsunaga, Chair Finance Committee*

## Music Ministry Report

*2019 was a quiet year for our music ministry. Is this a good thing or a bad thing? This may be a humble-brag, I believe that it was quiet because we are becoming quite good at what we do. It is a wonderful feeling knowing that we can serve and praise God with wonderful music without stressing and knowing exactly what needs to be done week by week.*

### **New Contributions to the Music Ministry**

At the conclusion of the 2018-19 formal choral season, a generous contribution was given by Carolyn Hunt towards our hired-musicians budget allowing Maddy Albright, Miles Preclaro, and Heze Hill to continue singing for St. Timothy's during our summer-off season. This allowed for our Summer Choir to maintain its standards, but also contributed greatly to its fast-paced rehearsal format.

### **The Choir at St. Timothy's**

At the beginning of 2019, members of the choir put on a small-informal concert for the people at Trinity Center. Not only did we sing some of our usual choral anthems, but we featured solos and had congregational singing with a few of the folks using Trinity Center's services. A bit of gratitude goes to Nora Hudson and Dee Geisler for coordinating this enriching event for us.

Every year, Holy Week is the busiest week for our choir. Since many of us missed being part of the Maundy Thursday service, the choir returned as an important part of the service. As a whole, 2019's Holy Week was not only reverently beautiful, but the easiest in terms of preparation. This is a testament to how much the choir has improved and thrived under its leadership.

By the fall, it was evident that our organ was in need of serious repairs. It had suffered nearly a decade of neglect and was producing very poor sounds. We contacted Blaine Ricketts and after replacing parts and some adjustments, our Rodgers Organ started singing beautifully again with some sounds that were lost over the years.

As per tradition, the Christmas Eve late service in which the Choir is an integral part was the most-attended service of the year. The Choir represented the parish beautifully with 5 anthems, virtuosic soprano descants, and candlelit a cappella music. The Choir was at 32 members and teamed up with a string quartet, and Nancy Rude at the piano to present our most successful offering of music in my tenure at St. Timothy's.

### **Music @ St. Timothy's Concert Series**

In the early summer of 2019, the Choir and the students of my private voice studio teamed up to present the *Great Big Italian Spozalizio*, a casual cabaret show where attendees were treated to an Italian buffet and a show. This turned out to be an incredibly enjoyable evening which gave an opportunity to many people to showcase their hard work throughout the year.

Of course, we would not conclude a year of concerts without the 4<sup>th</sup> annual Christmas Festival of Chamber Choirs. This year titled *Sleep In Heavenly Peace*, it featured three high school choirs: Dougherty Valley High School, Liberty High School, and Castro Valley High School. Additionally, it featured Choral Audacity who all assisted in the administrative tasks of this production. Because this was our largest audience we've had since the first Christmas Festival, we were able to sponsor the meals to feed every participant in the festival, along with hiring some of the best

string players in the area. A large bit of gratitude goes to Spencer Fulweiler for donating the two beautiful Christmas trees for the concert.

The future of the music ministry here looks ever so bright. St. Timothy's has become a place to host more and more concerts, to bring students to study music, and have countless strangers sing in our choirs. I believe that no matter which capacity we welcome a stranger onto our campus, that we are nonetheless opening our doors to more people and extending love and dignity to other human beings. When they witness the music here at St. Timothy's, it is my prayer that it offers them a glimpse of the beauty that can be created when a community serves God and God's people.

*Darita M. Seth, Director of Music*

## Noah's Ark Director's Report

Noah's Ark Preschool is enjoying another fantastic school year. The school days are full of play, fun, and learning. Currently, we are enrolled with 48 children, with our biggest class being the pre-kindergarten.

Each day, the staff come together to wholeheartedly spend the mornings interacting, guiding, supporting and teaching our precious 2.9 - 5-year olds. The teachers are educated in Early Childhood Education and Development and together we continue to participate in understanding the latest research and findings as it relates to the developing child. Play continues to top the parent education information as one of the most highly regarded influences in a young child's life.

Beverly Matsunaga and Kimberly Bryant provide ongoing administrative support, which truly allows the program to flow smoothly and successfully. We appreciate them so very much!

Thank you to our school board members: Cathy Hagar (Vestry), Kari Doolittle (Vestry), Carolyn Clough (Parish), Neal Matsunaga (Treasurer), Chris Buchanan (Parent), Christa Nix (Parent), and Laura Ruskowski (Parent).

The school board meets four times a year, in support of the ongoing management and success of the preschool program. The time and commitment by each of these members is important and meaningful.

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

*Respectfully,*

*Cynthia Chavez, Director, Noah's Ark Preschool*

## Administration Commission Report - 2019

The work of the Administration Commission team in 2019 focused on office administration trainings, office software upgrades, and accounting procedures. This ongoing work covered such areas as:

- Upgrading six (6) computers to current and supported Office 365
- Continuing Office/business process documentation
- File backups – considering long-term accessibility options both peripheral and cloud backup
- Implementing Safe Church training and background checks (with a special training session presented by Carin of our Diocese)

Some key contributions the Administration team accomplished in 2019 include:

- All Office volunteers completed background checks and recommended Safe Church training!
- Implementation of a new system to efficiently receive and track regular billings for the office equipment and submit for payment.
- Recreating Admin Procedures manual; ongoing process!
- Began the process of updating the Office Volunteer manual.
- Implemented mail sorting system for correct distribution.
- Purchased two new banners for Pentecost, Welcome Home and Covenant Sundays – these can be re-used with minor modifications (and long-term cost savings).

The Administration Commission continues to be a truly a team effort! Sally Potts, Pastor Todd, Bev Matsunaga, and Pastor Susan have been an incredible team to work with!

With the hiring/transition of two (2) office administrators this year, we thank the many volunteers that stepped in on an everyday basis, especially those that covered full office duties while we sought permanent hires: **Thank you Jane Butterfield, Jacque Chiavini, Nora Hudson, Joann Oliver, Susan Paulus, Sandy Varco, Sally Shea Potts.**

Thank you to our team who helped search for and screen candidates for the Office Administrator: **Susan Oki, Alison Hill, Kathy Wraith, Neal Matsunaga, Sally Shea Potts.**

I look forward to continuing the important “behind the scenes” work of Administration.

*Kari Doolittle*

*Administration Commission*

# Adult Formation Commission Report

## Special Program Presentations of 2019

A Formation Commission meeting was held on January 10<sup>th</sup> involving the discussion of mission and ways to best engage the congregation.

A Scared End of Life Planning mini retreat was offered on February 9<sup>th</sup> in cooperation with the Endowment Committee. The five-hour class was well attended and had the support of the Diocese. Topics included the Endowment Fund, wills and trusts, elder abuse, smart giving and end-of-life planning.

The Lenten Series included the following well attended program events:

March 13	Evil, Suffering and a God of Love	Lisa Guevara Perry
March 20	Lives of Jesus	Steve Mason
March 27	Challenges Facing Progressive Christians	Eric Soderstrom
April 3	Restoring Relationships	Pastor Susan
April 10	Stories of Creation	Pastor Todd

Lot's Daughters was a program offered on June 5<sup>th</sup> by Michael Olden and Lisa Guevara Perry exploring the social, historical and biblical context for a story which has been weaponized against women and the LGBTQ community by certain "Christians".

On October 2<sup>nd</sup>, parishioner Suzanne Malone offered a powerful discussion of legislation and how the process can work for the furtherance of one's ministry goals.

On November 6<sup>th</sup>, Nora Hudson organized an eye-opening presentation on Domestic Violence and Homelessness.

## Communications and Growth

Donald Perry has been doing video recordings of Pastor Todd's sermons. These sermons, along with other media content, will be used in various campaigns to expand the exposure of Saint Timothy's. The cameras and other equipment were purchased by Donald with his own funds and have incurred no expense to Saint Timothy's.

Donald Perry has purchased (at his expense) the following Domain Names:

AskAnEpiscopalian.com	SaintTimothysDanville.com	SaintTimothysDanville.church
AskAnEpiscopalian.org	SaintTimothysDanville.website	SaintTimothysDanville.online
AskAnEpiscopalian.church		

Don Perry, Pastor Todd and Michael Olden will work together to use these sites to promote St. Timothy's.

## Continuing Programs

### Education for Ministries

Lisa Guevara Perry continues to facilitate Education for Ministries on Tuesdays. Saint Timothy's has the only EFM program in the East Bay. Efforts will continue to reach out to other congregations to offer access.

The 3 adult Confirmands on June 1<sup>st</sup> were all EFM students: Jan Mahoney, Chris Mouser and Michael Olden. EFM students beginning 2019-2020:

Year 1	Old Testament	Eric Soderstrom and Vicki Pappas (Saint Anselm's)
Year 2	New Testament	Michael Olden
Year 3	3,000 Years History	Chris Mouser, Elyse Perry Mouser, Peg Miller
Year 4	Discernment	Jan Mahoney and Steve Lane

### Contemplation and Meditation

Hosted by Alison Hill and Steve Mason is beginning on the 2<sup>nd</sup> Thursday of the month at 6:00 pm in the church. The evenings open with a discussion of one's spiritual journey and moves into a short meditation based on a reading. This is followed by a longer silent meditation based on the Centering Prayer model.

### Book Group

Hosted by Sally Shea Potts meets monthly on the 3<sup>rd</sup> Sunday of the month in Grace House after the 10:00 am service. The book selection through June 2020 is available from Sally.

### Continuing Issues

The conflict in scheduling with other groups has been addressed by reserving the 1<sup>st</sup> Wednesday of each month for Formation Programing. The Library and Conference Room are reserved from 6:00 to 9:00 pm. Most events are scheduled from 7:00 to 8:30 pm.

We continue to have issues with attendance a Formation programing. Those who attend claim to have learned a great deal and enjoyed the presentation. The issue is that few attend the programs. The focus has been on offerings that would be broadly applicable and of interest beyond the Saint Timothy's community.

More focused work needs to be put into promotion of events. Discussions have been on-going with Communications Commissioner Michael Olden.

### Co-Commissioner

Nancy Arroyoavila volunteered to assist as Co-Commissioner. Due to various circumstances she did not attend any Commission meetings or program events. This Commission report is submitted by Lisa Guevara Perry.

### General Approach

The general approach to Adult Formation will include an informational component with the intent to increase knowledge and awareness of the various topics. Of equal and perhaps greater importance is the component which allows for questions and answer and especially group discussions. The goal is to build the community of faith while building and exploring what that means in our world.

### Mission Statement

The mission of Formation is to provide information, discernment tools, community building and ministry development. Formation is a key to how the congregation comes to see itself and how parishioners come to see themselves as witnesses/participants and ministers of the Good News. Formation should empower and ignite the congregation in their role as the foundational ministers of the church by envisioning new and authentic ways to work, pray and give to carry on Christ's work of reconciliation in the world.

*Lisa Guevara Perry, Formation Commissioner*



## Children and Youth Commission Report

Matthew 19:14 tells us that “Jesus said let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these”. I believe that this has been what we at St. Timothy’s have been working on for several years – to make a place where children are cherished, respected, loved, and encouraged to grow in the spirit. I know that when I am with our youth, I learn something new.

So many people have touched the lives of our youth this year. Without these people, and I am sure more I will forget, our kids wouldn’t have the safe place to explore their faith and be a part of our community.

- To John Gerarci and Caroline Fea – thank you for making Children’s Liturgy such an integral part of worship.
- To Betty Medeweff, Meghan Goldman, Kris Manning, and Wendy Brainerd – thank you for teaching Sunday School this fall. You shared your talents and love and I know I appreciate it.
- To Jacque Chiavini – thank you for working with our acolytes and helping them to be the best they can be during our services.
- To Pastor Susan – thank you for Zootopia and Vacation Bible School. I also had the pleasure of being a part of the confirmation process, and I thank the clergy for helping our youth be confirmed and making that day so special for our confirmands.
- To Pastor Todd – thank you for taking our youth on the mission trips and guiding their transformations from the beginning of a week to the next.
- To Kimberly Bryant and Shelley Wells and their team – thank you for making Easter fun and special. To Anna Vila – thank you for being in the nursery. Your joyful presence makes it easier for families to be able to worship and have their youngest in a loving environment.
- And to Marie Claire McDougall, Emily McDougall, and all those who put on Selfie with an Elfie – thank you for creating an afternoon which was little pressure, time with Santa, pictures, cookies, and a craft. And my personal favorite – the Youth Moment, for which I thank the clergy. This is one way we make sure the kids do feel included each and every Sunday.

I was also on the Board of Noah’s Ark, something that seemed a natural progression for this particular Vestry Commission. It was an honor to be there as well. Cynthia Chavez and her dedicated teachers create an environment that is absolutely wonderful for the preschool set.

It has been an honor and a pleasure to serve on the Vestry these last 3 years. This commission doesn’t necessarily plan events but supports those with our youth. I have enjoyed watching new families come and be a part of our community. We have come a long way in 3 years. There is more work to do. Thank you also to the various vestry teams over the last 3 years for making the hard work good work.

Blessings,

*Cathy Hager, - Children and Youth Commission*

## Outreach Commission Report

To learn more about all the Outreach ministries and projects that St Timothy's supports, please go to the church website under Outreach - <http://sainttimothysdanville.org/outreach/outreach-calendar/>

**Fruits of the Harvest (FOTH)** The 22<sup>nd</sup> Annual Fundraiser to benefit all Outreach Ministries was held on May 18, 2019 with the theme of "New Orleans Jazz." It was a great night of fun, silent auctions, raffles, fund-a-need, catered dinner and revelry with Mardi-Gras-like decorations and costumes. Our net income was \$45,262.16 and with the addition of the \$15,000 church budget allotment and some rollover, we were able to give out \$64,455.68 in grants to all our ministries and to Episcopal Relief & Development to Puerto Rico. Saint Timothy's shows its great generosity of spirit. Contact: Leslie Firth

***Save the date - 23<sup>rd</sup> Fruits of the Harvest - May 16, 2020 - Ciao Italia! Tour and taste with us***

**Loaves and Fishes of C.C.C.** The mission of Loaves and Fishes of Contra Costa is to provide community-based food programs and partner services that focus on basic needs. Their motto: We nourish lives! Since 1983, Loaves and Fishes has served over 4.5 million meals to many thousands of hungry people at five locations throughout Contra Costa County. It has grown to serving over 138,000 meals and distributing over 252 tons of groceries each fiscal year. They also offer a free Culinary Arts program to train interested individuals to qualify for a starting position within the culinary and hospitality industry.- Saint Timothy's serves on the 4th Monday of every month at the Martinez dining room. We have a roster of about 18 volunteers. We have supported L & F for over 25 years. Contact: Leslie Firth

**Shelter, Inc.'s** -Their mission is to prevent and end homelessness for low-income, homeless, and disadvantaged families and individuals by providing housing, services, support, and resources that lead to self-sufficiency. They are rebuilding lives, one family at a time, by giving them a home, the skills, and the resources to live the life they deserve. They run an emergency family shelter in Martinez, and now have an emergency family shelter in Solano County. They are about to start a shelter in Alameda County. Shelter, Inc.'s Supportive Services for Veterans Families (SSVF) is one of 151 programs funded by the VA as part of a nationwide effort to end veteran homelessness. The VA awards grants to provide supportive services to very low-income Veteran families living in or transitioning to permanent housing. Saint Timothy's has supported Shelter, Inc. for over 27 years. Annually we help wrap gifts for their Christmas gift program. Contact: Leslie Firth

**Contra Costa Interfaith Housing (CCIH)** - provides low income, permanent housing for families and individuals. Housing alone, without supportive services, is not enough to provide stability for this population. Their 28-unit apartment, The Garden Park Apartments in Pleasant Hill, houses and provides many supportive services for 28 families with children. In addition, they provide scattered site, permanent supportive housing throughout Contra Costa county for 68 low income families with disabilities. They have recently contracted to provide housing for an additional 125 homeless families and transitional age youth. Contact: Leslie Firth

**God's Hands Project - Backpack and School Supplies drive for CCIH** helped provide funds and materials in four locations for their homework clubs for children to help bring them up to grade level.

**God's Hands Project - Spread the Warmth Drive** collected socks, hats, mittens, scarves, jackets, and toiletries for Trinity Center and Loaves and Fishes. We gathered 254 pairs of socks, 11 hats, 23 scarves, 9 pairs of gloves and mittens, 17 jackets, and eight large bags of toiletries. Thanks to all of you for keeping our brothers and sisters warm at these two organizations. They are so appreciate your gifts.

**The Comfort Cubs** – Its mission is to bring comfort to anyone experiencing a broken heart as a result of a significant loss or trauma. A Comfort Cub is a therapeutic teddy bear that was created by a grieving mother after her infant son passed away. Her hope was to help others who had experienced the loss of a child. This teddy bear is *pecially weighted* and is intended to feel like a newborn. Evidence shows it provides profound relief for any traumatic event such as loss, trauma relief, and life changing events. This includes the loss of a spouse, parent, loved one or pet. It has also been effective for occupational and autism therapy, adoptions and those experiencing divorce. Comfort cubs are being provided to another mental health ministry that we support – Discovery Counseling Center in Danville.

**Christmas Food Boxes** - We are the biggest donor to Monument Crisis Center for this effort and 2019 was a wonderful year . The parish volunteered to donate **234 boxes!** 131 boxes were packed at Alamo Safeway on Saturday November 30th with the help of 25 + volunteers and the 234 boxes were delivered with the help of scouts & Mike Oliver for transport. As in the past this activity involved many hands and donations to make this great effort possible. Contact: Sally Shea Potts

**Options Recovery Services** - has been a lifeline since 1997 for men and women who struggle with crippling addiction, poverty , homelessness and associated physical & mental health issues. Options is a beacon of hope and light for those who otherwise have no safety net or safe place for recovery. Its mission is to break the cycle of addiction that causes homelessness, crime and broken families. This program offers a solution to this serious problem through a comprehensive relationship with the court system, police, prisons, and the community. This is a model inner city program providing drug treatment services for the most underserved. Treatment is free/sliding scale and immediately available to anyone. Options serves about 80 clients a day in their San Leandro and Oakland facilities, and more than 200 clients a day in their Intensive Day Treatment and Evening programs at the Center Street building in Berkeley. Options provides housing for approximately 200 clients, both men and women, in houses in Berkeley and Oakland. They also have a Perinatal house for pregnant women who are addicted to support them living in clean and sober housing during and after their pregnancy, as they receive treatment to stay in recovery. They serve approximately 1100 clients yearly. The clients get the tools and support for living a clean and sober life at NO cost to them. Options will shortly begin services in West Oakland. Options' counselors are also providing services in mental health drop-in centers in Eastmont Mall and Fremont to provide this population with opportunities to live lives free of addiction. Options trains drug and alcohol counselors who are "lifers" in three men's prisons and one woman's prison in California. To date, they have trained more than 200 inmate counselors, and these counselors have had a profound effect on the attitudes towards treatment within the prison system. At this point these trained counselors provide addiction treatment in all California State prisons. Saint Timothy's this has supported Options since 2001. Options continues to expand its services. It now has a convent in Oakland, with 35 rooms, a chapel, etc. which is in the process of being remodeled. At this time, it may serve addicted people in recovery, mentally ill in recovery. Contacts: Patti Farris & Peg Miller

**Discovery Counseling Center:** The Discovery Counseling Center in Danville has served the community with affordable, high quality mental health services for over 40 years. Major support comes from proceeds from the Thrift Station in Danville. The thrift station has about 120 volunteers [including some from St Timothy's]. This is a wonderful choice for taking donations knowing they will be recycled and bought by those who need them for a minimal price.

**Rise Against Hunger** – We Packaged over 17,000 Meals! On Saturday, September 21, over 100 volunteers from St. Timothy's and the community helped bag 17,280 meals which were distributed to schools, orphanages and disaster sites world-wide through the non-profit Rise Against Hunger. Since we first starting hosting Rise Against Hunger in 2015, we have packaged over 100,000 meals! It was a fast-paced

morning filled with music, lots of laughs, a little dancing and plenty of good will and because the congregation is so experienced, we hit a new record and had everything cleaned up by 11:30! A big thank you to Boy Scout Troop 36, SRVUD Interact Club, all the volunteers, the many generous donors and to the congregation for supporting this effort to end world hunger.

**Winter Nights Shelter** - In 2019, the Parish Hall was home for eight Winter Nights Shelter families, including 18 children. We welcomed a new baby (born in the hospital!) during the shelter stay. Rand Mahoney brought the SRV Fire Communications truck by for the kids and adults to explore. We had Valentine's crafts, highly competitive games of Uno and even a spontaneous round of the Hokey Pokey when gathered for the dinner blessing. One of our guests got a job at a Safeway store in the area and with the support of Winter Nights moved into permanent home soon after. We also had the opportunity to support a new Winter Nights program. The Parking Lot Program hosted by a church in Pittsburgh provides a safe place for homeless to sleep in their cars at night. Each evening, we packaged up the leftovers from dinner and sent it on to the people staying in the Parking Lot Program. Members of St. Timothy's and our partners, Beth Chaim, came together to prepare meals, donate supplies, spend the night, help with the children...the list goes on. There were almost 600 volunteer opportunities and over 1000 volunteer hours for St. Timothy's and Beth Chaim parishioners. We provided a welcoming home for our Shelter guests. Liz, Jake and Ryan Ball said it best....being in the Parish Hall and helping with the children "felt like family". What a wonderful expression of God's love.

Thank you, St. Timothy's! Contact: Joann Oliver

**Adopt a Family Bikes** Adopt-a-Family Bikes operated out of a donated location in Bishop Ranch 6 for two months from early November to January. During that time, we had an unspecified number of volunteers from throughout the community with several organizations coming in for a day.

208 bikes and new helmets were donated but an additional 53 bikes were distributed earlier in the year. The entire program runs off donations. It's important to remember that these bikes are essential transportation for almost all the recipients. Reality check: 3 bikes went to homeless siblings attending Cal High in San Ramon. Contact: Tania Hanson De-Young

**Trinity Center** -Trinity Center opened its doors in 2013 in Walnut Creek to serve as a respite for the homeless community in our area. In 2014, Steve Mason (who was already volunteering at TC) called a meeting for volunteers interested in joining the hot lunch preparation project for Trinity Center clients which numbered from 40 to 50 persons. About 6 or 7 of us showed up and thus began our culinary adventure! It lasted for 6 full years! We served our first lunch in February 2014 and our final lunch in December 2019. The lunches consisted of a main dish, rolls, salad and cookies. For the first several years Jacque Chiavini made her fabulous homemade gourmet cookies for the TC clients. We cooked the lunches in our church kitchen and ferried them in large pans to the TC site. However, due to a food poisoning incident at one of the public Thanksgiving dinners served in an area church, the health department ruled that all the food must be cooked in a certified kitchen. Since our kitchen was not certified we had to make our future lunches at the TC site. Our volunteer roster during our cooking tenure has been way more than 6 – at least 25 to 30 different people have helped us along the way. Many thanks to all who participated in this project. Other than seeing homeless people on the streets, many of us had never talked with them or engaged with them in any way. It was our privilege to meet them and become friends with them. We were always on the receiving end of their smiles, compliments and genuine gratitude for the food. We are profoundly grateful for this rewarding life experience to literally be God's hands in this world.

Throughout this time, plans were being discussed for the future to open a larger facility which would include housing, social services and resources. And that future has now become the present! St. Paul's Commons where the new housing and Trinity Center services are is now a reality. The first housing resident will be moving in this month and the service facility will be occupied in February.

TC has contracted with Loaves and Fishes to provide the lunches for the clients. We can still volunteer at TC by forming a team of volunteers to serve the food on a given day once a month. Here's a great opportunity for anyone/everyone who has made a New Year's resolution to give back, get involved, do more, to make a positive difference in 2020. We need a leader and a team. A big thank you to **Mae Warren for such a wonderful job leading this food ministry over the years.** Contact: Steve Mason

**Respite Inn** - The Respite Inn is a 5019c)(3) nonprofit agency located in Concord. It is a unique service providing out-of-home respite and emergency services to adults with developmental disabilities. The Respite Inn was designed to provide families with needed time away from the constant care of a developmental disability, thus strengthening family bonds. It also provides an opportunity for individuals who have a developmental disability to explore life away from home, while fostering and preparing them for the future. Contact: Carleen Carns

**Shawl Ministry** - St. Timothy's knitting and Crocheting group continues to make Shawl's , caps , baby blankets and other items for those in need or would just enjoy a handmade article. In 2019 we knit for the SCI's Christmas at sea program and delivered 48 scarfs, and 26 caps to the center at the Oakland docks in the middle of December. The center is a gathering place for Mariners coming through the Port of Oakland and Port Workers where they can send and receive email, play games, visit with volunteers and use the center vans to go shopping. Mariners are on their ships 9-11 months of the year and can go for months without setting foot on land. The center has a lovely chapel and chaplains from different denominations' visit on a regular schedule. All are welcome to be a part of this ministry. We always need scarfs. Caps and shawls. If you have extra yarn in your closet which is not being used, we would be delighted to accept yarn donations. Blessings and thanks to all who stitch and donate yarn for this effort. Contact: Mary Louise Gotthold

**GAIA - Global AIDS Interfaith Alliance.** GAIA is on track for 90-90-90: 90% of people tested, 90% of the afflicted on treatment, and 90% of those stabilized. AIDS is fought along with full-service medical attention by eight Elizabeth Taylor mobile clinics and children are mostly treated for malaria these days. Many AIDS orphans have outgrown GAIA protection, with as much education as the organization could provide. Nurses are also trained in response to Ebola in Liberia, but GAIA works primarily in Malawi still, going village by village to test residents, tend small children so older orphans can attend school, establishing youth centers for recreation and health education, and nursing the ill, especially terminally ill. Contact: Diane Carpenter

In addition to those mentioned above, St Timothy's contributes to the **Gretta Foundation, PFLAG** (Parents & Friends of Lesbians & Gays), and Habitat for Humanity.

**A big thanks to all at St. Timothy's who helped make all this possible and for those in the parish who contribute their time, love and effort to other charitable organizations.**

*Alison Hill, Outreach Commission*

## Pastoral Care Report

The principal goal of the Pastoral Care Commission is for every parishioner at St. Timothy's to feel she/he is connected and cared for in a personal way.

To accomplish this, we plan to recruit a team to connect in person with every member in the congregation. The purpose of these meetings is to establish a relationship of trust and show, by the very fact we are getting together one on one, that they are valued members of the St. Timothy's community.

Primary activities for 2019 have been meeting with approximately 25-30 parishioners to test the achievability of our goal, interviewing several potential team members, and holding listening sessions with those currently involved in pastoral care-related ministries including Stephen Ministry, Lay Eucharistic Visitors, etc., as well as with Pastor Todd and Pastor Susan.

It has been a true privilege to serve on the vestry and to connect with so many parishioners this year. We are excited by the prospect of making many more such connections in 2020.

*Trudy Macmillan, Pastoral Care Commission*

## Social Justice and Advocacy Commission Report

The work of Social Justice & Advocacy overlaps in many ways with both our Outreach Commission and Formation Commission. We aim to include opportunities for the parish to participate in thoughtful programs and events that allow us to grow our faith and speak our passions both individually and as a community.

The Social Justice and Advocacy Engagement Charter seeks to focus on six (6) key pillars of engagement: Education/Engaged Citizenry (specific focus on elections); Gun Violence/Gun Safety; Environmental Advocacy; Racial Justice & Reform; LGBTQ welcome, advocacy and rights; and Homeless prevention.

Your Social Justice and Advocacy Engagement Charter can be found on our website or by contacting the Social Justice & Advocacy Commissioner ([justiceadvocacystec@gmail.com](mailto:justiceadvocacystec@gmail.com))

### Social Justice and Advocacy Activities

St. Timothy's Social Justice and Advocacy positions, participation, and goals of the Charter, closely mirror the NorCal Diocese, and the National Church. 2019 was a fairly quiet year with most activity focused on support of those in need, with a bit of advocacy thrown in. A few of our offerings this year:

- In cooperation with the National Church we lent our voices in encouraging change to the family separation tragedies, along with inhumane treatment of the homeless.
- Gun Violence and awareness: lending our voices once again on the Golden Gate Bridge, streets of San Francisco and in Walnut Creek, St. Timothy's lent our voices and our feet with the Wear Orange events. In partnership with the NorCal Diocese we joined many of the Episcopal Church members around the country taking to the streets. Many of our members participated in both letter writing campaigns and signature collection efforts.
- SustainIslandHome, our environmental based interactive web program, based on the book "Drawdown", was created to guide our participation in reducing the carbon footprint of our church and our homes. Unfortunately Contra Costa County was not live until mid year.

### Plans for 2020

- REV UP - Voter registration, education, and voting access: 2020 will see St. Timothy's as a polling location MARCH 3<sup>rd</sup> for primaries! Look for education and access to registration, especially for those voting as Independent or NPP... YOU CAN VOTE IN THE PRIMARIES!
- Implementing Interfaith participation in homeless prevention programs, more with gun violence prevention, and bringing light to racial injustice in our own community.
- Investing in the principles of "Becoming Beloved Community" and working together with Outreach and Formation to enrich and expand those programs with an educational component that helps to guide our initiatives in the local, national and international world.

*Kari Doolittle*

*Social Justice & Advocacy Commission*

# Worship and Liturgy Commission Report

## Altar Guild

Altar Guild (Cathy Morris Directress). Altar Guild is involved in every facet of the Worship service. Much of which entails cleaning & setting up for Sunday services. Then setting the table on Sunday morning for Worship & Communion. Altar Guild additionally sets up & cleans up for the Wednesday 10:30 a.m. Eucharist & the 1st Sunday of the month 5:00 P.M. Eucharist. A great deal of preparation goes into the Worship Services each & every weekend which normally commences on Saturday a.m. when cleaning & preparation is accomplished by the specific team assigned for the week. Advent, Lent, Easter & Christmas preparation begins with weeks of planning. Specifically, Christmas & Easter require more than the weekly general housekeeping for Altar Guild and normally involves all the team members participation.

This past year Altar Guild participated in numerous memorial services, over 12 Baptisms & two weddings.

Altar Guild members are dedicated women committed to serving in this ministry. The Worship Commission is involved with all things related to worship including, ushers, greeters, altar guild, lectors, etc.

*Cathy Morris, Directress of Altar Guild*

### **2019 was a good year.**

We saw the addition of a “first Sunday evening” service that has been well attended. Offering another time for families to worship is part of the goal to bring more members to the church and work around their availability.

We have had meetings before and after Lent and Christmas with the people most involved with these services. Our goal has been to have input before a special season and review what worked well and what we might want to change. These meetings have proven to be beneficial and productive.

Written guidelines are now available for ushers, greeters, lectors, altar guild members and acolytes.

### **We look forward to 2020.**

1. Improve communication with all parishioners involved in worship.
2. Encourage parishioners to communicate any thoughts or concerns regarding worship.
3. Encourage more parishioners to participate in our worship services.

Thank you to the many volunteers who help make St. Timothy’s the welcoming and active community that we are. Special “thank you” to Jacque Chiavini who not only helps ushers, acolytes, lectors and scheduling but does so much more, Cathy Morris and all of our amazing Alter Guild, Steve Hedden, all of the helpful ushers, our welcoming greeters, our wonderful lectors and Leslie Firth for her beautiful art that enhances every season.

*Allison Fletcher and Linda Clark, Worship and Liturgy Commission*



## Columbarium Report

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

As of the end of 2019, the status of St. Timothy's Columbarium is:

- 3 interments were celebrated
- 414 spaces are licensed out of 736 spaces constructed (56%)
- The Columbarium Maintenance Account balance is \$115,419.
- Finally, the manufacturer of Columbarium nameplates closed their business. We worked with another company for about a year and are now again able to order nameplates that meet our requirements. Unfortunately, this has meant a delay in installing nameplates for parishioners who passed away in the latter part of 2018 and 2019.

The Columbarium Board is made up of four members appointed by the vestry for three-year terms, the church Facility Manager, the Senior Warden and the Rector. The appointed board members, whose terms expire in 2020, are Jim Enes, Neal Matsunaga, Steve Oki and Sally Potts. The board also has three members, the Rector, Senior Warden and Facility Manager, who are part of the board. These members are Todd, Dick Firth and Bev Matsunaga.

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

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

In closing I want to say thank you to the members of the Columbarium board and committee who have helped maintain the columbarium and assist with services in the columbarium.

*Neal Matsunaga, Chair Columbarium Board*

## Endowment Committee Report

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

**Fund Value:** The current value of the Endowment fund is **now over \$500,000**, which is an increase of over **\$93,000** from the end of last year. The increase in the fund was due to the current financial market upturn and a contribution from a donor.

**Investment Risk Tolerance:** Funds are conservatively invested in the Episcopal Church Foundation managed by State Street Global Advisors (SSGA).

**Endowment Fund Earnings Distribution:** Per St. Timothy's Endowment Fund Guidelines, an annual distribution, if taken, is a restricted percentage of the earnings from the Fund (not the principal) and is limited to the amount equivalent to the three-year average return of the Fund. No action, with respect to a transfer from the Endowment Fund to the St. Timothy's budget has been taken by the Endowment Committee in 2019. The Endowment Committee will consider a possible transfer in their meeting later in 2020.

**Endowment Committee Programs:** We had one(1) program in 2019 related to Sacred Living and Dying: a holistic approach to planning a full life. We had 30 plus join us in our program, everyone seemed to find some information they were either not aware of or seeking answers too. Our program for the coming year will be similar, "*Aging with Eyes Wide Open: Making My Next Chapter the Best!*" featuring Linda Fodrini-Johnson, a nationally recognized professional in the Home Care Assistance arena. The program will be held **Saturday, March 14th** in the Overby Library, snacks and a light lunch will be included. Also, a representative from the Planned Giving Office of the Diocese will return to Saint Timothy's once again to keep us informed of the many programs available for St. Timothy's Endowment Fund's planned giving options. And Pastor Todd Bryant will update his program on "Planning for a Complete and Full Life". We would like to thank Lisa Perry her work organizing the Endowment programs in 2019 and the committee for their support.

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

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

# **NOTES**

# **NOTES**

## **CONTACT US**

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**Confidential Prayer Team**

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