

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

**Wednesday, October 16, 2019**

**GRACE HOUSE, CONFERENCE ROOM**

Update Date: 10/16/2019

SUMMARY:

MOTIONS:

ACTION ITEMS:

Attendees: Nancy Arroyoavila, Rev. Todd Bryant, Linda Clark, Dick Firth, Allison Fletcher, Rev. Susan Geissler-O'Neil, Cathy Hager, Steve Hedden, Tom Linari, Neal Matsunaga, Trudy McMahon, Sally Shea Potts

Absent: Kari Doolittle, Alison Hill, Mike Olden, Lisa Perry,

**1. Opening Prayer – Pastor Todd – Luke 18:1-8 - Parable of the Persistent Widow**

Vestry members asked for prayers for those for whom they are concerned

**2. Review and Confirm Agenda**

**3. Introduction of Guests – There were no guests at the meeting**

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

- a. Minutes from the September 18, 2019 vestry meeting (updated 10/15/2019)
- b. Treasurers Report, Balance Sheet and P&L through 30 September 2019
- c. Rector's Report
- d. Commission and other Reports
  - Children and Youth
  - Outreach Commission
  - Pastoral Care Report
  - Property
  - Worship

MOTION: Approved the submitted reports and minutes listed above. Moved & passed

**5. Non-Recurring Action Items**

**a. 2020 Medical/Dental Plans for employees – Neal Matsunaga, treasurer**

For the calendar year 2020, of the four medical plans available in the Diocese of California, St. Timothy's will offer at no cost to eligible employees (30 or more hours/week) and their dependents the **Kaiser EPO 80** health plan and **Cigna-Dental/Ortho**. If an employee chooses a plan with a higher premium than covered by St. Timothy's, then that employee will pay the difference between their elected plan and St. Timothy's covered plan of equal enrollment tier (single to single, dual to dual, family to family).

- b. **Medical premiums for over-age children** - Neal Matsunaga, treasurer  
Employee(s) will be responsible for the premiums of an over-age child when this coverage changes the tier of enrollment. Employee contributions for health insurance premiums can be processed via payroll deduction on a pre-tax basis.
- c. **Medical / Dental coverage for employees working 20 hours per week or more** -Neal Matsunaga, treasurer  
Part-time employees (those working a minimum of 20 hours/week but less than 30) are eligible to enroll in medical or dental plans. St. Timothy's will assume 0% of premiums for plan(s) and the balance of premium will be the responsibility of the employee. Employee contributions for health insurance premiums can be processed via payroll deductions on a pre-tax basis.
- d. **EAP (Employee Assistance Plan)** - Neal Matsunaga, treasurer  
St. Timothy's will provide EAP to ALL employees working at least 20 but less than 30 hours per week. *(Note: EAP is included for employees working 30 or more hours per week.)*
- e. **BWA (Benefit Waiver Allowance)** - Neal Matsunaga, treasurer  
St. Timothy's will not provide a Benefit Waiver Allowance (BWA) for eligible medical and/or dental insurance coverage that is waived.

MOTION: Approve the above 5 motions regarding employee benefits for 2020. Approved.

## 6. Discussion Items

### a. 2020 Budget – Neal Matsunaga

Link to Budget Preparation Document folder on the Google Drive.

[https://drive.google.com/open?id=11T5OuDC8evlne9p\\_QMvd7R6SrALqBQyA](https://drive.google.com/open?id=11T5OuDC8evlne9p_QMvd7R6SrALqBQyA)

The updated budget worksheet has been added to this folder

### Budget Schedule as of 9/1/2019

9/1 - budget preparation information sent to Vestry members.

11/1 - budget requests due to the treasurer.

11/13 - budget reviewed by the Finance Committee

11/20 - budget update presented to the Vestry FYI.

12/11 - budget reviewed by the Finance Committee.

12/18 - budget presented to the Vestry for initial approval.

1/22 – budget (with final pledge income) presented to the Vestry for final approval.

If vestry members need help, they should contact Neal and the Finance Committee

A parent contacted the church about using church facilities for a Home Schooling venture for Kindergarten & 1<sup>st</sup> graders

- b. **5 pm Service** – Pastor Todd – see Rector's report – great – 75 attendees – matched Pastor Todd's vision – he expects the attendance to drop
- c. **Website** – Pastor Todd – see Rector's report – looking for feedback for use ON PHONE
- d. **Convention Delegates Needed** – Pastor Todd – see Rector's report
- e. **2020 Vestry** - – Pastor Todd – see Rector's report

Nominating Committee: Alison Fletcher, Lisa Perry, Cathy Hager (outgoing vestry members)

**f. 2020 Vestry Meeting Schedule – Dick Firth – appended**

NancyA asked that we consider having the vestry meeting on Sunday & not at night. The meeting agreed to have the schedule discussion at the vestry retreat. Dick Firth mentioned that

**g. Outreach Grants 2019– Sally Shea Potts**

The Outreach Committee voted on October 3 on the allocation of the Outreach funds allocated in the church budget and raised by Fruits of the Harvest, escript and Amazon Smile. On Tuesday, it was discovered that the available funds used during the meeting on October 3 included the funds donated during Fruits of the Harvest for the youth mission trip. The Outreach Committee is currently voted on a revised allocation of the funds. Assuming that a majority of the committee approves the revised allocation, we would like to submit that allocation to the vestry for approval via email so that the donations can be made before the November vestry meeting. The revised allocations are appended to the end of the agenda and have been added to the updated Outreach report.

**7. FYI**

- a. **January Tidings** - Tentative deadline December 16. The church office will be closed the week between Christmas and New Years
- b. **November 10 Wedding** – Pastor Todd – see Rector’s report – per NancyA: Marine Corps birthday
- c. **Altar Guild Manual** – Pastor Todd – see Rector’s report – other manuals are also planned

**8. Closing Prayer – NEAL MATSUNAGA**

**Vestry Sunday Church Lock-up Sign-ups needed for:**

November 3, 17

December 1, 15, 29

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

**Coffee Hour Sign-ups needed for:**

November 3, 24

December 1, 8, 15, 22, 29

<https://www.signupgenius.com/go/20f0f4cacac23a64-coffee>

# St Timothy's Calendar for Vestry as of 10/16/2019

Items in red have been added since the last vestry meeting

2019	
<b>Wednesday, October 16 – 6:30 pm</b>	<b>Vestry Meeting – [OC]</b>
Thursday, October 17 – 7:00 pm	Noah's Ark Parent's Night
Friday, October 25	Tidings for November Deadline
Friday, October 25 – Saturday, October 26	Diocese Convention – Grace Cathedral
Sunday, October 27 – 10:00 am	Covenant Sunday – ONE SERVICE & Lunch
Wednesday, October 30	NEW Women Bunco (Game) gathering
Sunday, November 3 – 5:00 pm	2 <sup>nd</sup> Evening Worship [Church]
Wednesday, November 6 – 7:00 pm	Ministry in Action (Formation)
Sunday, November 17 – morning	Bagging Rice & Beans for Christmas Food Boxes
<b>Wednesday, November 20 – 6:30 pm</b>	<b>Vestry Meeting – [OC]</b>
Saturday, November 30 – morning – Alamo, Safeway	Fill-My-Box for Christmas Food Boxes
Sunday, December 1 – 5 pm	3 <sup>rd</sup> Evening Worship [Church]
Saturday, December 7 – morning	Deliver Christmas Food Boxes to Monument Crisis Ctr
Sunday, December 8, 15, 22 – 11 am (tentative)	Formation Program
Saturday, December 14 – evening	Christmas Choirs Concert
<b>Wednesday, December 18 – 6:30 pm</b>	<b>Vestry Meeting – [OC]</b>
<b>Tuesday, December 24 – 3 pm, 5 pm, 8 pm</b>	<b>Christmas Eve Services</b>
<b>Wednesday, December 25 – 10 am</b>	<b>Christmas Day Service</b>
<b>2020</b>	
Wednesday, January 15 – 6:30 pm	<b>Vestry Meeting – [OC]</b>
<b>Sunday, January 26 – 11:00 am</b>	<b>ANNUAL MEETING – [Parish Hall]</b>
<b>Friday, Jan. 31 – Saturday, Feb. 1</b>	<b>Vestry Retreat</b>
March 9 – 23 [Parish Hall]	Winters Nights Shelter

Submitted by Sally Shea Potts, Vestry Clerk

**Announcements Deadline – Tuesday, 12 pm**  
 Next Tidings Deadline – Friday October 25, 2019  
**Next Regular Vestry Meeting – Wednesday, November 20, 2019**

**VESTRY MEETINGS IN 2020**

(Update Date: 10/16/2019)

January 22 - (not the 15<sup>th</sup>) - Modified to enable the Treasurer to have the final budget prepared

January 26 — Annual Meeting.

January 31 (evening) & February 1 (morning) — Vestry Planning Retreat.

March 18 (Wed).

April 15 (Wed). This is the Wednesday after Easter.

May 20 (Wed). This is the Wednesday after the 5/16 FOTH.

June 17 (Wed).

July — no meeting planned at this time.

August 19 (Wed).

September 16 (Wed).

October 21 (Wed).

November 18 (Wed).

December 16 (Wed).

January 20, 2021 (Wed).

Created by Dick Firth, updated by Sally Shea Potts

## Rector's Report October 2019

### First Sunday 5 PM service

For a kick off service, I thought the experience was great. We had 75 people and a couple of minor ( in my opinion) hiccups. If atypical start up worship pattern continues, I suspect the next one in November attendance will be half that.

I had hoped to hear about how this service would fit into people's busy lives. Four families told me why they came, and it was as if they were reading from my script. Many of them said they were in Tahoe or had a lacrosse tournament and could make this worship time more easily. Even families small children preferred it, because they're finding it hard to get out of the house on Sunday morning.

### November 10 Maurice's and Carol's wedding

They want to get married during the 10 AM service. Talk to me if you want details, and I will send you the sketch.

### Vestry candidates

The outgoing vestry people: Cathy, Lisa, Allison Fletcher are the de facto nominating committee. We need to start thinking about the incoming vestry. My suggestions for 2020 include:

Carol Moore	Rayne Devlin
Ron Tsung	Karen Anderson
Bob Miller	Daryl Klingman
Ole Chiavini	Meghan Goldman
Leslie Lucas	Zoe Gill
Dana Hayter	Matt Heinze
Gwen Peterson	Jim Pray
Jennifer Su	

### Website

The free, beta version is up —please take a look if you haven't <https://sttimdsan.weebly.com>

### Altar Guild

I spent several hours working with the altar guild a couple of Saturdays ago. The objective of the meeting was to get a functioning Altar Guild Manual.

Cathy will not be the director forever. Together she and I are trying to create an encyclopedia of altar guild mechanics so that the next director will not have to make it up as they go along. I felt it was very fruitful and the altar guild was extremely responsive.

### Deanery Delegates

We are short. Any suggestions of people for me/we to call?

*Current:* Jim Coleman, Betty Davis, Mike Oliver, Jerry Vallery, Ceclia Oduwole, and Mary Louise Gotthold

# Treasurer's Report

October 16, 2019

## Financial Highlights

- Pledge income of \$608,416 was based on 144 pledges. An additional 13 pledges were received after the budget was approved, for a total of 157 pledges and \$640,206.
- As of 9/30
  - 37 families have paid their pledges in full for a total of \$191,194.
  - 11 families have not yet made any payments (down from 12 last month) on their pledges of \$25,820.
  - Adjusted or lost pledges of -\$5,920.
- 2019 budget vs actual results, through the end of September, are:

	Budget	Actual	Difference
Pledge Income	\$456,312	\$454,430	\$( 1,882)
Other Income	\$ 95,195	\$ 57,844	\$(37,351)
Expenses	\$572,333	\$546,675	\$ 25,658

Income – Pledge Income difference due to:

Pledges with no payments through August \$(19,365) under budget.

Adjusted or lost pledges \$(4,440) under budget .

Offset by pledges received after the budget was approved.

Other Income difference due to:

Contributing income was \$37,454 under budget of \$68,250. Estimate it will be about \$50,000 under budget for the year.

Expenses – Operating expense difference is the sum of several small over and under budget items, with main ones being:

Personnel expenses \$4,960 under budget.

Altar Guild expenses \$1,065 under budget.

Christian formation expenses \$1,062 under budget.

Children & Youth Ministry expenses \$1,268 under budget.

Fellowship expenses \$2,474 under budget.

Administrative expenses \$3,038 under budget.

Facilities expenses \$4,202 under budget.

Contingency expenses \$7,680 under budget.

## Action Items

- Reminder, 2020 budget requests are due to the treasurer by 11/1.
- Approve a resolution for the benefits that St. Timothy's will offer employees in 2020:
  - Medical/dental insurance plan
  - Responsibility for premiums for over-age children
  - Responsibility for premiums for employees who work 20 at least hours but <30
  - EAP coverage for employees who work at least 20 but less than 30 hours per week
  - Provision of a Benefits Waiver Allowance

Neal Matsunaga

## EMPLOYEE BENEFIT POLICIES FOR 2020

10/16/19

### Resolution #1

For the calendar year 2020, of the four medical plans available in the Diocese of California, St. Timothy's will offer at no cost to eligible employees (30 or more hours/week) and their dependents the **Kaiser EPO 80** health plan and **Cigna-Dental/Ortho**. If an employee chooses a plan with a higher premium than covered by St. Timothy's, then that employee will pay the difference between their elected plan and St. Timothy's covered plan of equal enrollment tier (single to single, dual to dual, family to family).

### Resolution #2

Employee(s) will be responsible for the premiums of an over-age child when this coverage changes the tier of enrollment. Employee contributions for health insurance premiums can be processed via payroll deduction on a pre-tax basis.

### Resolution #3

Part-time employees (those working a minimum of 20 hours/week but less than 30) are eligible to enroll in medical or dental plans. St. Timothy's will assume 0% of premiums for plan(s) and the balance of premium will be the responsibility of the employee. Employee contributions for health insurance premiums can be processed via payroll deductions on a pre-tax basis.

### Resolution #4

St. Timothy's will provide EAP to ALL employees working at least 20 but less than 30 hours per week.

### Resolution #5

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



## Saint Timothy's Episcopal Church

## Balance Sheet

10/08/19

As of September 30, 2019

Accrual Basis

	Sep 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	55,291.01
10002 - Heritage Savings	38,757.86
17103 - Schwab	292,413.07
17104 - TD Ameritrade	321,566.65
Total Checking/Savings	708,028.59
Total Current Assets	708,028.59
Fixed Assets	
18000 - Fixed Assets	
18001 - Bell Tower	64,000.00
18002 - Church Building	206,463.00
18003 - Education Wing	29,133.00
18004 - Equipment	94,354.00
18005 - Furniture	283.00
18006 - Grace House & Columbarium	1,800,000.00
18007 - Land	12,000.00
18008 - Land Improvements	62,854.00
18009 - Parish Hall	117,630.00
18010 - Ackerman Property	580,850.00
Total 18000 - Fixed Assets	2,967,567.00
Total Fixed Assets	2,967,567.00
Other Assets	
17101 - SSGA Endowment Fund	347,495.72
17102 - SSGA Endowment Gain/Loss	148,025.42
Total Other Assets	495,521.14
<b>TOTAL ASSETS</b>	<b>4,171,116.73</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	310,528.78
31503 - Fixed Assets	2,967,567.00
Total 31300 - Perm. Restricted Net Assets	3,278,095.78
31500 - Temp. Restricted Net Assets	
31504 - SSGA Endowment Gain/(Loss)	148,025.42
31510 - Program	360,748.05
31520 - Outreach	106,468.05
Total 31500 - Temp. Restricted Net Assets	615,241.52
32000 - Unrestricted Net Assets	257,464.34
Net Income	20,315.09
Total Equity	4,171,116.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,171,116.73</b>



Saint Timothy's Episcopal Church

Profit & Loss Budget vs. Actual

January through September 2019

Accrual Basis

	Jan - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 · Donations				
41000 · Pledge Income				
41120 · Prepaid Pledges Rec'd Prev Year	41,128.49	42,751.00	-1,624.51	98.2%
41100 · Current Year Pledges	422,305.50	585,665.00	-143,359.50	74.7%
41300 · Prior Year Pledges Rec'd Late	3,082.00			
<b>Total 41000 · Pledge Income</b>	<b>466,523.99</b>	<b>608,416.00</b>	<b>-141,892.01</b>	<b>76.7%</b>
42000 · Plate Offering				
42100 · Loose Plate	5,917.45	8,000.00	-2,082.55	74.0%
42150 · Contributing Income	30,798.00	91,000.00	-60,204.00	33.8%
<b>Total 42000 · Plate Offering</b>	<b>36,713.45</b>	<b>99,000.00</b>	<b>-62,286.55</b>	<b>37.1%</b>
43000 · Special Gifts	2,105.00			
44000 · Operating Support				
44200 · Facilities Cost Sharing	19,808.01	24,677.00	-4,870.99	80.3%
44300 · Flower Donations	927.01	2,900.00	-1,972.99	32.0%
<b>Total 44000 · Operating Support</b>	<b>20,733.02</b>	<b>27,577.00</b>	<b>-6,843.98</b>	<b>75.2%</b>
45000 · Other Income				
45100 · eScrip Remittance	2.48			
45200 · Amazon Smile	65.18			
45300 · Interest Income	222.83	280.00	-57.17	79.6%
45400 · Miscellaneous Income	107.57	70.00	37.57	153.7%
<b>Total 45000 · Other Income</b>	<b>398.08</b>	<b>350.00</b>	<b>48.08</b>	<b>113.7%</b>
<b>Total 40000 · Donations</b>	<b>526,473.52</b>	<b>735,343.00</b>	<b>-208,869.48</b>	<b>71.6%</b>
<b>Total Income</b>	<b>526,473.52</b>	<b>735,343.00</b>	<b>-208,869.48</b>	<b>71.6%</b>
<b>Gross Profit</b>	<b>526,473.52</b>	<b>735,343.00</b>	<b>-208,869.48</b>	<b>71.6%</b>

Expense

60000 - Operating Expenses

61000 - Diocesan Assessment

62000 - Personnel Expense

62100 - Clergy Compensation

62110 - Rector

62120 - Associate Rector

62198 - Clergy Pension Premiums

62199 - Clergy Benefits & Insurance

Total 62100 - Clergy Compensation

62200 - Lay Staff Compensation

62202 - Music Director

62203 - Office Manager

62213 - Office Staff-Temporary Help

62204 - Bookkeeper

62205 - Childcare Assistant

62295 - Lay Payroll Taxes

62297 - Lay Pension Premiums

62299 - Pension Reimbursement Noah's Ark

62298 - Lay Benefits & Insurance

Total 62200 - Lay Staff Compensation

62300 - Workers Compensation Insurance

62400 - Payroll Processing Fees

62500 - Contractors (1099)

62501 - Musicians

62511 - Paid Musicians

62512 - Supply Musicians

Total 62501 - Musicians

62504 - Landscaping

62505 - Janitorial Services

Total 62500 - Contractors (1099)

62600 - Staff Allowances

62601 - Continuing Education

62602 - Travel

62603 - Clergy Hospitality

62604 - Clergy Discretionary Fund

Total 62600 - Staff Allowances

Total 62000 - Personnel Expense

63100 - Altar Guild

63101 - Candles and Wine

63102 - Flower Expense

63103 - Laundry Services

63104 - All Other Altar Guild Expenses

Total 63100 - Altar Guild

63200 - Music

63205 - Music Expenses

63215 - Professional Expense

63216 - Music Hospitality

Total 63205 - Music Expenses

63206 - Musical Equipment R&M

Total 63200 - Music

63300 - Christian Formation

63301 - EPM

63302 - Adult Education

63303 - Lenten Series

Total 63300 - Christian Formation

63350 - Children & Youth Ministry

63351 - Family Ministries

63352 - Youth Ministries

Total 63350 - Children & Youth Ministry

64000 - Worship & Liturgy

64100 - Liturgical Art

64150 - Miscellaneous Worship

Total 64000 - Worship & Liturgy

64500 - Fellowship

64501 - Sunday Coffee & Supplies

64502 - Parish Events-Connect

64503 - Reception Expense

64504 - Greeters-Welcome

64505 - Invites

64506 - Vestry Expenses

64508 - NEW (New Episcopal Women)

64599 - Coffee Hour Donations

Total 64500 - Fellowship

65000 - Administrative

65100 - Office Supplies

65101 - Paper

65102 - Advertising

65103 - Software

65104 - Phone & Internet

65106 - Misc Administration

65200 - Equipment

65201 - Hardware

Total 65000 - Administrative

60000 - Operating Expenses					
61000 - Diocesan Assessment	80,488.89		107,319.00	-26,830.11	75.0%
62000 - Personnel Expense					
62100 - Clergy Compensation					
62110 - Rector	89,217.38		92,290.00	-2,072.62	75.0%
62120 - Associate Rector	59,902.78		74,537.00	-14,634.22	75.0%
62198 - Clergy Pension Premiums	27,361.89		36,110.00	-8,748.11	75.0%
62199 - Clergy Benefits & Insurance	22,146.48		28,645.00	-6,498.52	77.3%
Total 62100 - Clergy Compensation	174,628.53		231,582.00	-56,953.47	75.4%
62200 - Lay Staff Compensation					
62202 - Music Director	29,175.94		36,921.00	-7,745.06	75.0%
62203 - Office Manager	10,178.49		24,950.00	-14,771.51	40.0%
62213 - Office Staff-Temporary Help	4,952.75		873.00	4,079.75	567.3%
62204 - Bookkeeper	20,786.22		27,715.00	-6,928.78	75.0%
62205 - Childcare Assistant	1,899.24		2,920.00	-1,020.76	64.0%
62295 - Lay Payroll Taxes	4,293.70		7,296.00	-3,002.30	58.3%
62297 - Lay Pension Premiums	2,154.56		5,747.00	-3,592.44	37.8%
62299 - Pension Reimbursement Noah's Ark	1,154.27				
62298 - Lay Benefits & Insurance	2,602.75		1,111.00	1,491.75	234.3%
Total 62200 - Lay Staff Compensation	76,957.82		109,523.00	-32,565.18	70.2%
62300 - Workers Compensation Insurance	989.00		326.00	663.00	304.3%
62400 - Payroll Processing Fees	700.00		3,094.00	-2,394.00	22.6%
62500 - Contractors (1099)					
62501 - Musicians					
62511 - Paid Musicians	10,370.00		10,700.00	-330.00	96.9%
62512 - Supply Musicians	404.50		2,300.00	-1,895.50	17.6%
Total 62501 - Musicians	10,774.50		13,000.00	-2,225.50	82.0%
62504 - Landscaping	18,153.00		24,210.00	-6,057.00	75.0%
62505 - Janitorial Services	21,000.00		28,600.00	-7,600.00	73.4%
Total 62500 - Contractors (1099)	49,927.50		65,810.00	-15,882.50	75.9%
62600 - Staff Allowances					
62601 - Continuing Education	1,583.56		1,200.00	383.56	130.3%
62602 - Travel	489.20		600.00	-110.80	78.2%
62603 - Clergy Hospitality	1,188.98		2,100.00	-911.02	56.6%
62604 - Clergy Discretionary Fund	185.00		1,000.00	-815.00	15.5%
Total 62600 - Staff Allowances	3,366.74		4,900.00	-1,533.26	68.5%
Total 62000 - Personnel Expense	306,488.22		415,234.00	-108,745.78	73.8%
63100 - Altar Guild					
63101 - Candles and Wine	1,594.22		2,990.00	-1,395.78	54.0%
63102 - Flower Expense	2,196.00		3,230.00	-1,034.00	58.2%
63103 - Laundry Services	0.00		95.00	-95.00	0.0%
63104 - All Other Altar Guild Expenses	105.06		380.00	-274.94	30.0%
Total 63100 - Altar Guild	3,895.28		6,615.00	-2,719.72	58.9%
63200 - Music					
63205 - Music Expenses					
63215 - Professional Expense	1,085.61		1,300.00	-214.39	83.5%
63216 - Music Hospitality	345.59		500.00	-154.41	69.1%
Total 63205 - Music Expenses	1,431.20		1,800.00	-368.80	79.5%
63206 - Musical Equipment R&M	92.58		350.00	-257.42	26.5%
Total 63200 - Music	1,523.78		2,150.00	-626.22	70.9%
63300 - Christian Formation					
63301 - EPM	0.00		800.00	-800.00	0.0%
63302 - Adult Education	692.54		1,000.00	-307.46	69.3%
63303 - Lenten Series	0.00		500.00	-500.00	0.0%
Total 63300 - Christian Formation	692.54		2,300.00	-1,607.46	29.9%
63350 - Children & Youth Ministry					
63351 - Family Ministries	770.88		1,300.00	-529.12	59.3%
63352 - Youth Ministries	436.73		2,000.00	-1,563.27	21.8%
Total 63350 - Children & Youth Ministry	1,207.61		3,300.00	-2,092.39	36.6%
64000 - Worship & Liturgy					
64100 - Liturgical Art	100.00				
64150 - Miscellaneous Worship	243.44		500.00	-256.56	48.7%
Total 64000 - Worship & Liturgy	343.44		500.00	-156.56	70.5%
64500 - Fellowship					
64501 - Sunday Coffee & Supplies	431.53		1,500.00	-1,068.47	28.8%
64502 - Parish Events-Connect	282.78		1,300.00	-1,017.22	30.1%
64503 - Reception Expense	382.25		1,200.00	-817.75	30.2%
64504 - Greeters-Welcome	519.74		100.00	419.74	519.7%
64505 - Invites	0.00		400.00	-400.00	0.0%
64506 - Vestry Expenses	100.00		230.00	-130.00	43.5%
64508 - NEW (New Episcopal Women)	0.00		800.00	-800.00	0.0%
64599 - Coffee Hour Donations	0.00		0.00	0.00	0.0%
Total 64500 - Fellowship	1,674.30		5,530.00	-3,855.70	30.3%
65000 - Administrative					
65100 - Office Supplies	1,895.02		1,500.00	395.02	124.3%
65101 - Paper	2,389.00		4,000.00	-1,611.00	59.2%
65102 - Advertising	80.42		300.00	-219.58	26.8%
65103 - Software	897.54		2,000.00	-1,102.46	44.9%
65104 - Phone & Internet	3,352.99		4,500.00	-1,147.01	74.5%
65106 - Misc Administration	590.00		600.00	-10.00	91.7%
65200 - Equipment					
65201 - Hardware	526.67		800.00	-273.33	66.2%
Total 65000 - Administrative	7,337.64		13,700.00	-6,362.36	53.7%



10/06/19

Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual

Accrual Basis

January through September 2018

	Jan - Sep 18	Budget	\$ Over Budget	% of Budget
65202 - Copiers	12,508.37	20,000.00	-7,491.63	62.5%
65203 - Other Equipment R&D	0.00	500.00	-500.00	0.0%
<b>Total 65200 - Equipment</b>	<b>13,038.04</b>	<b>21,500.00</b>	<b>-8,261.96</b>	<b>61.2%</b>
65300 - Postage				
65301 - Meter Postage	836.27	900.00	-63.73	92.9%
65302 - Other Postage	39.00	200.00	-161.00	19.5%
65303 - Meter Lease	2,358.21	2,600.00	-241.79	90.7%
<b>Total 65300 - Postage</b>	<b>3,233.48</b>	<b>3,700.00</b>	<b>-466.52</b>	<b>87.4%</b>
<b>Total 65000 - Administrative</b>	<b>25,306.69</b>	<b>37,900.00</b>	<b>-12,513.11</b>	<b>67.0%</b>
66000 - Facilities				
66100 - Campus Maintenance	27,857.52	35,000.00	-7,112.48	79.7%
66110 - Rectory Maintenance				
66111 - Insurance	462.00	650.00	-188.00	71.1%
66112 - Landscaping	2,430.00	4,000.00	-1,570.00	60.8%
66113 - Pool	1,185.00	1,700.00	-515.00	69.7%
66116 - Maintenance	3,696.11	3,000.00	696.11	121.9%
<b>Total 66110 - Rectory Maintenance</b>	<b>7,733.11</b>	<b>9,350.00</b>	<b>-1,616.89</b>	<b>82.7%</b>
66120 - Services				
66121 - Elevator & Fire Alarm	5,302.60	5,000.00	302.60	107.9%
66122 - Other Services	3,256.11	6,000.00	-2,744.89	54.3%
<b>Total 66120 - Services</b>	<b>8,547.71</b>	<b>11,000.00</b>	<b>-2,352.29</b>	<b>78.6%</b>
66130 - Facilities Supplies	1,719.71	3,000.00	-1,280.29	57.3%
66140 - Utilities				
66141 - EBMUD	9,294.06	21,000.00	-11,705.94	44.3%
66142 - Garbage	5,831.10	7,000.00	-1,168.90	83.3%
66143 - PG&E Gas	3,847.53	4,500.00	-652.47	86.9%
66144 - PG&E Electrical	8,680.83	12,000.00	-3,319.17	72.1%
66145 - PG&E Loan	5,407.12	8,111.00	-2,703.88	68.7%
<b>Total 66140 - Utilities</b>	<b>33,030.64</b>	<b>52,611.00</b>	<b>-19,580.36</b>	<b>62.8%</b>
<b>Total 66000 - Facilities</b>	<b>79,018.69</b>	<b>110,961.00</b>	<b>-31,942.31</b>	<b>71.2%</b>
67000 - Finance				
67050 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
67100 - Benevity Fees	130.20	190.00	-59.80	68.5%
67101 - Banking Charges	826.53	1,800.00	-973.47	44.8%
67103 - Corporate Fees & Expenses	66.62	1,000.00	-933.38	6.7%
67104 - Property & Liability Insurance	29,662.00	29,700.00	-38.00	99.9%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	5,573.00	-5,573.00	0.0%
67118 - Rectory Property Tax	513.81	1,038.00	-524.19	49.5%
<b>Total 67107 - Property Taxes</b>	<b>513.81</b>	<b>6,611.00</b>	<b>-6,097.19</b>	<b>7.8%</b>
<b>Total 67000 - Finance</b>	<b>31,178.16</b>	<b>41,301.00</b>	<b>-10,122.84</b>	<b>75.5%</b>
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	11,250.00	15,000.00	-3,750.00	75.0%
68003 - Schools & Interfaith Council	2,250.00	3,000.00	-750.00	75.0%
<b>Total 68000 - Budgeted Outreach</b>	<b>13,500.00</b>	<b>18,000.00</b>	<b>-4,500.00</b>	<b>75.0%</b>
69000 - Contingency				
69001 - Contingency	1,319.66	12,000.00	-10,680.34	11.0%
<b>Total 69000 - Contingency</b>	<b>1,319.66</b>	<b>12,000.00</b>	<b>-10,680.34</b>	<b>11.0%</b>
<b>Total 60000 - Operating Expenses</b>	<b>546,674.83</b>	<b>763,110.00</b>	<b>-216,435.17</b>	<b>71.6%</b>
<b>Total Expense</b>	<b>546,674.83</b>	<b>763,110.00</b>	<b>-216,435.17</b>	<b>71.6%</b>
<b>Net Ordinary Income</b>	<b>-20,201.31</b>	<b>-27,767.00</b>	<b>7,965.69</b>	<b>72.8%</b>

Other Income/Expense

Other Income

70000 - Program Accounts

70040 - Boy Scout Troop #35	
70041 - Boy Scout Troop Income	2,750.00
70045 - Boy Scout Troop Expenses	<u>-1,750.00</u>
Total 70040 - Boy Scout Troop #35	1,000.00
70050 - Parish Activities	
70051 - Parish Activities Income	2,088.14
70055 - Parish Activities Expense	<u>-3,631.50</u>
Total 70050 - Parish Activities	-1,543.36
70060 - Maintenance & Improvement	
70061 - Maint & Improvement Income	
70062 - Roof Income	1,000.00
70061 - Maint & Improvement Income - Other	<u>24,425.00</u>
Total 70061 - Maint & Improvement Income	25,425.00
70065 - Maint & Improvement Expense	<u>-9,636.93</u>
Total 70060 - Maintenance & Improvement	15,788.07
70100 - Vestry Retreat	
70101 - Vestry Retreat Income	394.76
70105 - Vestry Retreat Expense	<u>-394.76</u>
Total 70100 - Vestry Retreat	0.00
70110 - Youth Trips	
70111 - Youth Trips Income	5,006.13
70115 - Youth Trips Expense	<u>-9,196.80</u>
Total 70110 - Youth Trips	-4,190.67
70120 - Vacation Bible School	
70121 - Vacation Bible School Income	2,150.00
70125 - Vacation Bible School Expense	<u>-820.70</u>
Total 70120 - Vacation Bible School	1,329.30
70130 - Concert Series	
70131 - Concert Series Income	3,960.00
70135 - Concert Series Expense	<u>-3,675.30</u>
Total 70130 - Concert Series	284.70
70140 - Columbarium	
70141 - Columbarium Income	400.00
70145 - Columbarium Expense	<u>-606.54</u>
Total 70140 - Columbarium	-206.54
70150 - Ackerman	
70151 - Ackerman Income	5,000.00
70155 - Ackerman Expenses	<u>-37,817.70</u>
Total 70150 - Ackerman	-32,817.70
70160 - Music Program	
70161 - Music Program Income	100.00
Total 70160 - Music Program	100.00
70170 - Memorial	
70171 - Memorial Income	1,725.00
70175 - Memorial Expenses	<u>-734.96</u>
70170 - Memorial - Other	200.00
Total 70170 - Memorial	1,140.05

10:30 AM

10/05/19

Accrual Basis

**Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual**

January through September 2019

	Jan - Sep 19	Budget	\$ Over Budget	% of Budget
70190 - New Episcopal Women (NEW)				
70191 - NEW Income	920.00			
70195 - NEW Expenses	-486.34			
<b>Total 70190 - New Episcopal Women (NEW)</b>	<b>-433.66</b>			
70200 - Men's Group				
70201 - Men's Group Income	336.00			
70205 - Men's Group Expense	-292.30			
<b>Total 70200 - Men's Group</b>	<b>43.70</b>			
70500 - Darla Seth's Benefit Concert				
70501 - Concert Income or Donations	190.00			
<b>Total 70500 - Darla Seth's Benefit Concert</b>	<b>190.00</b>			
70600 - Bryant Family House Fund				
70602 - Non-Deductible Pass Thru Dontrn	1,000.00			
70605 - House Fund Expenditures	-1,000.00			
<b>Total 70600 - Bryant Family House Fund</b>	<b>0.00</b>			
<b>Total 70000 - Program Accounts</b>	<b>-18,481.79</b>			
80000 - Outreach Accounts				
80010 - Adopt-a-Bike Program				
80011 - Adopt-a-Bike Program Income	800.00			
80015 - Adopt-a-Bike Program Expense	-2,074.34			
<b>Total 80010 - Adopt-a-Bike Program</b>	<b>-1,274.34</b>			
80020 - Christmas Boxes				
80029 - Christmas Boxes Disbursements	-900.00			
<b>Total 80020 - Christmas Boxes</b>	<b>-900.00</b>			
80040 - Fruits of the Harvest				
80140 - Restaurant Dinner	220.00			
80141 - Restaurant Dinner Income	220.00			
<b>Total 80140 - Restaurant Dinner</b>	<b>220.00</b>			
80041 - Event Ticket Sales	6,000.00			
80042 - General Donations	9,685.00			
80043 - Auction Sales Income	48,261.00			
80048 - Event Expenses	-12,518.84			
<b>Total 80040 - Fruits of the Harvest</b>	<b>51,427.16</b>			
80090 - Stop Hunger				
80091 - Stop Hunger Donations	1,495.00			
80095 - Stop Hunger Disbursements	-4,974.00			
<b>Total 80090 - Stop Hunger</b>	<b>-2,974.00</b>			
80100 - Trinity Center				
80101 - Trinity Center Donations	1,500.00			
80105 - Trinity Center Disbursements	-965.08			
<b>Total 80100 - Trinity Center</b>	<b>534.92</b>			
80110 - Winter Nights				
80111 - Winter Nights Income	940.00			
80115 - Winter Nights Expense	-1,194.92			
<b>Total 80110 - Winter Nights</b>	<b>-254.92</b>			
80160 - Habitat for Humanity				
80165 - Habitat Disbursements	-1,500.00			
<b>Total 80160 - Habitat for Humanity</b>	<b>-1,500.00</b>			
89000 - Other Outreach				
89001 - Other Outreach Donations	13,500.00			
<b>Total 89000 - Other Outreach</b>	<b>13,500.00</b>			
<b>Total 80000 - Outreach Accounts</b>	<b>55,198.82</b>			
<b>Total Other Income</b>	<b>40,707.03</b>			
Other Expense				
99000 - Ask My Accountant	190.83			
<b>Total Other Expense</b>	<b>190.83</b>			
<b>Net Other Income</b>	<b>40,516.40</b>			
<b>Net Income</b>	<b>23,315.09</b>	<b>-27,767.00</b>	<b>48,082.09</b>	<b>-73.2%</b>

# **St. Timothy's Children and Youth Commission Report October 2019**

Sunday School has started, and we thank all who have volunteered to teach. The program will be during the 10:00 service in October, take a break in November, and resume in December. Children's Liturgy continues to be an integral part of our offering for our young ones.

We are starting to think about how we will do Christmas Eve – stay tuned!

I will also be attending/presiding over my last Noah's Ark Board meeting on Monday, October 28<sup>th</sup>. They meet 4 times a year, so next year you will need at least one new vestry member to take my place. It has been an honor to be a part of this group for the last 3 years.

Young People's moment still continues to be a very special part of the service, and with the screens and someone streaming the moment, those in the back can see the action up front. Thank you!

On my to do list:

Charter

Blessings,

Cathy Hager

## OUTREACH COMMISSION REPORT

Submitted by Alison Hill

October 7th 2019

Updated by Sally Shea Potts, 10/16/2019

### **Outreach Grants - Alison Hill**

A big thanks to all the Parish. The Outreach committee met on Oct. 3rd to distribute the record funds raised at our last FOTH. We were able to exceed our 2018 grants and, in most cases, meet the requests of our supported charities in addition to being able to support our new charity "Comfort Cubs".

The proposed grants are listed below.

### **Christmas Food Boxes - Sally Shea Potts**

Christmas Food Boxes for 2020 is a go! Monument Crisis Center asked Sally for our delivery date. Saturday, December 7th was agreed - the Saturday after the Thanksgiving weekend. We have a schedule and the major contributors who coordinate with Safeway and arrange for trucks to bring filled boxes to St. Timothy's from Safeway and to Monument Crisis Center and help us load the truck have said they will help. We also have a date for filling bags with Rice and Beans (Sunday, November 17th). We have the date for "Fill My Box" at Safeway - Saturday, November 30th (the Saturday after Thanksgiving). I even have people signed up to help with box sign-ups after church in November - thanks to attendees at Welcome Home.

### **Rise Against Hunger - Joann Oliver**

As most of you know the Rise Against Hunger event was a great success and a wonderful way for all ages to take part in this lively event. We packaged 17,000 bags in just over 2 hours and that makes 100,000 meals over the 5 years since we started hosting this.

I was sitting opposite a young teen Boy Scout who was just loving his job sealing bags and said, "This is so much fun I can't wait to sign up for this again next year"!

### **Trinity Center - Mae Warren**

Our TC lunch team will be only cooking another 2 times. Mae Warren has been an amazing leader of this ministry and says she is going to retire to coincide with TC's move into their permanent place in November. Loaves and Fishes central pantry will take over that meal preparation at that time.

Somehow, we know Mae will have some involvement in the future.

### **Discovery Center \_ Dee Geisler**

Dee Geisler has announced that she is retiring from her position as liaison for the Discovery Center. Many thanks for all she has done to promote and support this worthy cause in our community. We will be looking for a new liaison.



**UPDATED OUTREACH 2019 DONATIONS – TENTATIVE – 10/15/2019**

Agency	Revised 2019	Granted 2019	Proportional 2019 based on 2018	Requested 2019	Granted 2018	Granted 2017
Contra Costa Interfaith Housing	5,600.00	6,000.00	5,626.50	6,000.00	5,500.00	4,180.00
Discovery Counseling Center	3,300.00	3,600.00	3,375.90	3,600.00	3,300.00	2,500.00
Global AIDS Interfaith Alliance	5,000.00	5,000.00	5,115.00	5,000.00	5,000.00	3,700.00
Habitat for Humanity	1,500.00	1,500.00	767.25		750.00	750.00
Loaves and Fishes	7,250.00	7,500.00	7,161.00	8,000.00	7,000.00	5,440.00
Monument Crisis Center	7,250.00	7,500.00	7,161.00	20,000.00	7,000.00	5,000.00
Options Recovery Services	5,100.00	5,200.00	5,115.00	5,000.00	5,000.00	4,185.00
PFLAG	500.00	500.00	511.50	400.00	500.00	400.00
Rise Against Hunger	2,000.00	2,195.00	2,046.00		2,000.00	1,880.87
Shelter, Inc.	5,000.00	5,000.00	5,115.00	5,000.00	5,000.00	4,100.00
The Comfort Cub	2,000.00	2,500.00	0.00	2,000.00 or 5,000.00		
The Gretta Foundation	7,800.00	7,800.00	7,979.40	7,000.00 or 7,800.00	7,800.00	5,800.00
The Respite Inn	1,000.00	1,550.00	1,023.00	2,495.00	1,000.00	900.00
Trinity Center	7,650.00	8,000.00	7,672.50	8,000.00	7,500.00	5,775.00
Trinity Center lunches	500.00	500.00	613.80		600.00	500.00

Church Divinity School of the Pacific	1,000.00	1,000.00			1,000.00	900.00
Interfaith Council of Contra Costa County	1,000.00	1,000.00			1,000.00	900.00
School for Deacons	1,000.00	1,000.00			1,000.00	900.00
Episcopal Relief & Development – Puerto Rico	1,000.00	1,500.00			1,000.00	
Allocated	65,450.00	68,845.00	59,282.85	72,495.00	61,950.00	47,810.87
Funds Available	65,475.68	68,845.68	65,475.68		64,068.73	
Remainder	25.68	0.68	6,192.83		2,118.73	

Shaded areas mean we don't request a grant application from them

**DONATIONS APPROVED BY OUTREACH COMMITTEE – 10/3/2019**

<b>Agency</b>	<b>Grant 2019</b>	<b>Granted 2018</b>	<b>Granted 2017</b>
Contra Costa Interfaith Housing	6,000.00	5,500.00	4,180.00
Discovery Counseling Center	3,600.00	3,300.00	2,500.00
Global AIDS Interfaith Alliance	5,000.00	5,000.00	3,700.00
Habitat for Humanity	1,500.00	750.00	750.00
Loaves and Fishes	7,500.00	7,000.00	5,440.00
Monument Crisis Center	7,500.00	7,000.00	5,000.00
Options Recovery Services	5,200.00	5,000.00	4,185.00
PFLAG	500.00	500.00	400.00
Rise Against Hunger	2,195.00	2,000.00	1,880.87
Shelter, Inc.	5,000.00	5,000.00	4,100.00
The Comfort Cub ( <i>new 2019</i> )	2,500.00		
The Gretta Foundation	7,800.00	7,800.00	5,800.00
The Respite Inn	1,550.00	1,000.00	900.00
Trinity Center	8,000.00	7,500.00	5,775.00
Trinity Center lunches	500.00	600.00	500.00
Church Divinity School of the Pacific*	1,000.00	1,000.00	900.00
Interfaith Council of Contra Costa County*	1,000.00	1,000.00	900.00
School for Deacons*	1,000.00	1,000.00	900.00
Episcopal Relief & Development	1,500.00	1,000.00	
<b>Allocated</b>	<b>68,845.00</b>	<b>61,950.00</b>	<b>47,810.87</b>
Funds Available	68,845.68	64,068.73	
Remainder	0.68	2,118.73	

\* Donations specified in the church budget

Available funds include \$15,000 plus \$3000 from the church budget and proceeds from FOTH, Amazon, and e-script.

*Updated by Sally Shea Potts, 10/9/2019*

## Pastoral Care Report

October 16, 2019

I continue to meet with various members of St Timothy's in an effort to try to personally visit each parishioner. I am also working on coordinating a team of a couple of men and women to participate in this ministry. Our goal is to ensure that every member of the parish feels they are important and needed.

Trudy Macmillan

## Property Commission Report

From: Tom Linari

Sat, Oct 12, 8:18 AM

The roofing project for the parish hall should be completed by the 14th October. All has gone very well. The dry rot was there ,but minimal damage was reported. That saved us about \$2,600 in labor and materials. They had budgeted a lot more for that in their bid.

For future Vestry: I have to report that Fidelity roofing was a pleasure to work with and would recommend them for all roofing projects in the future. They are a little bit more expensive, but they do know what they are doing and the communication about their job was excellent. To say that about anyone these days in the construction field is rare.

The second bathroom at Ackerman is coming along well and should be completed soon.

Construction of a garden on the grounds has been brought up and is being looked into. All the questions about The Who, what, where, and how still needs to be answered. I'll give an update at the next meeting.

That's all for now

# Worship Commission

October 2019 Report

Submitted by: Linda Clark and Allison Fletcher

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The worship commission met on Sunday, October 13 to address the following topics:

- Discussion upcoming schedule for Advent and Christmas and the worship group's needs (for example what Altar Guild needs and Liturgical Art needs)
- Discussed details of Christmas Eve services – 3, 5, and 8 pm
- Discussed donations for flowers and altar decorations for the upcoming season
- Discussed need for the Worship groups – Altar Guild, Liturgical Art, LEV, Lector, and Torchbearer/Crucifer – to create manuals for training purposes and for general availability for questions among the members of the groups