

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL
Thursday May 21, 2020 – 6:00 - ZOOM
Zoom

Update Date: 6/9/2020

SUMMARY:

MOTIONS:

- **Revised income procedure** proposed by the Treasurer – keep most of our income in our Checking Account instead of Money Market because the checking accounts are paying a higher rate of interest than the money market account. The same procedure would apply to the Noah's Ark account. The motion was proposed, seconded and passed unanimously.
- A motion was made, seconded and passed unanimously to approve the minutes for the 2 vestry meetings in April, the report and documents from the treasurer, the rector's report and the commission reports.

ACTION ITEMS:

Attendees: Nancy Arroyoavila, Rev. Todd Bryant, Linda Clark, Rayne Devlin, Dick Firth, Steve Hedden, , Alison Hill, Neal Matsunaga, Trudy Macmillan, Mike Olden Sally Shea Potts, Kari Doolittle, Rev. Susan Geissler-O'Neil, Scott MacDougall

Absent: Tom Linari

1. **Opening Prayer** – Pastor Todd – prayers while cooking
2. **Review and Confirm Agenda**
3. **Introduction of Guests** – Lisa Perry, Ryan Mahoney, Leslie Firth
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
 - a. Approve minutes from the April 5 and April 15, 2020 vestry meetings
 - b. Treasurers Report, Balance Sheet and P&L through 30 April 2020
 - c. Rector's Report
 - d. Commission Reports – Communications, Formation, Outreach, Pastoral Care, and Property

MOTION: A motion was made, seconded and passed unanimously to approved the minutes of the 2 meetings in April (April 5 and April 15), the treasurer's report and data files, the rector's report and the several commission reports (Communications, Formation, Outreach, Pastoral Care and Property) submitted prior to the meeting.

5. **Discussion Items**

a. **Treasurer** – Neal Matsunaga – Additional information

1. Pledge Income to date is below budget – 19 pledges have not made any contribution yet. If those had come in, we would be on budget. Neal believes that some of those families may be having financial issues.
2. Carleen has looked at the names of those who have not yet paid and is not unduly concerned. One family has changed bank accounts used to pay their pledge
3. Some utilities are down (gas).

4. 26 Pledges have paid all they pledged for 2020.
5. The \$\$ received from those pledges are prorated in the Pledge Income – so only 4/12 of the amount received is counted in Pledge Income.
6. Budget assumed a shortfall for the year of \$48,000

b. Rector – Pastor Todd Bryant

- Last Minnesota cohort meeting is currently scheduled in July. Otherwise, he expects to be in Wyoming in July.

c. Outreach – Allison Hill

- Food Drive for Monument Crisis Center has been a success and a model for others.
- An additional \$15,000 was donated for Outreach. The Outreach Committee will meet to recommend distribution.
- The company that Steve Hedden works for has also made a significant donation to Monument Crisis Center.

d. Pastoral Care – Trudy Macmillan

- Vestry members are asked to again call the people on their 2 pages from the directory to check on how they are doing.

e. Proposed expenditure to enable Live-Streaming of church services – Pastor Todd Bryant, Lisa Perry, Ryan Mahoney, Don Perry, Michael Olden

- The vestry is asked to review the submitted proposal to spend significant \$\$ to enable a multiple stationary camera system for broadcasting the service with one operator who can determine which camera output is broadcast and can zoom in on the place where the camera is focused. Option to incorporate a remote input.
- Main objective is to enable us to include those who cannot attend church.
- Possibility to rent space to others for broadcasts.
- Estimate is that we can only have about ½ of the current attendance in the church.
- Diocese will direct how many we can have at a service on Sunday.
- Initial roll-out \$25,000. Other things can be added later. No installation and training costs because we have the expertise in house. Normally set-up and training are 1/3 of the cost of the system.
- 1-time cost for the equipment
- Ryan: Might require more Internet band-width – on-going cost
- Selected equipment will work with the current sound system.
- Social distancing will be an on-going behavior
- NancyA – Communication will be critical for resumption of services to avoid turning people away.
- Michael Olden: Many older members will continue to the restricted in what they can attend
- Selling point for St. Timothy's
- Lisa would like to have needed meetings soon.
- Lisa: 4 – 6 weeks for delivery; training 2 – 4 weeks – Suggest roll-out for Welcome Home
- Neal, Dick and the Finance Committee need to work out the finances
- Todd: Discuss in Communications, Finance, Worship – most people like the idea

- Todd: Will assemble team to work out how St. Tims can implement return to services on-site after meeting with the bishop scheduled for next week for all rectors and Sr. Wardens
- Neal: Funding the project is a problem
- Neal: Multiple bids will be needed
- Send email to Lisa or Michael O if you want to be in on the sessions explaining the concept

6. Non-Recurring Action Items

a. Approve change to procedure on handling income – Neal Matsunaga

Background copied from Treasurer’s report:

- Recommend changing our money management strategy for funds deposited with Heritage Bank for both the church and preschool accounts. For the church, the current practice is to deposit donations into the church money market account and then each month move funds to the church checking account to pay bills. Turns out interest rate for our checking account is higher than the interest rate for our money market account so we are not earning the interest we could by parking funds in money market accounts versus in our checking accounts. Proposed practice going forward will be to deposit church donations to money market accounts but to then move most of our funds to our checking accounts immediately. To avoid account fees for our church and preschool money market accounts we will need to leave between \$2,500-5,000 in both the church and preschool money market accounts and not do more than 6 withdrawals a month. An example of the current issue, using March results is:

	Avg. Balance		Interest Rate
<u>Church</u>			
Checking	\$ 58,416.12	\$7.68	.15%
Money Market	\$175,018.67	\$7.67	.05%
<u>Preschool</u>			
Checking	\$ 44,503.52	\$5.85	.15%
Money Market	\$71,476.37	\$3.13	.05%

MOTION: Revised income procedure proposed by the Treasurer – keep most of our income in our Checking Account instead of Money Market because the checking accounts are paying a higher rate of interest than the money market account. The same procedure would apply to the Noah’s Ark account. The motion was proposed, seconded and passed unanimously.

7. FYI

a. PPP – CARES LOAN update – Neal Matsunaga

- Neal shared a list of the items that the CARES loan can be used for – essentially payroll and utilities
- The preschool has seen more of an impact on their income than the church. The loan should really help them NOT to go as far into the red

b. **PROPERTY TAXES** – Neal Matsunaga

1. The Diocese of California is the owner of the church property. They pay the property taxes and then bill the parish for the taxes.
2. The church owns the rectory property on Ackerman where the Bryants live.
3. When Neal looked at the Contra Costa County records on property tax payments, he found that the Diocese has NOT paid the first 2020 property tax payment. Upon investigation, the cause was found in the incomplete transition between bookkeepers. The problem has been resolved.

c. **Miscellaneous Donations** – Neal Matsunaga, Treasurer

- Neal has received a communication from a former parish member who is watching the on-line services and wants to contribute.
- He has received \$500 from another video attendee.
- 16 more families are using the automated system to pay their pledges

d. **Noah's Ark Preschool** - Neal Matsunaga

1. **New Director** – 10 resumes have been received for the position of the Director of Noah's Ark preschool – 3 are viable
2. **Interviews** – Perspective directors need to tour the school when it is session as the organization of our school is different than most other preschools. We have more staff specialization and the Director has participated in the daily instruction.
3. **Cynthia Chavez** has offered to extend her contract for several additional months to ease the interview and transition process.
4. **Enrollment** – Currently the budget is based on an expected enrollment of 50 students – approximately 16 / class. New preschool social distancing regulations may limit that to 12/class.

e. **Parish Hall**

5. Windows on the Ackerman and patio sides of the building were replaced on Monday.
6. Painting of the interior is scheduled to begin in June
7. Leslie Firth showed pictures of the paint colors and where they will be applied.
 - Ceiling will be a cream color
 - Three warm beige colors will go on the beams, walls and woodwork
 - Leslie has created a board showing the colors and where they will go. The board is in the stage room off the parish hall.
 - The rug on the stage will need to be replaced.
 - It makes sense to paint the Godly Play and the Nursery rooms while the painter has the needed scaffolding on-site. The committee will talk to the painter about the cost of that.

8. Discussion Items

a. June Vestry Meeting Day and Time

Given that the clergy will NOT be taping the service ahead of time in June and that the Jr. Warden cannot come to a meeting on Thursday night, it was decided to again meet on the 3rd Wednesday of the month at 6:30 pm. The June meeting will again be via Zoom.

b. Church in June

Church will again be on YouTube but instead of the recording and editing that is the current procedure, the participants will use Zoom to do their parts.

Pastor Todd and Sr. Warden Dick Firth will meet with the Bishop along with other in-charge priests and Sr. Wardens about upcoming changes to worship next week.

c. Vestry Voting via email

Per a communication to Neal Matsunaga, the vestry should no vote on motions via email but should meet in person or virtually.

9. Closing Prayer – Linda Clark

Next Tidings Deadline – Monday May 25, 2020

Next Regular Vestry Meeting – Wednesday, June 17, 2020 – 6:30 pm – Zoom hosted by Sally S Potts

St Timothy's Calendar for Vestry as of 04/09/2020

Items in red have been added since the last vestry meeting

Date	Event
Sunday, April 12 – Easter – 8:15 am	Join Washington Cathedral Easter celebration via computer
Sunday, April 12 – Easter 9:30 am	Zoom Chat with the Parish
Sunday, April 19 – One Service	Bishop Marc will visit virtually
Sunday, April 26 – One Service	Online
Wednesday, May 20 – 6:30 pm	Vestry Meeting – Zoom or GH Overby Conference Room
Saturday, May 16	FOTH – 2020 - CANCELLED
Monday – Friday, June 15-19	VBS (with St. Joan of Arc)

Submitted by Sally Shea Potts, Vestry Clerk

Rector's report - May 2020

Virtual worship continues to be a very creative and exhausting endeavor.

Coffee hours

People have really enjoyed connecting through virtual coffee hours. We do not have them every week because they are a facsimile of community. If we did them every week, they would grow stale (in my opinion.)

Admin

Thank you to Kari and Sally for thinking about the logistics around a new laptop for me. The laptop was covered by the Administration equipment budget. It was discussed before the pandemic to enable easier input of contribution into the Parish Soft system. The current computers were purchased in 2014.

New things for worship

Milestones I'm inviting people to name their milestone prayers on the YouTube channel that is up on Sunday mornings.

Zoom Starting June 7 we will go to a truly live zoom worship at 10am. People will still tune as usual (they won't be on zoom); however, the serving team will all be on zoom and broadcasting to YouTube.

Live Sundays (possibly) in the Fall. Don and Lisa are working on a proposal that the vestry will review sometime late Summer or in the Fall. The proposal will involve expenditures to make on campus worship live streaming using cameras in the sanctuary. **Nothing will be bought without vestry approval**

There are several thingamajigs that can make the cameras stream for the sanctuary directly to YouTube. There will be some issues that need to be addressed beyond money.

A primary consideration involves *not* having live capture of children's images without clear permission forms. I could be wrong, but I doubt young peoples' time could be live streamed within a safe church paradigm.

Outreach

I am thrilled by the work of the Monument Crisis Center volunteer team. I had nothing to do with its creation, but I couldn't be more pleased with the initiative. The whole team continues full steam ahead.

Pastoral care

All I can say is thank you. Vestry, you have stepped in ways I could not have imagined before this pandemic. Keep up the great work.

Summer time off

The Bryant family will be in Wyoming during the month of July. Depending on the shelter in place status, I can zoom preach for one or two of those Sundays.

Pastor Todd Bryant

Treasurer's Report

May 20, 2020

Financial Highlights

- Financial results through April are slightly negative though encouraging. There is an underrun in Pledge Income due mainly to pledges that have not made any payments to date and an underrun in Expenses reflecting a decrease in expenses due to shelter in place rules.
- Pledge income in our approved budget for 2020 is based on 159 pledges and includes an assumption that at least 6 additional pledges for at least \$13,400 will be received. As of the end of April 2 additional pledges have been received. Our budget has a revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and a projected deficit of \$45,034). The hope is that new pledges will be received during the year, as in 2019, but there is also an opportunity and challenge for parishioners to make or increase their pledges.
- 19 pledges for \$49,820 have not made any payments yet in 2020. Last month this number was 24 pledges for \$106,020.
- 26 pledges are paid in full for \$119,348. Last month it was 23 for \$113,719.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$219,540	\$206,192	\$(13,348)
Other Income	\$ 25,399	\$ 31,941	\$ 6,542
Expenses	\$258,070	\$242,912	\$ 15,158
Net Income	\$(13,130)	\$(4,778)	

Income

The Pledge Income difference reflects about \$16,600 for pledges that have not made any payments yet through the first four months of 2020. Had this money been received our pledge income would have been slightly above budget through April though still short of closing the projected \$45,034 budget deficit.

Other Income difference due to:

Plate Offerings \$(1,480) under budget offset by Contributing Income about \$8,390 above budget due to two large gifts.

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

Personnel expenses \$7,240 under budget

Music expenses \$550 under budget.

Children & Youth Ministry expenses \$1,115 under budget.

Fellowship expenses \$860 under budget.

Administrative expenses \$1,380 under.

Facilities expenses \$3,987 under budget due to campus and rectory maintenance being under budget and services being over budget.

Finance expenses \$(1,760) over budget due to timing of quarterly property and liability insurance bill payment.

Contingency expenses \$1,320 under budget.

Action Items

- Recommend changing our money management strategy for funds deposited with Heritage Bank for both the church and preschool accounts. For the church, the current practice is to deposit donations into the church money market account and then each month move funds to the church checking account to pay bills. Turns out interest rate for our checking account is higher than the interest rate for our money market account so we are not earning the interest we could by parking funds in money market accounts versus in our checking accounts. Practice going forward will be to deposit church donations to money market accounts but to then move most of our funds to our checking accounts immediately. To avoid account fees for our church and preschool money market accounts we will need to leave between \$2,500-5,000 in both the church and preschool money market accounts and not do more than 6 withdrawals a month. An example of the current issue, using March results is:

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Preschool			
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Other Status

- St. Timothy's has received a CARES Act PPP loan of \$111,460 (5/4 for loan papers and 5/5 for funding). We need to prove to the government that over the 8 weeks after receiving the loan we used it for expenses intended and allowable by the PPP loan. We will track allowable expenses and collect the data over the next 8 weeks so we can do this reconciliation sometime after June 30, the last day of our 8-week period. The program will forgive loan amounts that are spent on allowable expenses and the balance will be left as a loan with a 1% interest rate. I have given you the worksheet we will be using so you can have awareness of the types of expenses that are allowable.
- Anonymous outreach designated \$15,000 gift received 5/12.
- Through 5/9, sixteen more families have started using online system for donations.
- 10 resumes received for our preschool director position to date, with 3 viable candidates.

Neal Matsunaga

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	19,572.98
10002 - Heritage Savings	219,421.48
17103 - Schwab	169,029.12
17104 - TD Ameritrade	322,292.23
Total Checking/Savings	730,315.77
Total Current Assets	730,315.77
Fixed Assets	
18000 - Fixed Assets	
18001 - Bell Tower	64,000.00
18002 - Church Building	208,483.00
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	82,854.00
18009 - Parish Hall	117,830.00
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	479,535.41
17102 - SSGA Endowment Gain/Loss	99,707.75
Total Other Assets	579,243.16
TOTAL ASSETS	4,277,125.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	3,650.48
Total Accounts Payable	3,650.48
Other Current Liabilities	
21006 - Prepaid Pledges 2020	42,086.39
Total Other Current Liabilities	42,086.39
Total Current Liabilities	45,736.87
Total Liabilities	45,736.87
Equity	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	579,243.16
31503 - Fixed Assets	2,967,567.00
Total 31300 - Perm. Restricted Net Assets	3,546,810.16
31500 - Temp. Restricted Net Assets	
31510 - Program	360,748.05
31520 - Outreach	112,468.05
Total 31500 - Temp. Restricted Net Assets	473,216.10
32000 - Unrestricted Net Assets	198,645.00
Net Income	14,717.80

	Apr 30, 20
Total Equity	4,231,389.06
TOTAL LIABILITIES & EQUITY	4,277,125.93

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

05/11/20

January through April 2020

Accrual Basis

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	21,031.33	21,039.36	-8.03	100.0%
41100 - Current Year Pledges	224,431.67	198,501.00	25,930.67	113.1%
41300 - Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
Total 41000 - Pledge Income	247,298.00	219,540.36	27,757.64	112.6%
42000 - Plate Offering				
42100 - Loose Plate	2,120.38	3,600.00	-1,479.62	58.9%
42150 - Contributing Income	19,156.07	10,766.64	8,389.43	177.9%
Total 42000 - Plate Offering	21,276.45	14,366.64	6,909.81	148.1%
43000 - Special Gifts	230.00	0.00	230.00	100.0%
44000 - Operating Support				
44200 - Facilities Cost Sharing	9,452.54	10,021.00	-568.46	94.3%
44300 - Flower Donations	809.55	833.36	-23.81	97.1%
Total 44000 - Operating Support	10,262.09	10,854.36	-592.27	94.5%
45000 - Other Income				
45100 - eScrip Remittance	0.00	0.00	0.00	0.0%
45200 - Amazon Smile	21.02	0.00	21.02	100.0%
45300 - Interest Income	66.54	91.64	-25.10	72.6%
45400 - Miscellaneous Income	85.00	86.64	-1.64	98.1%
Total 45000 - Other Income	172.56	178.28	-5.72	96.8%
Total 40000 - Donations	279,239.10	244,939.64	34,299.46	114.0%
Total Income	279,239.10	244,939.64	34,299.46	114.0%
Gross Profit	279,239.10	244,939.64	34,299.46	114.0%
Expense				
66900 - Reconciliation Discrepancies	0.00			
60000 - Operating Expenses				
61000 - Diocesan Assessment	37,087.08	37,087.00	0.08	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	31,754.50	31,748.00	6.50	100.0%
62120 - Associate Rector	26,063.28	26,067.36	-4.08	100.0%
62130 - Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
62198 - Clergy Pension Premiums	12,121.16	12,486.64	-365.48	97.1%
62199 - Clergy Benefits & Insurance	10,470.28	10,175.64	294.64	102.9%
Total 62100 - Clergy Compensation	80,409.22	80,477.64	-68.42	99.9%
62200 - Lay Staff Compensation				
62201 - Family Minister	0.00	0.00	0.00	0.0%
62202 - Music Director	14,279.72	13,382.00	897.72	106.7%
62203 - Office Manager	6,530.13	6,798.00	-267.87	96.1%
62213 - Office Staff-Temporary Help	0.00	300.36	-300.36	0.0%
62204 - Bookkeeper	4,850.00	6,933.36	-2,083.36	70.0%
62205 - Childcare Assistant	393.49	1,001.64	-608.15	39.3%
62296 - Lay Payroll Taxes	1,713.00	2,173.64	-460.64	78.8%
62297 - Lay Pension Premiums	1,745.99	1,816.36	-70.37	96.1%
62299 - Pension Reimbrsmnt Noah's Ark	-11.89	0.00	-11.89	100.0%
62298 - Lay Benefits & Insurance	258.36	2,114.36	-1,856.00	12.2%
Total 62200 - Lay Staff Compensation	29,758.80	34,519.72	-4,760.92	86.2%
62300 - Workers Compensation Insurance	772.00	400.00	372.00	193.0%
62400 - Payroll Processing Fees	280.00	336.00	-56.00	83.3%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	2,775.00	4,166.64	-1,391.64	66.6%

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

05/11/20

January through April 2020

Accrual Basis

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
62512 · Supply Musicians	250.00	766.64	-516.64	32.6%
Total 62501 · Musicians	3,025.00	4,933.28	-1,908.28	61.3%
62504 · Landscaping	7,802.54	8,070.00	-467.46	94.2%
62505 · Janitorial Services	9,450.00	9,600.00	-150.00	98.4%
Total 62500 · Contractors (1099)	20,077.54	22,603.28	-2,525.74	88.8%
62600 · Staff Allowances				
62601 · Continuing Education	432.79	666.64	-233.85	64.9%
62602 · Travel	412.93	200.00	212.93	206.5%
62603 · Clergy Hospitality	520.10	600.00	-79.90	86.7%
62604 · Clergy Discretionary Fund	0.00	100.00	-100.00	0.0%
Total 62600 · Staff Allowances	1,365.82	1,566.64	-200.82	87.2%
Total 62000 · Personnel Expense	132,663.38	139,903.28	-7,239.90	94.8%
63100 · Altar Guild				
63101 · Candles and Wine	418.07	983.36	-565.29	42.5%
63102 · Flower Expense	1,569.51	1,073.36	496.15	146.2%
63103 · Laundry Services	0.00	26.64	-26.64	0.0%
63105 · All Other Altar Guild Expenses	67.46	116.64	-49.18	57.8%
Total 63100 · Altar Guild	2,055.04	2,200.00	-144.96	93.4%
63200 · Music				
63205 · Music Expenses				
63215 · Professional Expense	0.00	433.36	-433.36	0.0%
63216 · Music Hospitality	0.00	166.64	-166.64	0.0%
63205 · Music Expenses - Other	283.53			
Total 63205 · Music Expenses	283.53	600.00	-316.47	47.3%
63206 · Musical Equipment R&M	0.00	233.36	-233.36	0.0%
Total 63200 · Music	283.53	833.36	-549.83	34.0%
63300 · Christian Formation				
63301 · EFM	0.00	166.64	-166.64	0.0%
63302 · Adult Education	43.50	333.36	-289.86	13.0%
63303 · Lenten Series	406.80	100.00	306.80	406.8%
63304 · Activity Support	0.00	0.00	0.00	0.0%
Total 63300 · Christian Formation	450.30	600.00	-149.70	75.1%
63350 · Children & Youth Ministry				
63351 · Family Ministries	83.92	433.36	-349.44	19.4%
63352 · Youth Ministries	0.00	666.64	-666.64	0.0%
63353 · Acolytes	0.00	100.00	-100.00	0.0%
Total 63350 · Children & Youth Ministry	83.92	1,200.00	-1,116.08	7.0%
64000 · Worship & Liturgy				
64108 · Liturgical Art	0.00	100.00	-100.00	0.0%
64150 · Miscellaneous Worship	266.30	166.64	99.66	159.8%
Total 64000 · Worship & Liturgy	266.30	266.64	-0.34	99.9%
64250 · Pastoral Care	0.00	166.64	-166.64	0.0%
64500 · Fellowship				
64501 · Sunday Coffee & Supplies	367.97	433.36	-65.39	84.9%
64502 · Parish Events-Connect	0.00	266.64	-266.64	0.0%
64503 · Reception Expense	0.00	266.64	-266.64	0.0%
64504 · Greeters-Welcome	76.00	166.64	-90.64	45.6%
64505 · Invites	0.00	66.64	-66.64	0.0%
64506 · Vestry Expenses	95.99	33.36	62.63	287.7%
64508 · NEW (New Episcopal Women)	0.00	166.64	-166.64	0.0%

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

January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
64599 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 64500 - Fellowship	539.96	1,399.92	-859.96	38.6%
65000 - Administrative				
65100 - Office Supplies	285.56	666.64	-381.08	42.8%
65101 - Paper	844.80	1,233.36	-388.56	68.5%
65102 - Advertising	575.90	200.00	375.90	288.0%
65103 - Software	650.98	666.64	-15.66	97.7%
65105 - Phone & Internet	1,820.21	1,846.64	-26.43	98.6%
65106 - Misc Administration	0.00	200.00	-200.00	0.0%
65200 - Equipment				
65204 - Risograph Copier	0.00	1,466.64	-1,466.64	0.0%
65201 - Hardware	0.00	233.36	-233.36	0.0%
65202 - Ricoh Copier	5,607.93	5,200.00	407.93	107.8%
65203 - Other Equipment R&D	0.00	166.64	-166.64	0.0%
Total 65200 - Equipment	5,607.93	7,066.64	-1,458.71	79.4%
65300 - Postage				
65301 - Meter Postage	400.00	333.36	66.64	120.0%
65302 - Other Postage	122.80	50.00	72.80	245.6%
65303 - Meter Lease	1,607.04	1,033.36	573.68	155.5%
Total 65300 - Postage	2,129.84	1,416.72	713.12	150.3%
Total 65000 - Administrative	11,915.22	13,296.64	-1,381.42	89.6%
66000 - Facilities				
66100 - Campus Maintenance	5,119.29	11,666.64	-6,547.35	43.9%
66110 - Rectory Maintenance				
66111 - Insurance	0.00	216.64	-216.64	0.0%
66112 - Landscaping	1,080.00	1,333.36	-253.36	81.0%
66113 - Pool	610.00	566.64	43.36	107.7%
66116 - Maintenance	258.00	1,333.36	-1,075.36	19.3%
Total 66110 - Rectory Maintenance	1,948.00	3,450.00	-1,502.00	56.5%
66120 - Services				
66121 - Elevator & Fire Alarm	2,922.29	2,666.64	255.65	109.6%
66122 - Other Services	3,477.30	2,000.00	1,477.30	173.9%
Total 66120 - Services	6,399.59	4,666.64	1,732.95	137.1%
66130 - Facilities Supplies				
66140 - Utilities	1,402.14	1,000.00	402.14	140.2%
66141 - EBMUD	6,349.36	6,400.00	-50.64	99.2%
66142 - Garbage	3,324.36	2,600.00	724.36	127.9%
66143 - PG&E Gas	2,904.97	1,733.36	1,171.61	167.6%
66144 - PG&E Electrical	4,549.13	4,466.64	82.49	101.8%
66145 - PG&E Loan	2,703.56	2,703.64	-0.08	100.0%
Total 66140 - Utilities	19,831.38	17,903.64	1,927.74	110.8%
Total 66000 - Facilities	34,700.40	38,686.92	-3,986.52	89.7%
67000 - Finance				
67050 - Stewardship	0.00	800.00	-800.00	0.0%
67100 - Benevity Fees	20.02	50.00	-29.98	40.0%
67101 - Banking Charges	559.85	400.00	159.85	140.0%
67103 - Corporate Fees & Expenses	0.00	33.36	-33.36	0.0%
67104 - Property & Liability Insurance	15,477.85	10,315.36	5,162.49	150.0%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	2,866.64	-2,866.64	0.0%
67118 - Rectory Property Tax	464.74	296.64	168.10	156.7%
Total 67107 - Property Taxes	464.74	3,163.28	-2,698.54	14.7%
Total 67000 - Finance	16,522.46	14,762.00	1,760.46	111.9%

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

05/11/20

January through April 2020

Accrual Basis

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	5,000.00	5,000.00	0.00	100.0%
68003 - Schools & Interfaith Council	1,000.00	1,000.00	0.00	100.0%
Total 68000 - Budgeted Outreach	6,000.00	6,000.00	0.00	100.0%
69000 - Contingency				
69001 - Contingency	344.34	1,666.64	-1,322.30	20.7%
Total 69000 - Contingency	344.34	1,666.64	-1,322.30	20.7%
Total 60000 - Operating Expenses	242,911.93	258,069.04	-15,157.11	94.1%
Total Expense	242,911.93	258,069.04	-15,157.11	94.1%
Net Ordinary Income	36,327.17	-13,129.40	49,456.57	-276.7%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70040 - Boy Scout Troop #36				
70041 - Boy Scout Troop Income	1,525.00			
70045 - Boy Scout Troop Expenses	-1,525.00			
Total 70040 - Boy Scout Troop #36	0.00			
70050 - Parish Activities				
70051 - Parish Activities Income	225.00			
70055 - Parish Activities Expense	-225.00			
Total 70050 - Parish Activities	0.00			
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	1,038.25			
70065 - Maint & Improvement Expense	-3,469.16			
Total 70060 - Maintenance & Improvement	-2,430.91			
70100 - Vestry Retreat				
70105 - Vestry Retreat Expense	-344.19			
Total 70100 - Vestry Retreat	-344.19			
70110 - Youth Trips				
70111 - Youth Trips Income	300.00			
Total 70110 - Youth Trips	300.00			
70130 - Concert Series				
70131 - Concert Series Income	25.00			
70135 - Concert Series Expense	-5,992.62			
Total 70130 - Concert Series	-5,967.62			
70140 - Columbarium				
70145 - Columbarium Expense	-108.01			
Total 70140 - Columbarium	-108.01			
70150 - Ackerman				
70155 - Ackerman Expenses	-1,350.00			
Total 70150 - Ackerman	-1,350.00			
70170 - Memorial				
70171 - Memorial Income	775.00			
Total 70170 - Memorial	775.00			
70200 - Men's Group				
70201 - Men's Group Income	345.00			

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

05/11/20

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COMMUNICATIONS VESTRY REPORT

May 21, 2020

ON-LINE SERVICES

Don Perry, Rand Mahoney and Ryan Mahoney have been working together to record, produce and broadcast Sunday services since mid-March. This system requires a recording of the service, extensive sound enhancement and editing. This format will end with the broadcast of the Sunday service on May 31st.

The response to this format has been exceptional with some Sundays registering 500+ views.

Beginning June 7th, Pastor Todd will Zoom Sunday services during the summer.

Once the Covid-19 restrictions are modified to allow for some personal attendance for Sunday services there will be a need for a modified method of broadcast because there will be no option for pre-recording, sound enhancement and editing.

LIVE BROADCAST SERVICES

With the implementation of Sunday services with a limited in person audience the pre-recorded produced broadcast will no longer be viable.

Depending on California State and Diocesan guidelines it is estimated that the maximum in person attendance would be one-third of normal attendance.

A proposal is being presented and will be discussed in more detail to allow for a quality live broadcast with a single operator.

LIVE BROADCAST SYSTEM

The Live Stream System for the Sanctuary will allow for a single operator to Live Stream Sunday services. It will also open many new possibilities for Formation programming. It will offer the ability to Live Stream weddings, funerals, and baptisms for those who are unable to attend. These and other options will be of great importance to the faith community, both during the Covid-19 related restrictions and well beyond.

ASK AN EPISCOPALIAN

Ask an Episcopalian is currently developing content. The production has been delayed due to the Covid-19 Sunday Service productions undertaken by the key production team members.

Michael Olden

FORMATION VESTRY REPORT

May 21, 2020

Education for Ministries

EFM has been meeting via Zoom since March in compliance with the State of California's and the Diocese of California guidelines regarding Covid-19. We will begin recruitment for the 2020-2021 session in June.

Eric Soderstrom and Vicki Pappas (St. Anselm's) have completed Year 1 (Old Testament). Michael Olden has completed Year 2 (New Testament). Peg Miller is completing Year 3 (3,000 years of church history) for the 2nd time. Jan Mahoney and Steve Lane have completed Year 4 (Discernment and Vocation). Elyse Perry Mouser and Chris Mouser dropped out of Year 3 due to her school schedule and will return in September to complete Year 3. Peg Miller is planning on returning to complete Year 4 for the second time. As always, EFM graduates are invited to design their own "Year 5" program and participate in the weekly discussion.

The EFM program was offered to various churches in our Deanery and will again be offered to them for the 2020-2021 session. Due to the Covid-19 implications we will continue to offer the Zoom option which may make this a more attractive for remote students.

Saint Timothy's offers the only EFM opportunity in our Deanery and is one of only 3 parishes in the East Bay which hosts EFM groups.

Summer Formation Programs

Due to the State of California's and the Diocese of California guidelines regarding Covid-19 all summer Formation programs will be offered on Zoom.

The model for all classes will resemble the EFM model which has been successful for the Lenten series presentations for the last several years and translates well on Zoom.

We will offer at least one theologically based session and at least 2 other formats. Because these presentations will be on Zoom, we have the option of running presentations concurrently.

We will begin with "The Lost Art of Scripture – Rescuing the Sacred Texts" by Karen Armstrong. This work addresses many of the misapplications of sacred scriptures in the modern times.

2020-2021 Formation Year

EFM will return utilizing Zoom.

The Live Stream System for the Sanctuary will open many new possibilities for Formation programing. These options are currently being explored.

Ask an Episcopalian is currently developing content. The production has been delayed due to the Covid-19 Service production undertaken by the key production team members.

Lisa Perry

OUTREACH COMMISSION REPORT
Submitted by Alison Hill
May 2020

Great News an Anonymous donor has given us another \$15,000 for Outreach. The committee will meet next week to determine the allocation of this wonderful gift.

Monument Crisis Center

We have been doing wonderful things: 2 very successful food drives - this Sunday 4 SUV's and 1 car were filled with bags of food and \$450 in checks to MCC and I think the note below says it all.

From the faith coordinator at Monument Crisis Center about our food drives

Hello St. Tim's friends! See....you started a trend! I also had other churches contact me after my newsletter to see what they can do. Your outreach is contagious! One of the churches here in Danville that supports us ...wasn't quite sure what to do (they are not quite movers and shakers like you!), but I thought maybe they could collaborate with you on one of your Sundays and send their congregants to you. Anyway, thank you again. You are an inspiration to all! We will keep posting your efforts! Hope to see you all soon!
Hugs, Cheryl

A few highlights to share from Sunday:

- ~ Rotary Help - We had 3 people from Danville Rotary come by to fill cars to take to MCC,~
- BAGS!!! Barbara Monsler collected a FULL SUV worth of bags from where she lives. They no longer have dining service in the group dining area, so food is delivered to their doorsteps in paper bags. We got a great picture to share on FB.
- ~ I made an Instagram post that I posted Sunday morning. Kate shared it on her Instagram and had a friend from school come by with produce. He has been buying produce from local sources and trying to donate it...he dropped a bag off and is looking forward to the next drive.
- ~ We had 2 "Greeter" families come help and brought some signs they made (which the let us keep with our supplies for future weeks). They stood out on Diablo Road, Thanks John & Thomas Hager. it was fun to hear the honking.
- In addition, a thanks to Steve Hedden for getting his company "Tableau " to donate \$10000 to Monument Crisis Center

Hope Solutions - Leslie Firth

The health crisis has quickly become an economic & childcare crisis for their clients. They have launched a Hope Solutions Emergency Fund to provide families, medically fragile residents and seniors the resources they need at the moment.

THEY ARE ASKING FOR DONATIONS of food or money to food banks care package items, fun activities for children, and people to sew face masks.

Loaves & Fishes - Leslie Firth

L & F are continuing to serve packed meals at their door and need financial help.

Options for Recovery - Peg Miller

Options was just awarded \$15,000,000 for our work in prisons for year beginning in July...and we continue to admit clients to both treatment and housing...new people into housing are quarantined 14 days...all staff and clients will have been tested by next week...so far...no positives...a lot of the staff is on site...me I do everything via Zoom and Microsoft Teams...graduation will be Zoom....

Gretta foundation -Tania Hanson De Young GAIA - Diane Carpenter

These African based organizations are asking for help with purchasing P.P.E.'s to protect their nurses dealing with Covid-19.

Pastoral Care

A Little bit of Joy. Pastor Susan and I were discussing the fact that during this very challenging time, perhaps trying to discover a little bit of joy was in order. The response from various parishioners was terrific as we observed in the past couple of weeks. Hopefully more folks will contribute.

And in a few weeks, perhaps another quick email or phone call to the vestry's phone tree friends might be helpful.

Trudy Macmillan

Property Commission Report – May 2020

From: tillerman-tom@sbcglobal.net <tillerman-tom@sbcglobal.net>

Date: Mon, May 18, 2020 at 9:54 AM

To: sallyspotts@gmail.com

Hi Sally,

The major projects going on for May is the painting and glass replacement in the parish hall.

All American Glass will be starting glass replacement on Monday the 18th. Approximate time to finish is about a week.

The painter will can start in June.

Leslie and Sandy will be meeting on Monday with the painter on the 18th To Make sure the colors and sheens are correct.

Leslie will make a short presentation tonight on the colors and sheens of the paint and answer any questions you might have.

I have not gotten a firm date From Brooks on the start date for the downstairs bathroom at Ackerman.

Thanks again,

Tom

Sent from my iPhone

Update: 5/20/2020

FROM: tillerman-tom@sbcglobal.net

The windows that were supposed to take two weeks took one day! They had a double crew and knocked them out

