

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday, September 21, 2022

Update Date: 10/09/2022

SUMMARY:

MOTIONS:

- The vestry reviewed discussed and approved the revised parish by-laws submitted by the **By-Laws** study committee – Neal Matsunaga, Alan Hirashiki and Liz Knape. The revised by-laws are attached to the minutes of the September meeting.
- The follow items submitted prior to the vestry meeting were approved as submitted – 1) Minutes of the August 2022 vestry meeting, Treasurer's report through 31 August 2022 (there are no detailed reports, this month), reports from: Rector, Administration, Communications, Fellowship, Outreach and Worship and Liturgy

ACTIONS:

- Charlie Wills will write a letter of appreciation to Kimberly Bryant for substituting for the Parish Administrator over the summer and through the rest of 2022.

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

Absent: Dick Firth (NV),

1. **Opening Prayer** – Pastor Todd. Vestry members shared their concerns and the names and issues that they want the group to pray for.
2. **Review and Confirm Agenda**
3. **Introduction of Guests** – Neal Matsunaga – By-Laws revision committee
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
 - a. Approve minutes from the August 2022 vestry meeting.
 - b. Treasurers Report, through 31 August 2022
 - c. Commission and other Reports
 - Administration
 - Communications
 - Fellowship
 - Outreach
 - Worship

MOTION: The minutes of the August vestry meeting, the treasurer's report through the end of August 2022 and the several reports submitted prior to the meeting were unanimously approved.

5. Non-Recurring Action Items

a. Revised By-Laws

Other documents to review prior to the Meeting

- 2022-9-21 Revised By-Laws.docx
- 2022-9-21 Working draft of By-Laws.docx

Neal Matsunaga, Alan Hirashiki and Liz Knape reviewed the By-laws and updated them as follows:

- 1) Remove gender specific verbiage
- 2) Allow for virtual parish and vestry meetings
- 3) Revise vestry appointment of Finance Committee members to allow for more flexibility
- 4) Add vestry appointment of Columbarium Board members
- 5) Add vestry appointment of Endowment Committee members
- 6) Add vestry appointment of Noah's Ark Preschool parish board members

The Chancellor of the Diocese of California has reviewed and approved. The By-laws once they are approved will be reviewed by the Standing Committee. Assuming that they approve, the revised By-laws will become the governing document of the parish.

There was one correction to the version of the By-Laws supplied to the vestry before the meeting. In the Section on the Finance Committee, "Board" was replaced by "Committee" in one sentence in that section to make it consistent with the rest of the section on the Finance Committee.

MOTION: The vestry voted to approve the revised and updated By-laws.

6. Discussion Items

- a. Staff update – The Parish Administrator, Rebekah Dodda has resigned. Kimberly Bryant is currently filling in on Tuesday through Thursday.

Ade Adekunle – move and it was approved that we appreciate that Kimberly Bryant is currently filling in for the Parish Administrator. Charlie Wills will write the note of appreciation from the vestry.

The Administration Commission does NOT have time to start the process to find a new administrator until 2023 at the earliest – due to the current migration of the parish database to a new vendor, stewardship, the creation of a new parish directory and other commitments.

- b. Survey

Link: <https://lp.constantcontactpages.com/sv/uzVg8tw>

Summary:

1. What’s great?
2. What events are you interested in for fellowship?
3. What topics are you interested in for adult education/formation?
4. What else needs a refresh?
5. What music do you love in worship?
6. How can we nurture our children?

The summary of the survey responses to date shared by Pastor Todd at the vestry meeting is attached to this report.

Question #1: What's great?

- Strength – friendly, open to a variety of people, etc.
- Community supports each other and our area
- Love early service
- Loving, warm clergy

Question #2 – Fellowship opportunities

- Coffee & fellowship after Sunday Services
- Bingo night or wine tasting
- Hiking, Men's Group, community meals, bocce
- Volunteer opportunities with Outreach ministries

Question #3 – What topics are you interested in for adult education/formation?

- Before or after 10:00 am service – with coffee
- Video and discussions after church on Sunday
- Ukulele Group
- Occasional spiritual book and discussion

Question #4 – What else needs a refresh?

- Wine will come back when the Diocese says we may do it.
- Trouble hearing the choir
- Individual wine servings
- Invite members to participate in worship roles
- Monthly senior luncheons

Question #5 – What music do you love in worship?

- More voices wanted
- More traditional songs
- Seem to want more of a mix of well-known and new
- Performances by individuals would be welcome

Question #6: How can we nurture our children?

- Young people's time is WONDERFUL!
- Young people like activities that are service oriented
- Engage heart, minds, hands and souls of the kids
- Kids need opportunities to help lead
- Wreath making for children of ALL ages

Comments from Pastor Todd

- My two cents, people seem more content than I expected - I'm not sure if that's good. There's less a sense of urgency around families than I hoped for as I believe we are at an inflection point for how we are going to move forward
- And I appreciate the specific feedback on **music**, there was a much stronger desire for traditional music than I had expected. Not sure how to think about education feedback, but food, food, food was the message around fellowship.

7. FYI

- a. Sunday Lock-up Schedule – Sally Shea Potts – Dates Available
 - December 18
 - January 8, 15, 22, 29
 - February 5,12
- b. Charlie Wills has the report from of the endowment fund manager person available for vestry review
- c. Kris Manning will be volunteering at Noah's Ark and she will become the vestry clerk in 2023
- d. Charlie Wills has agreed to continue as Senior Warden in 2023
- e. Karen Anderson has agreed to stand for Junior Warden in 2023

8. Closing Prayer – Kris Manning

August Financial Overview — Reporting from Milano

1 message

Richard Firth <rwfirth@gmail.com>

Tue, Sep 20, 2022 at 1:35 AM

To: Charlie & Kathy Wills <willsx4@comcast.net>, "Sally Potts (sallyspotts@gmail.com)" <sallyspotts@gmail.com>, Scott MacDougall <smacdoug@gmail.com>

Cc: John Jess <jessjkjsmj@aol.com>, Ken Anderson <kenthetaxman@prodigy.net>, Linda Clark <lgclark19@yahoo.com>, "Todd Bryant (rector@sainttimothysdanville.org)" <rector@sainttimothysdanville.org>

1. YTD Financial Summary, January through August:

- Operating Income = \$62,000 versus plan of (\$85,000).
 - pledges and other income were \$98,000 above plan.
 - expenses were \$49,000 below plan.

2. August financial performance shows that we were in the summertime, as pledges were down by \$12,300. Because expenses were also down, by \$12,100, the month ended on plan, at (\$10,800).

3. Overall, our financial situation has been greatly helped by our spring pledge increase event and by a significant gift from the estate of a deceased parishioner.

4. Related to the gift identified above, our reserves are in decent shape. The major reserves, excluding that of the columbarium, are as follows:

- Campus maintenance and improvements = \$305,600.
- Pledge reserves = \$168,000.
- Ackerman maintenance = \$49,000.
- Live Stream reserve = \$7,800.

Dick Firth, Treasurer

TREASURER'S REPORT – SEPTEMBER 20221. **YTD Financial Summary**, January through August:

- Operating Income = \$62,000 versus plan of (\$85,000).
 - pledges and other income were \$98,000 above plan.
 - expenses were \$49,000 below plan.

2. **August financial performance** shows that we were in the summertime, as pledges were down by \$12,300. Because expenses were also down, by \$12,100, the month ended on plan, at (\$10,800).

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Dick Firth, Treasurer

Rector Report
September 2022

Susan and I have been busy planning out the Fall. I have recruited volunteer for stewardship, Advent. I have a senior warden willing to serve next year as well as a Junior Warden and Clerk candidate that you can vote for in February 2023 after annual meeting next year.
Lots going on not as much to write. If you have not taken the survey, please to the website and take it.

Todd

BY-LAWS
OF
SAINT TIMOTHY'S EPISCOPAL CHURCH
IN DANVILLE, CALIFORNIA

ARTICLE I
SHORT NAME

For all purposes other than in legal documents and other formal communications requiring the use of the full corporate name, this corporation may be designated as and use the name of "St. Timothy's Episcopal Church."

ARTICLE II
VESTRY

Section 1. The affairs and business of the corporation shall be managed and conducted by the Rector, Wardens and Vestry of the Parish, who shall have the qualifications and powers and duties and shall be elected in the manner provided by the Constitution and Canons of the Protestant Episcopal Church in the Diocese of California and who shall constitute the Board of Directors of the Corporation. The Constitution and Canons of the Episcopal Church and the Constitution and Canons of the Diocese of California shall, unless they be contrary to the laws of this state, always form part of its governing documents and prevail against anything contained in the governing documents that may appear to be in conflict with such Constitutions and Canons.

Section 2. The number of Vestry members, other than the Rector, shall be not less than six nor more than fifteen.

Section 3. The election, tenure of office, and practice of rotation with respect to said Vestry members shall be as follows:

(a) At each Annual Parish Meeting a sufficient number of Vestry members shall be elected to bring the Vestry's number to a minimum of six and a maximum of fifteen. They shall serve until the Annual Parish Meeting held in the third year after their election, at which time their terms of office shall cease and they shall be succeeded by the Vestry members elected at such Annual Parish Meeting. A total of Vestry members, not to exceed three, may be elected for a one- or two-year term.

(b) Vacancies in the Vestry, however caused, prior to the completion of term of office shall be filled by appointment by the Vestry, said interim appointees to serve only until the next Annual Meeting.

Section 4. A majority of the Vestry members shall constitute a quorum.

Section 5. The Rector shall, ex-officio be a voting member of the Vestry and President of the Corporation. The Clerk of the Vestry and the Parish Treasurer shall be ex-officio Secretary and Treasurer respectively of the Corporation. The Senior Warden and Junior Warden shall be appointed and elected respectively in the manner provided by said Constitution and Canons and shall be ex-officio Vice Presidents of the Corporation. The Secretary and Treasurer shall be elected in the manner provided by said Constitution and Canons. The other officers of the Corporation shall be such Assistant Secretaries and Assistant Treasurers as the Vestry may appoint, who need not be members of the Vestry.

ARTICLE III

MEMBERS

The members of the Corporation, (here in after called the congregation) their qualifications, rights, privileges, and duties shall be specified as in said Constitution and Canons.

ARTICLE IV

MEETINGS

Section 1. The Annual Parish Meeting shall be held at the time and for the purposes and shall be conducted in the manner specified by said Constitution and Canons. A quorum for such annual meeting or any special meetings of the congregation, duly called and noticed, shall consist of not less than ten percent (10%) of the communicants of the Parish who qualify as electors under the provisions of Canons of the Diocese.

Section 2. Special meetings of the congregation may be called upon the vote or written request of a majority of the Vestry.

Section 3. Notice of the Annual Parish Meeting and of any special meetings of the congregation shall be given in the manner provided by said Constitution and Canons. Meetings of the congregation shall be noticed no later than four (4) days before a meeting personally or by first-class mail, telephone, email or electronic messaging. Meetings of the Vestry shall be called by the Rector, or if he is absent or is unable or refuses to act, by either Warden or by any two Vestry members. Notice of special meetings of the Vestry shall be given either personally, by telephone, by email or by electronic messaging at least forty-eight hours prior to the meeting. Regular meetings of the Vestry shall be held on a designated evening of each month as decided by the then current Vestry. No notice needs to be given of any regular meeting.

Section 4. All meetings of the congregation shall be held either at Saint Timothy's Episcopal Church, 1550 Diablo Road, Danville, California, at such other place as may be specified in the notice of the meeting or virtually through use of conference telephone or electronic video screen communication per notice for the meeting. Meetings of the Vestry shall be held at said place, or at such other place as may be specified in the notice of the meeting or virtually through use of conference telephone or electronic video screen communication.

Section 5. Voting and Holding Offices: Any baptized member of the parish who has reached the age of sixteen years, and who has:

a.) Been recorded in the Parish Registry, or listed in the Parish Directory for a period of six months prior to the date of the election, and:

b.) a pledge recorded with the Treasurer, and/or a record of in-kind time and talent during the period of six months prior to the date of the election, and:

c.) is regular in attendance at services of worship in the church or online:

shall be entitled to seat, voice and vote in:

a.) regularly scheduled meetings, and:

b.) specially convened meetings of the parish.

Any member who, in the view of the Rector, has met the above criteria and has reached the age of 18 years, may be elected to the Vestry and/or to be a Delegate or Alternate to Diocesan Convention and Deanery Convocation.

Furthermore, the Rector, Wardens and Vestry shall establish guidelines to assist in establishing such qualification, based on National and Diocesan Canons and instructions of General Convention and the Book of Common Prayer.

ARTICLE V

EXECUTION OF CHECKS,

DRAFTS AND ORDERS

Checks, drafts and orders upon any bank or banker with whom this corporation shall have moneys on deposit or with whom it shall have a regular account, may be executed for and on its behalf by such officer or officers as the Vestry by resolution may direct.

ARTICLE VI

CORPORATE SEAL

The corporate seal of the corporation shall be in the form and shall contain the words and figures prescribed and required by the General Corporation Law of the State of California.

ARTICLE VII

CONFORMITY TO CANONS

The Constitution, Canons, Rules, Regulations and Discipline of the Church now known as the Protestant Episcopal Church of the United States of America, and the constitution and Canons of the same Church in the Diocese of California shall, unless, they be contrary to the laws of the State, always form part of these By-Laws and prevail against anything elsewhere herein contained that may appear to be repugnant to such Canons, Rules, Regulations or Discipline.

ARTICLE VIII
AMENDMENTS

These By-Laws may be amended at any time by resolution of the Vestry passed by an affirmative vote of at least two-thirds of the total number of Vestry members.

ARTICLE IX
FINANCE COMMITTEE

Section 1. The Vestry shall maintain and supervise a Finance Committee, which shall be composed of the Rector, Senior Warden, Junior Warden, Treasurer and up to three (3) other persons appointed by the Rector and confirmed by the Vestry.

Section 2. Appointed members of the Finance Committee shall be experienced in financial matters and be members in good standing of the Parish. Each initially appointed Committee member shall serve either a 3-year, 2-year or 1-year term, as determined by lot. Board members may be appointed to additional 3-year terms, as deemed appropriate by the Vestry.

Section 3. The duty of the Finance Committee shall be to maintain general supervision of the financial affairs of the Parish, to act as an advisor on financial matters to the Vestry and to perform such other duties relating to the business affairs of the parish as may be referred to it by the Vestry.

Section 4. If any differences occur between this Article IX and relevant verbiage in the charter of the Finance Committee this Article takes precedence.

ARTICLE X
COLUMBARIUM BOARD

Section 1. The Columbarium at Saint Timothy's Episcopal Church shall be administered by a Board appointed by the Vestry. The Rules & Regulations and future amendments thereto, as approved by the Vestry, shall govern the operation of the Columbarium.

Section 2. The Board shall consist of seven members of the Church, four of whom shall be appointed by the Vestry. The other members shall be the Rector, Senior Warden and the Facility Manager, who is responsible for all grounds of the Church property. Each initially appointed Board member shall serve either a 3-year, 2-year or 1-year term, as determined by lot. Board members may be appointed to additional 3-year terms, as deemed appropriate by the Vestry. The Chairman of the Board shall be elected by the Board members.

Section 3. If any differences occur between this Article X and relevant verbiage in the Rules & Regulations of the Columbarium this Article takes precedence.

ARTICLE XI

NOAH'S ARK PRESCHOOL BOARD OF TRUSTEES

Section 1. Board of Trustees. The Vestry of St. Timothy's delegates the authority and responsibility for governing and providing direction to the Preschool to a Board of Trustees subject to the Preschool's By-Laws.

Section 2. Composition of the Board of Trustees. The Board of Trustees will consist of eight (8) voting members and two (2) nonvoting members:

- One (1) voting member shall be the Rector of St. Timothy's Episcopal Church
- Two (2) voting members shall be members of the Vestry. These members will be elected at the winter Vestry retreat and will serve staggered two or three year terms.
- Two (2) voting members shall be parish members in good standing elected by the Vestry for three year staggered terms from among those applying for consideration. No parish member shall serve more than three consecutive years on the Board and shall not be related to any other trustee or Vestry member.
- Three (3) voting members shall be parents of students currently enrolled in the preschool selected by the Board from among those applying for consideration for one year terms.
- The Preschool Director and Treasurer shall be nonvoting members of the Board of Trustees.

Section 3. If any differences occur between this Article XI and relevant verbiage in the By-Laws of Noah's Ark Preschool this Article takes precedence.

ARTICLE XII

ENDOWMENT COMMITTEE

Section 1. There shall be at least 6 and no more than 12 members of the committee selected by the Vestry at its discretion for three (3) year staggered terms.

Section 2. The Vestry of Saint Timothy's has final authority in all decisions concerning the endowment fund, including distributions and acceptance of offered gifts of real property.

Section 3. If any differences occur between this Article XII and the relevant verbiage in the Guidelines for the Endowment Fund of Saint Timothy's Episcopal Church Danville, California, this Article takes precedence.

Revised:

April 10, 1984

March 11, 1986

March 15, 2012

September 21, 2022

BY-LAWS
OF
~~RECTOR, WARDENS AND VESTRYMEN OF ST. TIMOTHY'S PARISH~~
~~SAINT TIMOTHY'S EPISCOPAL CHURCH~~
~~IN DANVILLE, CALIFORNIA~~

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laws of the State, always form part of these By-Laws and prevail against anything elsewhere herein contained that may appear to be repugnant to such Canons, Rules, Regulations or Discipline.

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Section 2. Appointed members of the Finance Committee shall be experienced in financial matters and be members in good standing of the Parish. ~~Appointments shall be staggered for regular terms of three (3) calendar years and may be renewed for one (1) succeeding term. Appointees may be reappointed after an absence of one (1) year.~~ Each initially appointed Committee member shall serve either a 3-year, 2-year or 1-year term, as determined by lot. Board members may be appointed to additional 3-year terms, as deemed appropriate by the Vestry.

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COLUMBARIUM BOARD

Section 1. The Columbarium at Saint Timothy's Episcopal Church shall be administered by a Board appointed by the Vestry. The Rules & Regulations and future amendments thereto, as approved by the Vestry, shall govern the operation of the Columbarium.

Section 2. The Board shall consist of seven members of the Church, four of whom shall be appointed by the Vestry. The other members shall be the Rector, Senior Warden and the Facility Manager, who is responsible for all grounds of the Church property. Each initially appointed Board member shall serve either a 3-year, 2-year or 1-year term, as determined by lot.

Board members may be appointed to additional 3-year terms, as deemed appropriate by the Vestry. The Chairman of the Board shall be elected by the Board members.

Section 3. If any differences occur between this Article X and relevant verbiage in the Rules & Regulations of the Columbarium this Article takes precedence.

ARTICLE XI

NOAH'S ARK PRESCHOOL BOARD OF TRUSTEES

Section 1. Board of Trustees. The Vestry of St. Timothy's delegates the authority and responsibility for governing and providing direction to the Preschool to a Board of Trustees subject to the Preschool's By-Laws.

Section 2. Composition of the Board of Trustees. The Board of Trustees will consist of eight (8) voting members and two (2) nonvoting members:

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Revised:

April 10, 1984

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2022-09 Admin Commission Report

ParishSoft Replacement

- The Church Database has been transferred from ParishSoft to Breeze.
- We are going through the entries to determine whether the people are active or not
- Carleen is looking into those who do online giving and will be contacting them this month to have them individually switch over to the Breeze system.
- Sally and Steve will be starting on ways to introduce the Staff, Vestry, and the general membership to the new system.
- [Church Database Software Replacement Justification.docx.pdf](#)
 - https://drive.google.com/file/d/1jEUxztMTggpn4GXlvW_ZIQpTRwds-q_W/view?usp=sharing

Office Events

- We have had several black outs of power in the last couple of weeks. None have done any damage, but has brought down all computer access as well as phone services.
- Sally is working on a new version of the Church Directory. We hope to have it out next month.
- Printing/copier is starting to increase and we have been asked to monitor usage.
- Slight increase in MS Office licensing for 2023 (\$60 -> \$66)
- Copier Usage groups and individuals updated by Sally

Submitted by Steve Oki

Communications Commission Monthly Report

September 2022

Actions taken since August 2022:

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

Please click on links to the documents to review and provide feedback.

Submitted by:
Ade Adekunle

Fellowship Report

September 2022

- Welcome Home Sunday we implemented plan to re-order from a local shop (Bagel Street Cafe) Bagels, cream cheese & cookies. Bagels cut in half and cookies cut in quarters, gloved, after they arrived. Sally made beautiful and delicious fruit kabob plate. It was a good turnout.
- I picked up the order from Bagel Street.
- Jacque, Bev and couple others helped with set up & breakdown, set up the coffee, help retain the lovely and useful items from the prior gathering.

Submitted by Karen Anderson

There is no Noah's Ark Report for the September Vestry Meeting.

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

FOTH 2022:

Raising funds for Outreach for 25 years!!! It's the 25th Anniversary Celebration of THE FRUITS OF THE HARVEST. Leslie wrote a page long article to thank everyone in Tidings, won't be repeating it here.

- Sunday, August 14th - Zoom at Noon at home & all had a great time watching the video celebrating 25 years of FOTH with our non-profit partners.
- Sunday, August 21st – Party on the Patio Brunch Event after the 10am service. It was a great time of coming back together socially for this event since the pandemic limited our activities. For many of us it was such a good feeling of warmth and nostalgia. Food and drinks were wonderful!! We hope the many newcomers who were there enjoyed it and got to see what Outreach at Saint Timothy's means.
- I will also share that we raised a net amount of ~ \$37,200 with all the expenses taken care of! Given the financial situation, this is a really nice result. The congregation's very generous donations will be put in one large amount and will go toward grants to the 15 ministries and projects that we support with money as well as hands on projects. The outreach committee will be meeting mid-October. Proposing to request like last year for the Vestry to approve subject to the review by the Finance Committee to expedite the grant disbursement process.

Rise Against Hunger: Meal Packaging Event

On Saturday, October 29 from 9 am to Noon we will be hosting a Rise Against Hunger Meal Packaging Event in the Parish Hall. The last time we hosted this event was in 2019. In one morning, we packaged over 17,000 meals. The Meal Packing Program is an assembly-line process where volunteers combine rice, soy, dehydrated vegetables and other ingredients into small meal packets which have a long shelf-life and can be transported.

Rise Against Hunger works with international partners that distribute the meals to areas with food insecurity and disaster sites. We need donations to purchase the supplies and 80 volunteers to package our goal of 10,000 meals. We'll have signups outside church on Sundays or people can go to the church website to signup online. We've launched the Rise Against Hunger Meal Packaging event signups a little early because JoAnn Oliver is out of town. Sally as the co-organizer is around to work with two youths to make an announcement at the 10 am service and have a registration table on Sundays. Hopefully we get some more young people to participate.

Upcoming Christmas Food Box related projects

While Christmas Food boxes are done during the Saturday morning after Thanksgiving (pre-pandemic tradition), because of the health concerns/limited space, Sally is working on detailed logistics appropriate with the situations with John Wells. We typically also do a small Rice and Beans activity at the Parish Hall before the Safeway event to put those packed rice and beans with each food box. We should have thought about this earlier to make a little better planning. It may be some time in November (tentative Nov 15?), hopefully not too soon after Rise against Hunger which seems like very similar activities.

Worship and Liturgy Report

September 2022

The bulleted items are recurring each month.

- Connected weekly with the entire liturgy teams for 8:00 a.m. and 10:00 a.m. services and secured substitutes when necessary.
- Updated the website weekly to reflect changes in the rota.
- Participated in some way with technology each Sunday.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Updated Attendance register weekly.

Served at the Coleman Memorial Service.

Began gathering availability for the Liturgy Teams for November and December.

Submitted by Jacqueline Chiavini