

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

**Wednesday September 16, 2020 – 6:30 pm**

**Zoom**

Update Date: 09/19/2020

**SUMMARY:**

**MOTIONS:**

- The vestry approved the proposed expenditures to improve the Parish Hall using funds donated by an anonymous doner.
- Vestry voted to acknowledge the September Notice of Accord from the Diocese of California.
- Minutes of the vestry meetings on August 19 and 25, the treasurer's report and files and the several submitted reports were approved unanimously.

**ACTION ITEMS:**

- Vestry members should continue to check in with "their" list of parish members.

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

**Absent:** Mike Olden,

**1. Opening Prayer** – Pastor Todd – Reading Matthew Chapter 9 – Pharisees ask why Jesus eats with tax collector – reach out to those who have less and those who seem to have more

**2. Review and Confirm Agenda**

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

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

- a. Minutes from the August 19 and August 25, 2020 vestry meetings
- b. Treasurers Report and Balance Sheet and P&L reports through 31 August 2020
- c. Commission and other Reports:
  - Rector's Report
  - Property Commission Report and Addendum
  - Worship Commission Report
  - Formation Report
  - Sacred Circle Discussion Group Report

**MOTION:** The vestry approved all minutes and submitted reports. Motion passed unanimously.

**5. Non-Recurring Action Items**

**a. Letter of Accord from the Diocese of California – Rev. Todd Bryant**

**MOTION:** Vestry acknowledges receipt of the Letter of Accord from the Diocese of California dated 10 September 2020. Motion was passed unanimously.

**b. Recommendation regarding the Parish Hall expenditures**

**MOTION:** The vestry votes to spend the anonymous gift in the amount of \$65,400 for continuing improvements to the Parish Hall, including resurfacing / coating of the floor. Other priorities to be included as the budget allows are stage re-carpeting, new chairs, replacement of damaged rolling tables, door repairs and sound baffles. Passed unanimously.

The Parish Hall will be unavailable for 2 weeks when the floor is resurfaced.

## 6. Discussion Items

### a. Welcome Home Car Parade – September 20 - Rev. Toff Bryant

The live stream system for church will start on 9/27.

Todd requests that some people from the vestry join the staff in welcoming church members who drive through in their cars after the service on 9/20. Darita is hitting the Dollar Store for supplies

Attendees: Dick Firth, Kari, Linda Clark, Steve Hedden, Sally Potts

## 7. FYI

### a. Treasurer: Neal Matsunaga

The PPP money addition to the income means that the current budget report is not a deficit report.

Typically, < 5% of pledged money is never received.

We did not receive a significant amount of pledges after the budget was finalized

Document 5578 – must be published by organizations that sponsor a school talking about non-discrimination. Neal has filed the paperwork and the necessary information will be published on the Noah's Ark website.

Link to document on IRS web site: <https://www.irs.gov/forms-pubs/about-form-5578>

### b. Comcast Upgrade Update – Sally Shea Potts & Kari Doolittle

Comcast did the necessary on-site work for the increased internet speed that our revised contract entitles us to on Thursday, September 10. Sally and Bev worked with Jason Tucker on this upgrade on site. He checked the phone lines used by the Bay Alarm installations in the church and Grace House and determined that the Bay Alarm system in the church is using 2 phone lines. The list of church phones has been updated to specify both numbers. The Bay Alarm in Grace House is wireless. The speed of the updated system should support the Live Stream broadcast.

Comcast came out on Monday, September 14 to install the new phones but determined that the current connection between the boxes in the outside closet of Grace House and the inside room will not support the new phones. The technician (different Jason) was not able to fish a wire between the 2 rooms. Kari Doolittle is working with Comcast and Bev and others to determine how the wiring between those 2 rooms can be updated to support the new phones. The current phones continue to work as before. After the phones are updated, we will no longer use the fax machine.

### c. Live Stream Status Update –Rev. Todd Bryant, Dick Firth

System is almost ready to go. Current expenditures are \$37,000. First test will be this Sunday WITHOUT broadcast. Expect to premier on 9/27.

### d. Outreach – Alison Hill

FOTH 2020 grossed \$53,880. When expenses are deducted, we expect to have \$50,000 to donate to our Outreach charities.

## 8. Closing Prayer – Tom Linari

## St Timothy's Calendar for Vestry as of 09/16/2020

Date	Event
Thursday, September 10 – 7:00 pm – Zoom (Darita)	Weekly Choir rehearsal resumed
<b>Wednesday, September 16 – 6:30 pm – Zoom (Sally)</b>	<b>Vestry Meeting</b>
Thursday, September 17 – 6:30 pm	Deanery Meeting at St. Stephens??
Saturday & Sunday September 19 & 20	Bench work on patio by Boy Scouts
Thursday – Saturday, September 17 – 19	Chalk Art creations on campus
Sunday, September 20 – 11:15 am	Welcome Home Car Parade – Front Parking Log
Sunday, September 20 – 11:15 am	Food Drive for Monument Crisis Center – Rear Parking Lot
Sunday, September 27 = 10:45 am	Children’s Worship on Zoom
<b>Wednesday, October 21 – 6:30 pm – Zoom (Sally)</b>	<b>Vestry Meeting</b>
<b>Wednesday, November 18 – 6:30 pm – Zoom (Sally)</b>	<b>Vestry Meeting</b>
<b>Wednesday, December 16 – 6:30 pm – Zoom (Sally)</b>	<b>Vestry Meeting</b>

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Friday, September 25, 2020  
**Next Regular Vestry Meeting – Wednesday October 21, 2020**

Submitted by Sally Shea Potts, Vestry Clerk



**NOTICE OF ACCORD**

To:

- Every member of the Clergy in the Episcopal Church in the Diocese of California;
- Every Vestry in the Episcopal Church in the Diocese of California;
- The Rev. Br. Richard Edward Helmer, BSG, Secretary of the Convention of the Episcopal Church in the Diocese of California;
- The Standing Committee of the Episcopal Church in the Diocese of California;
- The Most Rev. Michael Curry, Presiding Bishop of The Episcopal Church;
- All other Bishops of The Episcopal Church;
- The Ecclesiastical Authority of every Diocese where there is no Bishop;
- The Rev. Gay Clark Jennings, President of the House of Deputies of The Episcopal Church;
- The Recorder of Ordinations of The Episcopal Church;
- The Office of Transition Ministry of The Episcopal Church;
- The Archives of The Episcopal Church;
- The Rt. Rev. Diane M. Jardine, Secretary of the House of Bishops;
- The Rev. Cn. Michael Barlowe, Executive Officer of the General Convention and Secretary of the House of Deputies; and
- The Office of Transition Ministry of The Episcopal Church.

Pursuant to Canon IV.14.12(a) of the Canons of The Episcopal Church, please take notice that the Rev. Matthew Dutton-Gillett, canonically resident in the Episcopal Church in the Diocese of California, has entered into an Accord as a result of an agreement for discipline. This Accord became effective on September 4, 2020.

The Offenses which are the subject of this are specified in subdivisions (c), (e), (h)(5), (h)(6), and (h)(9) of Canon IV.4.1 of the Canons of The Episcopal Church.

Under the Accord, the Rev. Dutton-Gillett has agreed to accept a Sentence of Deposition from the ordained Ministry of this Church, which sentence shall be suspended for a period of four calendar years, beginning on the date the Accord becomes effective, during which time the Rev. Dutton-Gillett shall be placed on Restricted Ministry.

In addition, as of the date the Accord became effective, pursuant to Canon IV.19.7, the pastoral relation between the Rev. Dutton-Gillett and the Vestry of Trinity Episcopal Parish in Menlo Park is terminated. As of the date the Accord became effective, the Rev. Dutton-Gillett is also deemed to have resigned from his office as a member of the Standing Committee of the Episcopal Church in the Diocese of California and any other ecclesiastical office he may hold.

Dated: September 10, 2020

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The Rt. Rev. Marc Handley Andrus  
Episcopal Bishop of California

# Treasurer's Report

September 16, 2020

## Financial Highlights

- Financial results through August are positive overall due to inclusion of PPP loan funds in the Other Income part of the operating budget. 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 protocols.
- Pledge income in our approved budget for 2020 is based on 159 pledges. As of the end of August, 3 additional pledges for \$1,980 have been received. Our budget included a revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and a projected deficit of \$45,034). The hope was that additional new pledges would be received during this year, as in 2019, to help close the deficit.
- 8 pledges for \$26,100 have not made any payments yet in 2020. Last month this number was 12 pledges for \$40,000.
- 36 pledges are paid in full for \$154,151. Last month it was 30 for \$135,751.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$439,081	\$413,142	\$(25,939)
Other Income	\$ 45,063	\$ 116,955	\$ 71,892
Expenses	\$516,139	\$487,288	\$ 28,851
Net Income	\$ (31,995)	\$ 42,809	

### Income

The Pledge Income difference reflects about \$17,400 for pledges that have not made any payments yet through the first 8 months of 2020. Had this money been received our pledge income would have been about \$8,539 under budget through August.

### Other Income difference due to:

Loose Plate \$(5,079) and Facilities Cost Sharing \$(3,463) under budget offset by Contributing Income about \$7,616 above budget and inclusion of \$73,329 of PPP loan funds as operating income.

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

- Personnel expenses \$17,176 under budget
- Altar Guild expenses \$2,100 under budget
- Christian Formation expenses \$706 under budget
- Children & Youth Ministry expenses \$2,316 under budget
- Fellowship expenses \$2,260 under budget
- Administrative expenses \$5,625 under budget
- Facilities expenses \$9,592 under budget
- Finance expenses \$(14,137) over budget due to timing of insurance and property tax payments.
- Contingency expenses \$2,452 under budget

## **Other Status**

- Moved \$111,460 of PPP loan proceeds to the church (\$73,329.45) and preschool (\$38,130.55) operating budgets in August.
- Filed IRS form 5578 for the preschool and posted a nondiscrimination statement on the preschool home webpage. Recently learned about this annual requirement, which was confirmed by the chancellor of the Diocese and do not believe we have recently or maybe ever filed this form.
- Livestream capital fund drive through 9/10
  - 60 donors have made commitments
  - Totaling \$61,005
  - Have received \$53,150
- 2021 budget process will start next month.

Neal Matsunaga

## Saint Timothy's Episcopal Church

## Balance Sheet

As of August 31, 2020

	Aug 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	304,118.54
10002 - Heritage Savings	11,181.26
17103 - Schwab	176,479.88
17104 - TD Ameritrade	337,499.17
Total Checking/Savings	829,278.65
Other Current Assets	
13000 - Special Loan	6,000.00
Total Other Current Assets	6,000.00
Total Current Assets	835,278.65
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	480,535.41
17102 - SSGA Endowment Gain/Loss	149,526.98
Total Other Assets	630,062.37
<b>TOTAL ASSETS</b>	<b>4,432,908.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	760.79
Total Accounts Payable	760.79
Other Current Liabilities	
21006 - Prepaid Pledges 2020	20,883.19
Total Other Current Liabilities	20,883.19
Total Current Liabilities	21,443.98
Total Liabilities	21,443.98
Equity	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	630,062.37
31503 - Fixed Assets	2,967,567.00
Total 31300 - Perm. Restricted Net Assets	3,597,629.37
31500 - Temp. Restricted Net Assets	
31510 - Program	360,748.05
31520 - Outreach	118,468.05

**Saint Timothy's Episcopal Church**  
**Balance Sheet**  
As of August 31, 2020

	<u>Aug 31, 20</u>
Total 31500 - Temp. Restricted Net Assets	479,216.10
32000 - Unrestricted Net Assets	219,302.50
Net Income	<u>115,318.07</u>
Total Equity	<u>4,411,464.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>4,432,908.02</u></u></b>



### Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual January through August 2020

	Jan - Aug 20	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	42,434.53	42,078.68	355.85	100.8%
41100 - Current Year Pledges	401,026.23	397,002.00	4,024.23	101.0%
41300 - Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
<b>Total 41000 - Pledge Income</b>	<b>445,295.76</b>	<b>439,080.68</b>	<b>6,215.08</b>	<b>101.4%</b>
42000 - Plate Offering				
42100 - Loose Plate	2,120.38	7,200.00	-5,079.62	29.4%
42160 - Contributing Income	29,149.57	21,533.32	7,616.25	135.4%
<b>Total 42000 - Plate Offering</b>	<b>31,269.95</b>	<b>28,733.32</b>	<b>2,536.63</b>	<b>108.8%</b>
43000 - Special Gifts	100.00	0.00	100.00	100.0%
44000 - Operating Support				
44200 - Facilities Cost Sharing	10,843.27	14,306.00	-3,462.73	75.8%
44300 - Flower Donations	1,026.05	1,666.68	-640.63	61.6%
<b>Total 44000 - Operating Support</b>	<b>11,869.32</b>	<b>15,972.68</b>	<b>-4,103.36</b>	<b>74.3%</b>
45000 - Other Income				
45100 - eShop Remittance	0.81	0.00	0.81	100.0%
45200 - Amazon Smile	80.29	0.00	80.29	100.0%
45300 - Interest Income	220.04	183.32	36.72	120.0%
45400 - Miscellaneous Income	85.00	173.32	-88.32	49.0%
45600 - PPP Funds	73,329.45	0.00	73,329.45	100.0%
<b>Total 45000 - Other Income</b>	<b>73,715.59</b>	<b>356.64</b>	<b>73,358.95</b>	<b>20,669.5%</b>
<b>Total 40000 - Donations</b>	<b>562,250.62</b>	<b>484,143.32</b>	<b>78,107.30</b>	<b>116.1%</b>
<b>Total Income</b>	<b>562,250.62</b>	<b>484,143.32</b>	<b>78,107.30</b>	<b>116.1%</b>
<b>Gross Profit</b>	<b>562,250.62</b>	<b>484,143.32</b>	<b>78,107.30</b>	<b>116.1%</b>
<b>Expense</b>				
88800 - Reconciliation Discrepancies	0.00			
80000 - Operating Expenses				
81000 - Diocesan Assessment	74,174.16	74,174.00	0.16	100.0%
82000 - Personnel Expense				
82100 - Clergy Compensation				
82110 - Rector	63,502.50	63,496.00	6.50	100.0%
82120 - Associate Rector	52,130.56	52,134.68	-4.12	100.0%
82130 - Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
82188 - Clergy Pension Premiums	24,342.32	24,973.32	-731.00	97.1%
82188 - Clergy Benefits & Insurance	20,940.56	20,351.32	589.24	102.9%
<b>Total 82100 - Clergy Compensation</b>	<b>160,815.94</b>	<b>160,955.32</b>	<b>-139.38</b>	<b>99.9%</b>
82200 - Lay Staff Compensation				
82201 - Family Minister	0.00	0.00	0.00	0.0%
82202 - Music Director	27,661.72	26,764.00	897.72	103.4%
82203 - Office Manager	13,295.58	13,596.00	-300.42	97.8%
82213 - Office Staff-Temporary Help	0.00	600.68	-600.68	0.0%
82204 - Bookkeeper	7,910.00	13,866.68	-5,956.68	57.0%
82205 - Childcare Assistant	393.49	2,003.32	-1,609.83	19.6%
82298 - Lay Payroll Taxes	3,210.77	4,347.32	-1,136.55	73.9%
82297 - Lay Pension Premiums	2,785.68	3,632.68	-847.00	76.7%
82298 - Pension Reimbursemt Noah's Ark	-87.84	0.00	-87.84	100.0%
82288 - Lay Benefits & Insurance	516.72	4,228.68	-3,711.96	12.2%
<b>Total 82200 - Lay Staff Compensation</b>	<b>55,686.12</b>	<b>69,039.36</b>	<b>-13,353.24</b>	<b>80.7%</b>
82300 - Workers Compensation Insurance	810.00	800.00	10.00	101.3%
82400 - Payroll Processing Fees	532.00	672.00	-140.00	79.2%
82600 - Contractors (1099)				
82601 - Musicians				
82611 - Paid Musicians	7,650.00	8,333.32	-683.32	91.8%
82612 - Supply Musicians	250.00	1,533.32	-1,283.32	16.3%
<b>Total 82601 - Musicians</b>	<b>7,900.00</b>	<b>9,866.64</b>	<b>-1,966.64</b>	<b>80.1%</b>
82604 - Landscaping	15,670.54	16,140.00	-469.46	97.1%
82605 - Janitorial Services	19,350.00	19,200.00	150.00	100.8%
<b>Total 82600 - Contractors (1099)</b>	<b>42,920.54</b>	<b>45,206.64</b>	<b>-2,286.10</b>	<b>94.9%</b>
82800 - Staff Allowances				

Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual  
January through August 2020

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 - Donations				
41000 - Pledge Income				
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42160 - Contributing Income	29,149.57	21,533.32	7,616.25	135.4%
<b>Total 42000 - Plate Offering</b>	<b>31,269.95</b>	<b>28,733.32</b>	<b>2,536.63</b>	<b>108.8%</b>
43000 - Special Gifts	100.00	0.00	100.00	100.0%
44000 - Operating Support				
44200 - Facilities Cost Sharing	10,843.27	14,306.00	-3,462.73	75.8%
44300 - Flower Donations	1,026.05	1,666.68	-640.63	61.6%
<b>Total 44000 - Operating Support</b>	<b>11,869.32</b>	<b>15,972.68</b>	<b>-4,103.36</b>	<b>74.3%</b>
45000 - Other Income				
45100 - eScrip Remittance	0.81	0.00	0.81	100.0%
45200 - Amazon Smile	80.29	0.00	80.29	100.0%
45300 - Interest Income	220.04	183.32	36.72	120.0%
45400 - Miscellaneous Income	85.00	173.32	-88.32	49.0%
45500 - PPP Funds	73,329.45			
<b>Total 45000 - Other Income</b>	<b>73,715.59</b>	<b>356.64</b>	<b>73,358.95</b>	<b>20,669.5%</b>
<b>Total 40000 - Donations</b>	<b>562,250.62</b>	<b>484,143.32</b>	<b>78,107.30</b>	<b>116.1%</b>
<b>Total Income</b>	<b>562,250.62</b>	<b>484,143.32</b>	<b>78,107.30</b>	<b>116.1%</b>
<b>Gross Profit</b>	<b>562,250.62</b>	<b>484,143.32</b>	<b>78,107.30</b>	<b>116.1%</b>
<b>Expense</b>				
88900 - Reconciliation Discrepancies	0.00			
80000 - Operating Expenses				
81000 - Diocesan Assessment	74,174.16	74,174.00	0.16	100.0%
82000 - Personnel Expense				
82100 - Clergy Compensation				
82110 - Rector	63,502.50	63,496.00	6.50	100.0%
82120 - Associate Rector	52,130.56	52,134.68	-4.12	100.0%
82130 - Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
82188 - Clergy Pension Premiums	24,242.32	24,973.32	-731.00	97.1%
82198 - Clergy Benefits & Insurance	20,940.56	20,351.32	589.24	102.9%
<b>Total 82100 - Clergy Compensation</b>	<b>160,815.94</b>	<b>160,955.32</b>	<b>-139.38</b>	<b>99.9%</b>
82200 - Lay Staff Compensation				
82201 - Family Minister	0.00	0.00	0.00	0.0%
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<b>Total 82200 - Lay Staff Compensation</b>	<b>55,686.12</b>	<b>69,039.36</b>	<b>-13,353.24</b>	<b>80.7%</b>
82300 - Workers Compensation Insurance	810.00	800.00	10.00	101.3%
82400 - Payroll Processing Fees	532.00	672.00	-140.00	79.2%
82500 - Contractors (1099)				
82501 - Musicians				
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82512 - Supply Musicians	250.00	1,533.32	-1,283.32	16.3%
<b>Total 82501 - Musicians</b>	<b>7,900.00</b>	<b>9,866.64</b>	<b>-1,966.64</b>	<b>80.1%</b>
82504 - Landscaping	15,670.54	16,140.00	-469.46	97.1%
82506 - Janitorial Services	19,350.00	19,200.00	150.00	100.8%
<b>Total 82500 - Contractors (1099)</b>	<b>42,920.54</b>	<b>45,206.64</b>	<b>-2,286.10</b>	<b>94.9%</b>
82800 - Staff Allowances				

**Saint Timothy's Episcopal Church**  
**Profit & Loss Budget vs. Actual**  
**January through August 2020**

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
86301 - Meter Postage	834.86	666.68	168.18	125.2%
86302 - Other Postage	136.51	100.00	36.51	136.5%
86303 - Meter Lease	2,379.50	2,066.68	312.82	115.1%
<b>Total 86300 - Postage</b>	<b>3,350.87</b>	<b>2,833.36</b>	<b>517.51</b>	<b>118.3%</b>
<b>Total 86000 - Administrative</b>	<b>20,968.38</b>	<b>26,593.32</b>	<b>-5,624.94</b>	<b>78.8%</b>
<b>88000 - Facilities</b>				
88100 - Campus Maintenance	12,428.62	23,333.32	-10,904.70	53.3%
88110 - Rectory Maintenance				
88111 - Insurance	261.00	433.32	-172.32	60.2%
88112 - Landscaping	2,160.00	2,666.68	-506.68	81.0%
88113 - Pool	1,070.00	1,133.32	-63.32	94.4%
88118 - Maintenance	1,514.53	2,666.68	-1,152.15	56.8%
88110 - Rectory Maintenance - Other	53.06			
<b>Total 88110 - Rectory Maintenance</b>	<b>5,058.59</b>	<b>6,900.00</b>	<b>-1,841.41</b>	<b>73.3%</b>
<b>88120 - Services</b>				
88121 - Elevator & Fire Alarm	4,715.16	5,333.32	-618.16	88.4%
88122 - Other Services	3,477.30	4,000.00	-522.70	86.9%
<b>Total 88120 - Services</b>	<b>8,192.46</b>	<b>9,333.32</b>	<b>-1,140.86</b>	<b>87.8%</b>
<b>88130 - Facilities Supplies</b>	<b>1,588.28</b>	<b>2,000.00</b>	<b>-411.72</b>	<b>79.4%</b>
<b>88140 - Utilities</b>				
88141 - EBMUD	17,500.07	12,800.00	4,700.07	136.7%
88142 - Garbage	5,437.23	5,200.00	237.23	104.6%
88143 - PG&E Gas	3,432.92	3,466.68	-33.76	99.0%
88144 - PG&E Electrical	8,736.38	8,933.32	-196.94	97.8%
88145 - PG&E Loan	5,407.12	5,407.32	-0.20	100.0%
<b>Total 88140 - Utilities</b>	<b>40,513.72</b>	<b>35,807.32</b>	<b>4,706.40</b>	<b>113.1%</b>
<b>Total 88000 - Facilities</b>	<b>67,781.57</b>	<b>77,373.96</b>	<b>-9,592.29</b>	<b>87.6%</b>
<b>87000 - Finance</b>				
87060 - Stewardship	0.00	1,600.00	-1,600.00	0.0%
87100 - Benevity Fees	33.37	100.00	-66.63	33.4%
87101 - Banking Charges	1,498.41	800.00	698.41	187.3%
87103 - Corporate Fees & Expenses	0.00	66.68	-66.68	0.0%
87104 - Property & Liability Insurance	30,948.00	20,630.68	10,317.32	150.0%
87107 - Property Taxes				
87117 - Church Property Tax	10,715.18	5,733.32	4,982.86	186.9%
87118 - Rectory Property Tax	464.74	593.32	-128.58	78.3%
<b>Total 87107 - Property Taxes</b>	<b>11,180.92</b>	<b>6,326.64</b>	<b>4,854.28</b>	<b>176.7%</b>
<b>Total 87000 - Finance</b>	<b>43,660.70</b>	<b>29,524.00</b>	<b>14,136.70</b>	<b>147.9%</b>
<b>88000 - Budgeted Outreach</b>				
88002 - Budgeted Outreach	10,000.00	10,000.00	0.00	100.0%
88003 - Schools & Interfaith Council	2,000.00	2,000.00	0.00	100.0%
<b>Total 88000 - Budgeted Outreach</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>88000 - Contingency</b>				
88001 - Contingency	344.34	3,333.32	-2,988.98	10.3%
88003 - COVID-19 Supplies	536.51			
<b>Total 88000 - Contingency</b>	<b>880.85</b>	<b>3,333.32</b>	<b>-2,452.47</b>	<b>26.4%</b>
<b>Total 80000 - Operating Expenses</b>	<b>487,287.80</b>	<b>516,138.52</b>	<b>-28,850.72</b>	<b>94.4%</b>
<b>Total Expense</b>	<b>487,287.80</b>	<b>516,138.52</b>	<b>-28,850.72</b>	<b>94.4%</b>
<b>Net Ordinary Income</b>	<b>74,962.82</b>	<b>-31,995.20</b>	<b>106,958.02</b>	<b>-234.3%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>70000 - Program Accounts</b>				
70230 - Capital Fund - Livestreaming				
70232 - Livestreaming - Expenses	-29,891.57			
70231 - Livestreaming - Donations	52,650.00			
<b>Total 70230 - Capital Fund - Livestreaming</b>	<b>22,758.43</b>			
<b>70040 - Boy Scout Troop #38</b>				
70041 - Boy Scout Troop Income	1,525.00			
70045 - Boy Scout Troop Expenses	-1,525.00			

Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual  
January through August 2020

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
86301 - Meter Postage	834.86	666.68	168.18	125.2%
86302 - Other Postage	136.51	100.00	36.51	136.5%
86303 - Meter Lease	2,379.50	2,066.68	312.82	115.1%
<b>Total 86300 - Postage</b>	<b>3,350.87</b>	<b>2,833.36</b>	<b>517.51</b>	<b>118.3%</b>
<b>Total 86000 - Administrative</b>	<b>20,968.38</b>	<b>26,593.32</b>	<b>-5,624.94</b>	<b>78.8%</b>
<b>88000 - Facilities</b>				
88100 - Campus Maintenance	12,428.62	23,333.32	-10,904.70	53.3%
88110 - Rectory Maintenance				
88111 - Insurance	261.00	433.32	-172.32	60.2%
88112 - Landscaping	2,160.00	2,666.68	-506.68	81.0%
88113 - Pool	1,070.00	1,133.32	-63.32	94.4%
88118 - Maintenance	1,514.53	2,666.68	-1,152.15	56.8%
88110 - Rectory Maintenance - Other	53.06			
<b>Total 88110 - Rectory Maintenance</b>	<b>5,058.59</b>	<b>6,900.00</b>	<b>-1,841.41</b>	<b>73.3%</b>
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<b>Total 88000 - Facilities</b>	<b>67,781.67</b>	<b>77,373.96</b>	<b>-9,592.29</b>	<b>87.6%</b>
<b>87000 - Finance</b>				
87060 - Stewardship	0.00	1,600.00	-1,600.00	0.0%
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<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>70000 - Program Accounts</b>				
70230 - Capital Fund - Livestreaming				
70232 - Livestreaming - Expenses	-29,891.57			
70231 - Livestreaming - Donations	52,650.00			
<b>Total 70230 - Capital Fund - Livestreaming</b>	<b>22,758.43</b>			
<b>70040 - Boy Scout Troop #38</b>				
70041 - Boy Scout Troop Income	1,525.00			
70045 - Boy Scout Troop Expenses	-1,525.00			

6:41 PM  
09/16/20  
Accrual Basis

**Saint Timothy's Episcopal Church**  
**Profit & Loss Budget vs. Actual**  
January through August 2020

	<u>Jan - Aug 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
80068 - Backpack Project Disbursements	0.00			
Total 80060 - Backpack Project	95.00			
80100 - Trinity Center				
80101 - Trinity Center Donations	2,000.00			
80105 - Trinity Center Disbursements	-1,980.00			
Total 80100 - Trinity Center	20.00			
80110 - Winter Nights				
80111 - Winter Nights Income	1,540.00			
80115 - Winter Nights Expense	-78.52			
Total 80110 - Winter Nights	1,561.48			
80130 - Outreach Emergency				
80135 - Outreach Emergency Expense	-10,000.00			
Total 80130 - Outreach Emergency	-10,000.00			
88000 - Other Outreach				
88001 - Other Outreach Donations	16,075.00			
88005 - Other Outreach Disbursements	-16,075.00			
Total 88000 - Other Outreach	0.00			
Total 80000 - Outreach Accounts	37,441.67			
Total Other Income	41,217.23			
Other Expense				
100000 - Ask My Accountant	863.98			
Total Other Expense	863.98			
Net Other Income	40,353.25			
Net Income	<u>116,318.07</u>	<u>-31,886.20</u>	<u>147,311.27</u>	<u>-380.4%</u>





## **Rector's Report September 2020**

### **Letter of Accord**

You'll notice that there is a letter from the diocese in the consent agenda. I am required to share with vestry.

There's a priest who is been placed on ecclesiastical leave for four years and the document states as much. What the document does not tell you is what the person did to receive this censure.

There is an expectation behind title IV proceedings not to share these details with the parishes. Personally, I strongly agree with this approach. If any clergy were on the wrong side of a title IV proceeding, airing specifics to the whole diocese would be more humiliating than it already is. Title IV is not criminal and/or civil litigation. Yet, Title IV does NOT protect or somehow shield the person from criminal and civil litigation.

### **Parish Hall**

Because of the ongoing generosity of an anonymous donor you will see proposal from the property team. I strongly support their proposal. And on the detail side - I strongly support redoing the kitchen floor as well as the main floor even with extra cost.

### **Choir**

Several choir members have been working on rearranging the sanctuary to improve their sound quality. As a result of the property team meeting, we have asked them to hold off doing anything in 2020 except building consensus on what the choir actually wants. We also want a rough plan that can be shared with the whole congregation.

### **Live stream**

We're getting very close to going live with livestream. I'm not at all certain that we will make the September 20 debut. I want this thing to be bulletproof before we actually reveal it.

Huge thanks to go to Michael Olden and Don Perry who have been working many many hours to get the backbone of this thing laid.

Huge thank you goes to Rand and Ryan Mahoney for putting many many hours building the brains of the system.

Huge thanks to Kari Doolittle who has negotiated the changes to our contract with Comcast for improved Internet speed (and new phones in Grace House).

I do not want to go live until we've had multiple trial runs.

*Pastor Todd Bryant*

# Property commission report – September 2020

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

Date: Mon, Sep 14, 2020 at 3:47 PM

To: sallyspotts@gmail.com

Bev will submit her campus report.

## Ackerman:

The third bathroom for Ackerman has been finished. Brooks Fawley has done a great job on all three bathrooms. I would recommend him for future jobs.

## Parish hall:

(Below are very rough estimates)

1. Floor Coating — \$30,000.
2. Stage re-carpeting — \$5,000.
3. New chairs (130) — \$16,000.
4. Replace several damaged rolling tables — \$2,000.
5. Replace doors (per Todd’s budgetary guess) — \$10,000.

This totals \$63,000, leaving \$2,400 for contingency or other things.

Leslie Firth and Sandy Varco have researched different types of flooring materials and have recommended a Varathane floor, on advice from a very trustworthy contractor that both Sandy and Leslie have both worked with. As of now we are still pinning down the price. Approximately 32k.

There has been a chair recommendation that should be here next week.

## Choir Recommended Changes in the Church

The property commission also met with Nora Hudson and Darita to prioritize recommendations for the sound of the choir in church. There are 3 recommendations . Altar area, Sound diversion sails, and altar floor coverings. We are going to review one recommendation at a time. Once we get one resolved then we will move on to the next one.

The first recommendation was to research enlargement of the alter area and see if that was feasible to have the choir behind the alter. Cost , size modifications , etc.

Nora and volunteers will reach out to us with an update.

Thank you,  
Tom Linari  
Jr. Warden  
Sent from my iPhone

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**Facilities Report from Beverly Matsunaga – Volunteer Facilities Manager**  
**St. Timothy’s Episcopal Church**  
**Facility Report – September 2020**

**MAINTENANCE**

**Grace House**

- Otis Elevator has created two orders. One order calls for the fire testing of the elevator – minimum charge of \$575. The second order is for the load and test. The load and test will cost \$3477.
- We had intermittent monitoring (3 weeks) from Bay Alarm caused by a cell tower issues and a faulty antenna. They installed a new antenna at a cost of \$810. The installation was made without any notice of a cost to us.

**Parish Hall**

- Because of COVID-19 and creating safe distancing for Noah’s Ark students and families, the nursery and classroom at the front of the hall are being used for drop-off and pickup.

**Education Wing/Preschool**

- Kaljian Construction will install a new fan in the enrichment classroom
- Terry James will measure the preschool office for new carpeting

**General**

- The Property Commission approved the following tree work with Traverso:
  - Provide building clearance on parish hall,
  - remove dead hanger in back parking lot,
  - remove walnut branch at the back of Grace House, and
  - remove deadwood, thin and shapee 9 crape myrtles in the meditation garden –Total \$2,150.  
Scheduled for October.

Worship Commission Report  
September 2020  
Submitted by Linda Clark

- On the Online Streaming Committee. Discussions on equipment, and all aspects of installation of necessary wire and wi-fi speed. Doing a rehearsal with installed equipment on Saturday, Sept. 19 to make sure every detail is as expected. Attending weekly meetings.
- Made calls on behalf of vestry to parishioners to check on their well-being and if they are in need of any assistance.
- Consulted on agreement with Darita.
- Attended Property Commission meeting regarding a choir request to move choir to behind the altar. Consensus for immediate action: (1) Create a drawing/schematic of the choir's vision and how it will affect the church and parishioners experience. (2) Parishioners will have opportunity to view the drawing and offer their opinions.

## Adult Formation – September 16, 2020 - Vestry Report

### Summer Formation Programs

Formation Programming over the summer explored the “Gnostic Gospels” and their implications for our personal theology, practice and community. All 12 classes were held on Zoom. Class sizes varied but ranged from 8-15.

The Gospel of Mary of Magdala by Karen King was the centerpiece for the discussions around the Gospel of Mary Magdalene.

Reading Judas, The Gospel of Judas and the Shaping of Christianity by Elaine Pagels and Karen King was the guide for the discussions of the Gospel of Judas.

Beyond Belief, The Secret Gospel of Thomas by Elaine Pagels provided the framework for the discussions of the Gospel of Thomas.

### Education for Ministries

Lisa Guevara Perry will continue to facilitate Education for Ministries on Tuesdays at 6:45 via Zoom. Saint Timothy’s has one of the only EFM programs in the east bay (Alameda and Berkeley have programs). Efforts will continue to reach out to other congregations to offer access.

EFM students beginning 2020-2021:

Year 1	Old Testament	Darrell Klingman
Year 2	New Testament	Eric Soderstrom
Year 3	3,000 Years History	Chris Mouser Elyse Perry Mouser Michael Olden
Year 4	Discernment	Peg Miller

### Sacred Ground Discussion Circle

Jim Coleman’s Sacred Group Discussion Circle report will be submitted separately.

### Continuing Issues

The conflict in scheduling with other groups has been addressed by reserving the 1<sup>st</sup> Wednesday of each month for Formation Programming. Programs will resume in October via Zoom.

During the restrictions related to Covid-19 all Formation programs will be conducted via Zoom. Efforts will be made to make them accessible to those outside the Saint Timothy’s community.

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

### General Approach

The general approach to Adult Formation will include an informational component with the intent to increase knowledge and awareness of the various topics. Of equal and perhaps greater importance is the component which allows for questions and answer and especially group discussions. The goal is to build the community of faith while building and exploring what that means in our world. Although Covid-19 has changed the means of providing the programs is has also heightened the need for community.

### Mission Statement

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

Lisa Guevara Perry  
Formation Commissioner

SAINT TIMOTHY'S SACRED GROUND DISCUSSION CIRCLE  
Report to the Vestry August 2020

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The Sacred Ground Discussion Circle is one of numerous ministry techniques developed by the Episcopal Church as part on the greater ministry “Becoming the Beloved Community.” The first of Saint Timothy’s Discussion Circles has reached the half-way point in the process. As lead facilitator I feel it important report on the progress of the circle. If you have any questions you can address them to me. More importantly If any of you would like to begin the process, I would be pleased to add you to the next forming circle(s). I would recommend that each of you attend. This is a great opportunity to learn how to love your neighbor. Jim Coleman

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*O God, you made us in your own image and redeemed us through Jesus your Son: Look with compassion on the whole human family; take away the arrogance and hatred which infect our hearts; break down the walls that separate us; unite us in bonds of love; and work through our struggle and confusion to accomplish your purposes on earth; that, in your good time, all nations and races may serve you in harmony around your heavenly throne; through Jesus Christ our Lord. Amen. – Prayer for the Human Family (Book of Common Prayer, p. 815)*

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Sacred Ground is a ministry was not recently conceived or developed but has been around for at least four years and in process long before that. It is very appropriate that it is available now at this time and is just beginning to be recognized because of tragic circumstances in the United States. Some have tried to equate it to the “Diversity Training” popular in corporate environments. It is not that kind of work to just bring in a consultant to talk to employees and put a check in a box and move on. This is the kind of work that God is doing to make a better world. It is certainly not a knee jerk reaction to recent events, but is quite appropriately recognized as an expanding ministry needed to meet the needs of a people suffering from the effects of fear driven by the COVID-19 pandemic and the realization there is a growing pandemic of racism and hatred. If churches do not and cannot stand against such divisiveness and bitterness and expose how it runs counter to the teachings of Jesus, who will?

One of the core books to the course processes is titled *Waking up White* by Debby Irving. Waking up can be quite an unpleasant experience for sound sleepers in the morning. Such is my experience in our church observing the reactions of participants, and in the participation in facilitators’ Zoom conferences sponsored by the Presiding Bishop’s office. This discussion circle is an experience in waking up to the systemic pain that racism has been created, not only in the past, but in today’s world as well. Just like waking up from a sound sleep on a cold morning can be unpleasant, as the chill and blinding light of the day suddenly crashes into the cozy comfort of warm covers, so is waking up to the awareness of the pain fellow people feel from the longstanding system of social and economic of oppression.

Much of this is unknown to white people. We have been soundly sleeping, oblivious to the pains of other people. Recent events have caused a reawakening in many people. The noun “ignorance” comes to mind. Literally means <sup>1</sup> “the condition of being uneducated, unaware, or uninformed.” Truly “Ignorance is bliss” applies greatly to most white people on this issue. We go about our lives uninformed as to the pain that systemic racism creates in non-whites. The comfort of ignorance implies a certain lack of responsibility for the problem. Consider the verb “ignore” this is an active verb <sup>1</sup> “to refuse to pay attention to; disregard.” This activity implies an active effort to remain in ignorance. This too is where the difficulty is with such communities such as ours. We are waking up; some are grouchy about it. While we cannot change the past, we can turn from ignorance to pause, listen, and follow Jesus and make a better world for all people. This is a lot of work.

You would well ask, "What distinguishes the Sacred Ground Discussion Circles from corporate diversity trainings?" There are similarities. First off, the history of racism is explored in both. This ten-session course examines a different aspect each week going deeply into the very beginnings of slavery in the American colonies. The authors draw upon videos from many sources including PBS, History Chanel, National Geographic, even MTV! Some Episcopal videos are included as well. But the major difference is that this is a spiritual journey into the awakening process. The second core book is "*Jesus and the Disinherited*," by theologian Howard Thurman. Howard Thurman was a key spiritual advisor to Martin Luther King. For session Six we read from Thurman's book, "The crucial question, then, is this: Is there any help to be found in the religion of Jesus that can be of value here?" ... "Is there any help to be found for the disinherited in the religion of Jesus? Did Jesus deal with this kind of fear?" This is not the stuff of corporate lectures and trainings; this is God speaking to his people! This is work we are called to "learn" about and to the "go" spiritual practice- cross boundaries. (Note: *The Way of Love Practices for a Jesus Centered Life*) listen deeply and live like Jesus. This is not a check in the box kind of class. This is an action-oriented way of living to stand up for your neighbor and to have the insight to see their pain.

We have had some who, not surprisingly, have left the original circle. Some are still afraid to share. But most have found something that both strengthens and exercises their faith. Below are comments that I have collected so far.

I have learned or been reminded that prejudice can be very overt as well as very subtle, and I may not even be aware that my behavior could be perceived as racist. Secondly, I learned that white supremacy was likely an accident of geography and certainly not God's plan. My best bet for being an anti-racist is to focus on loving God and loving one another, while continuing to learn more about the issues.

What has Sacred Ground done for me personally? It has given me a safe place to examine who I am, to tell stories of my past and examine them in the light of God's love. It opens me up to seeing that things we take for granted are not even available to others. It has enabled me to love more fully.

My two sentences: I learned that slavery was practiced by a great many cultures and races. The fact that I thought only whites practiced slavery demonstrates my ignorance and white arrogant belief in white primacy among all God's Children.

I had no idea how Latinos were treated in Texas and California after the Mexican American War...I am so grateful that all the Latinos who support Bob and I in our lives don't hold grudges or resentments...also I had no idea how complicit the Episcopal Church was in slavery...the United States was founded in the genocide of Native Americans, brutal enslavement of African Americans and killing of Latinos...we have yet to get to the treatment of Chinese, Filipinos and Japanese, Muslim, etc....forgive us white people...we have not known what we have done...open our eyes to injustice and racism please, God

I have learned that racism is a centuries long policy that has embedded itself so deeply in the contemporary fabric weaving our lives together that most white people are not aware of its existence. Systemic racism began and continues with the unhealthy combination of skin color symbolism, favoritism, and power.

Jim Coleman

Ref:

1. The American Heritage Dictionary Fifth Edition App