

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – DRAFT 2

Wednesday November 17, 2021 – Grace House and Zoom

Update Date: 12/7/2021

SUMMARY:

MOTIONS:

- Draft 3 of the November 2021 Agenda was approved as published
- The minutes of the October 2021 vestry meeting, the treasurer's reports and the submitted Associate Rector and Commission reports were approved as submitted.

ACTION ITEMS:

- Neal will ask Carleen about acknowledgements of non-pledging people – checks and Venmo
- Linda and Sally creating parish list to use when verifying vaccinations – starting Sunday, 11/28.

Attendees: Jacque Chiavini, Linda Clark, Rayne Devlin, Susan Geissler-O'Neil, Cecilia Oduwole, Steve Oki, Sally Shea Potts, Ade Adekunle, Gabel Chong-Horsley, Neal Matsunaga, Scott MacDougall, Trudy Macmillan, Dick Firth

Absent: Steve Hedden ?

1. Opening Prayer – Pastor Susan – Christ the King Sunday & a baptism this coming Sunday

Prayers: Jim Shea, Kathy Shea, Carol Moore, Betty Davis, 2 jury trials happening now

Thanksgivings: Children are now eligible for COVID shots

2. Review and Confirm Agenda

MOTION: Approve the agenda as published. The motions passed unanimously

3. Introduction of Guests – Dick Firth

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

- a. Minutes from the October 2021 vestry meeting
- b. Treasurers Report, Venmo Report, Balance Sheet and P&L through 31 October 2021
- c. Commission and other Reports – Associate rector, Administration, Communication, Outreach and Worship

MOTION: Approve all minutes and submitted reports

5. Non-Recurring Action Items - none

6. Discussion Items

a. Treasurer Report Highlights

- \$6,000 change in pledge income due to irregular payments
- Other income is almost as projected
- Expenses are still running below projections
- Finance Committee approved the Outreach grants at their November 10 meeting
- 1 person making donations via Venmo, regularly
- \$2200 left on loan to former Music Director
- November & December 2021, Susan will be getting extra compensation due to Rector's sabbatical.
- New Music Director started on November 1. He is only participating in the Retirement Plan.
- Ade: Question about acknowledgement of Venmo donations. Carleen has the information.
- Neal will ask Carleen about acknowledgements of non-pledging people – checks and Venmo

b. 2022 Budget – Neal Matsunaga – Treasurer

- All expected 2022 Budget requests have been submitted
- Draft budget will be discussed at the December meeting and finalized in January
- Budget Schedule
 - 11/17 2022 budget funding requests due
 - 12/1 2022 draft budget initial review by Finance Committee (special meeting)
 - 12/8 2022 draft budget (initial income, final expenses) review by Finance Committee
 - 12/15 2022 draft budget (initial income, final expenses) reviewed by Vestry
 - 1/12 2022 final budget (final income & expenses) reviewed by Finance Committee
 - 1/19 2022 final budget (final income & expenses) reviewed by Vestry
- Per Carleen – pledges for 2022 are running about as expected based on previous years.
- 2/3 of the 2021 pledgers have made a pledge for 2022.
- We have lost 2 significant pledgers

c. Guidelines for Removing Masks in Church & Vaccination Verification – Linda Clark & Pastor Susan

- Linda and Sally are in the process of creating a list to use to record vaccination verification
- The plan is to start verifying vaccinations on Sunday, November 28.
- Signs about wearing masks if not vaccinated will be posted
- Goal: Feel comfortable about meeting at St. Timothy's without masks
- Volunteers needed to check vaccination verification starting on November 28
- After verification, small groups may be unmasked.
- Church will probably continue to be masked due to the kids.
- First time visitors will not be asked for vaccination proof.
- Pastor Susan – Question: What is the process if someone in the group is unvaccinated? Everyone mask or only the unvaccinated?
 - This is a work in progress. Allen Hirashiki is working on this.

d. Boy Scout Bankruptcy packet of information received

- Neal is working with the Diocese and the local Boy Scout Council to understand the implications for the church.
- Pastor Susan expects to receive information from the Diocese tomorrow.
- Agreement reached between people suing and the Mormon Church and the national Boy Scout council.
- St. Timothy's is listed as a sponsor Boy Scout sponsor along with many, many other organizations

e. Funding Rectory Maintenance – Scott MacDougall – Property

- Any future maintenance at the Ackerman property will have to be paid out church funds as the maintenance fund has been exhausted. The HVAC on the 1st floor exhausted the available resources. The HVAC for the 2nd floor and the fence will come up in the coming year.
- There is currently no fund to pay for that or the big budget maintenance expenses on the church campus. \$64,000 left in the campus maintenance fund.
- If we put \$\$ in the budget for maintenance, that is deducted from the basis of the required yearly contribution to the Diocese.
- \$100,000 needed in the fund.
- Need to find a way to fund maintenance. Looking for suggestions from the Finance Committee.

f. Annual Meeting –

- Where are we meeting?
- Are we doing Zoom AND in person?
- How will people who are NOT in the room vote?
- Do we send postcards again or are notifications in Church and Announcements and postcards to the “no-email” people sufficient?
- Agreement: Same as last year – Zoom -

7. FYI

a. Church Music – Spotify – Pastor Susan

Spotify account for 3 months – Advent, Christmas Carols, playlists for teaching Christmas Carols

b. Christmas Service Times - Pastor Susan

Christmas Eve – 3:00 & 5:00 children with costumes – 5:00 Carols and Candlelight Eucharist

7:30 Traditional

Christmas Day – 10:00

December 26 – 10:00 only probably

January 2 – Regular

The Star – movie December 12 – 3:30

December 5 – St Nicholas

c. **Available Sunday Church Lock-up Dates**

- November 21
- December 5,26
- January. 23, 30
- February 6

d. **Annual Report**

Sally will have a draft schedule for the Annual Report by December 3. She will send you the text for your section from the 2020 report to help you create your part.

Check out the 2020 Annual Report to get an idea of what you are responsible for submitting.

Link: <https://drive.google.com/file/d/1cqpMODn1V2cdzUGbPdvIH00bPbl-aYhc/view?usp=sharing>

8. Closing Prayer – **Cecilia Oduwole**

St Timothy's Calendar for Vestry as of 11/17/2021

Date	Event
November 1 – end of January	Pastor Todd Sabbatical
Wednesday, November 17 – 6:30 pm	VESTRY MEETING – BUDGET REQUESTS DUE
Thursday, November 18	Advent Tidings Deadline
Saturday, November 20	Youth Retreat at Mount Hermon
Thursday-Friday, November 25-26	Church Office Closed - Thanksgiving
December 2 – 16	Parish Administrator out – Volunteers in the Office
Wednesday, December 15 – 6:30 pm	VESTRY MEETING – Zoom only
2022	
January 17 – 31, 2022	Winter Nights Shelter in the Parish Hall
Sunday, February 6	Parish Annual Meeting

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Thursday, 18 November 18,2021 - Publication on Saturday, November 27

Next Regular Vestry Meeting – Wednesday, December 15, 2021

Associate Rector Report November 2021

Thank you for all the support the Vestry and the parish have given me and Pastor Todd as he has begun his Sabbatical. We are off to a great start with Myles Ellis, our music Director, and we are planning for Fall, Advent and Christmas!

Church continues to be hybrid in person and live-stream with increasing numbers of people in-person in church and a good community of people who are attending from home or even in their travels. The live-streaming and projection of the service is going very well, thanks to the expertise of our Don P., a lot of wonderful tech volunteers, individuals who prepared slides and the preparations made by Pastor Todd prior to his Sabbatical.

This Sunday, in accordance with diocesan policy and county protocols, we will begin formally asking for proof of vaccination for eligible persons.

This Sunday, anticipating Thanksgiving, we will distribute “blessed bread” made by our Eucharistic bread bakers to be taken home and shared at home. This is an ancient practice, continued in the orthodox tradition and a riff on the Saint Timothy’s practice of bringing something for the Thanksgiving meal to church to be blessed and then sharing it during Thanksgiving dinner. We will continue our current practice of using wafers and refrain from sharing wine in a common cup.

The first Sunday of Advent, wreath materials will be available, and children and families are invited to use a special Christmas candle that counts down the days until Jesus’s celebrated birthday.

On December 5th we will celebrate Saint Nicholas with a visit from the Saint and will be blessed with Saint Nicholas cookies!

On The December 12 at 3:30 we will have a family movie, “The Star”, introduced by cookies and cocoa out in the courtyard.

Christmas services this year will be:

Christmas Eve

- 3:00 Family service with Eucharist and carols-Angels, shepherds, and sheep welcome
Costumes available at church
- 5:00 Family service with Eucharist, carols and candlelight
- 7:30 Festival Christmas Eucharist with candlelight—live streamed

Christmas Day

- 10:00 Christmas Eucharist with carols

Sunday after Christmas, December 26th

- 10:00 Family Service with Eucharist and carols

January 2, 2022. Second Sunday After Christmas, January 2, 2022

- 8:00 Worship
- 10:00 Worship and on-line

January 9, 2022, Epiphany

- 8:00 Worship on-site
- 10:00 Worship on site and on-line

Pastor Susan Geissler-O’Neil

Treasurer's Report

November 17, 2021

- Financial results through October are positive overall despite underruns in loose plate offerings and facilities cost sharing due to the underruns being offset by higher than budgeted pledge and contributing income to date.
- Year to date budget vs actual results, adjusted for amortizing “pledges paid in full” in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$548,598	\$559,787	\$10,189
Other Income	\$ 36,045	\$ 35,803	\$(242)
Expenses	\$628,168	\$579,153	\$49,015
Net Income	\$(43,525)	\$ 15,437	\$58,962

Pledge Income difference due mainly to:

Pledges better than budgeted this month and in early 2021. There are also 18 families for \$38,370 who have not made 2021 pledge payments yet.

Other Income difference due mainly to:

Loose Plate \$(5,764) and Facilities Cost Sharing \$(8,561) under budget offset by Contributing Income \$13,127 and Special Gifts \$1,150 above budget.

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

Personnel expenses \$17,709 under budget due mainly to \$15,887 for lay staff due to vacancies during the year.

Altar Guild expenses \$998 under budget
Music expenses

\$2,209 under budget

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

\$1,499 under budget
Fellowship expenses \$2,137 under budget

Administrative expenses \$6,930 under budget
Facilities expenses

\$9,939 under budget
Finance expenses \$2,946 under budget

Contingency expenses \$2,764 under budget

Action Items

- Review 2022 budget preparation process and schedule.
 - 11/17 – 2022 budget funding requests due
 - 12/1 – 2022 draft budget initial review by Finance Committee (special meeting)
 - 12/8 – 2022 draft budget (initial income, final expenses) reviewed by Finance Committee
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 - 1/12 – 2022 final budget (final income & expenses) reviewed by Finance Committee
 - 1/19 – 2022 final budget (final income & expenses) reviewed by Vestry

Fiduciary Status

- Acct 62604 - Clergy Discretionary Fund activity year-to-date as of the end of October
 - 6/30 \$300 check to individual
- Venmo transactions in October
 - 10/2 \$30 donation
 - 10/9 \$40 donation
 - 10/15 \$30 donation
 - 10/18 \$200 loan payment
 - 10/22 \$30 donation
 - 10/30 \$30 donation
 - 11/2 \$360 transferred to church checking acct/posted in Heritage 11/2
 - Bookkeeper completed monthly reconciliation of withdrawals/transfers with Venmo statement

Other Status

- As of the end of October the balance on the special education loan is \$2,200.
- Susan Geissler-O'Neil \$2,066.09 incremental compensation Nov & Dec for rector sabbatical
- Myles Ellis hired as music director effective 11/1. He is an hourly, non-exempt employee scheduled for 20 hours per week at \$38.46/hr. (\$40,000/yr.). Entitled to 5% church contribution to retirement plan and 4% employee contribution match.
- Finance Committee reviewed Outreach Commission recommendation for disbursement of church funds and concurred.

Neal Matsunaga

Saint Timothy's Episcopal Church
Balance Sheet
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	214,084.60
10002 - Heritage Savings	40,724.19
17103 - Schwab	182,915.12
17104 - TD Ameritrade	356,861.10
	794,585.01
Total Checking/Savings	794,585.01
Other Current Assets	
13000 - Special Loan	2,200.00
	2,200.00
Total Other Current Assets	2,200.00
Total Current Assets	796,785.01
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
	2,967,567.00
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	272,228.83
	752,764.24
Total Other Assets	752,764.24
TOTAL ASSETS	4,517,116.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-11,273.81
	-11,273.81
Total Accounts Payable	-11,273.81
Other Current Liabilities	
21007 - Prepaid Pledge 2021	7,107.25
	7,107.25
Total Other Current Liabilities	7,107.25
Total Current Liabilities	-4,166.56
Total Liabilities	-4,166.56
Equity	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	752,764.24
31503 - Fixed Assets	2,967,567.00
	3,720,331.24
Total 31300 - Perm. Restricted Net Assets	3,720,331.24
31500 - Temp. Restricted Net Assets	
31510 - Program	360,748.05
31520 - Outreach	106,468.05
	467,216.10

12:00 PM
11/10/21
Cash Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of October 31, 2021

	<u>Oct 31, 21</u>
Total 31500 - Temp. Restricted Net Assets	487,218.10
32000 - Unrestricted Net Assets	226,910.34
Net Income	106,825.13
Total Equity	<u>4,521,282.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,517,116.25</u></u>

12:04 PM

11/10/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through October 2021

	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	35,536.00	35,536.00	0.00	100.0%
41100 - Current Year Pledges	547,311.99	513,061.50	34,250.49	108.7%
41300 - Prior Year Pledges Rec'd Late	18,275.00			
Total 41000 - Pledge Income	601,122.99	548,597.50	52,525.49	109.6%
42000 - Plate Offering				
42100 - Loose Plate	2,569.00	8,333.30	-5,764.30	30.8%
42150 - Contributing Income	25,907.00	12,500.00	13,407.00	207.3%
Total 42000 - Plate Offering	28,476.00	20,833.30	7,642.70	136.7%
43000 - Special Gifts	1,150.00			
44000 - Operating Support				
44200 - Facilities Cost Sharing	4,955.00	13,515.50	-8,560.50	36.7%
44300 - Flower Donations	805.00	1,250.00	-445.00	64.4%
Total 44000 - Operating Support	5,760.00	14,765.50	-9,005.50	39.0%
45000 - Other Income				
45200 - Amazon Smile	0.00			
45300 - Interest Income	317.47	229.20	88.27	138.5%
45400 - Miscellaneous Income	100.00	216.66	-116.66	46.2%
Total 45000 - Other Income	417.47	445.86	-28.39	93.6%
Total 40000 - Donations	636,926.46	584,642.16	52,284.30	108.9%
Total Income	636,926.46	584,642.16	52,284.30	108.9%
Gross Profit	636,926.46	584,642.16	52,284.30	108.9%
Expense				
66900 - Reconciliation Discrepancies	0.90			
60000 - Operating Expenses				
61000 - Diocesan Assessment	95,693.40	95,693.52	-0.12	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	80,640.00	80,640.00	0.00	100.0%
62120 - Associate Rector	66,947.60	66,947.50	0.10	100.0%
62198 - Clergy Pension Premiums	30,920.40	31,834.47	-914.07	97.1%
62199 - Clergy Benefits & Insurance	27,641.50	27,751.84	-110.34	99.6%
Total 62100 - Clergy Compensation	206,149.50	207,173.81	-1,024.31	99.5%
62200 - Lay Staff Compensation				
62201 - Youth Minister	1,050.00			
62202 - Music Director	31,916.76	33,990.00	-2,073.24	93.9%
62203 - Office Manager	11,638.75	17,264.00	-5,625.25	67.4%
62213 - Office Staff-Temporary Help	3,672.05	664.00	3,008.05	553.0%
62204 - Bookkeeper	7,884.16	8,805.34	-921.18	89.5%
62205 - Childcare Assistant	356.80	2,544.04	-2,187.24	14.0%
62296 - Lay Payroll Taxes	3,182.38	4,839.94	-1,657.56	65.8%
62297 - Lay Pension Premiums	2,025.10	4,812.85	-2,587.75	43.9%
62299 - Pension Reimbrsmnt Noah's Ark	-0.01			
62298 - Lay Benefits & Insurance	435.30	5,328.41	-4,893.11	8.2%
Total 62200 - Lay Staff Compensation	62,161.29	78,048.58	-15,887.29	79.6%
62300 - Workers Compensation Insurance	-49.00	833.34	-882.34	-5.9%
62400 - Payroll Processing Fees	595.00	840.00	-245.00	70.8%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	10,145.00	10,416.66	-271.66	97.4%
62512 - Supply Musicians	2,375.00	833.34	1,541.66	285.0%

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Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through October 2021

	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
Total 62501 - Musicians	12,520.00	11,250.00	1,270.00	111.3%
62504 - Landscaping	20,170.00	20,170.00	0.00	100.0%
62505 - Janitorial Services	24,750.00	24,000.00	750.00	103.1%
Total 62500 - Contractors (1099)	57,440.00	55,420.00	2,020.00	103.6%
62600 - Staff Allowances				
62601 - Continuing Education	0.00	833.34	-833.34	0.0%
62602 - Travel	0.00	500.00	-500.00	0.0%
62603 - Clergy Hospitality	280.22	686.66	-406.44	39.0%
62604 - Clergy Discretionary Fund	300.00	250.00	50.00	120.0%
Total 62600 - Staff Allowances	580.22	2,250.00	-1,689.78	24.9%
Total 62000 - Personnel Expense	326,857.01	344,565.73	-17,708.72	94.9%
63100 - Altar Guild				
63101 - Candles and Wine	314.37	1,666.66	-1,352.29	18.9%
63102 - Flower Expense	1,144.41	833.34	311.07	137.3%
63105 - All Other Altar Guild Expenses	227.26	250.00	-22.74	90.9%
63100 - Altar Guild - Other	66.02			
Total 63100 - Altar Guild	1,752.06	2,750.00	-997.94	63.7%
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	1,067.57	416.66	650.91	256.2%
63216 - Music Hospitality	0.00	166.66	-166.66	0.0%
63205 - Music Expenses - Other	0.00	2,000.00	-2,000.00	0.0%
Total 63205 - Music Expenses	1,067.57	2,583.32	-1,515.75	41.3%
63206 - Musical Equipment R&M	390.00	1,083.34	-693.34	36.0%
Total 63200 - Music	1,457.57	3,666.66	-2,209.09	39.8%
63300 - Christian Formation				
63301 - EFM	0.00	416.66	-416.66	0.0%
63302 - Adult Education	130.50	833.34	-702.84	15.7%
63303 - Lenten Series	101.45	250.00	-148.55	40.6%
Total 63300 - Christian Formation	231.95	1,500.00	-1,268.05	15.5%
63350 - Children & Youth Ministry				
63351 - Family Ministries	232.26	1,083.34	-851.08	21.4%
63352 - Youth Ministries	0.00	833.34	-833.34	0.0%
63353 - Acolytes	215.18	250.00	-34.82	86.1%
63350 - Children & Youth Ministry - Other	220.08			
Total 63350 - Children & Youth Ministry	667.52	2,166.68	-1,499.16	30.8%
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	250.00	-250.00	0.0%
64150 - Miscellaneous Worship	301.58	500.00	-198.42	60.3%
Total 64000 - Worship & Liturgy	301.58	750.00	-448.42	40.2%
64250 - Pastoral Care	0.00	166.66	-166.66	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	0.00	666.66	-666.66	0.0%
64502 - Parish Events-Connect	0.00	416.66	-416.66	0.0%
64503 - Reception Expense	29.25	416.66	-387.41	7.0%
64504 - Greeters-Welcome	0.00	416.66	-416.66	0.0%
64505 - Invites	0.00	166.66	-166.66	0.0%
64506 - Vestry Expenses	0.00	83.34	-83.34	0.0%
Total 64500 - Fellowship	29.25	2,166.64	-2,137.39	1.4%
65000 - Administrative				

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through October 2021

	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
65100 - Office Supplies	540.91	1,250.00	-709.09	43.3%
65101 - Paper	538.52	2,083.34	-1,544.82	25.8%
65102 - Advertising	304.55	833.34	-528.79	36.5%
65103 - Software	2,562.43	2,000.00	562.43	128.1%
65105 - Phone & Internet	6,584.36	4,583.34	2,001.02	143.7%
65106 - Misc Administration	20.00	500.00	-480.00	4.0%
65200 - Equipment				
65201 - Hardware	1,283.39	833.34	450.05	154.0%
65202 - Ricoh Copier	8,010.40	13,000.00	-4,989.60	61.6%
65203 - Other Equipment R&D	0.00	416.66	-416.66	0.0%
65204 - Risograph Copier	610.52	900.00	-289.48	67.8%
Total 65200 - Equipment	9,904.31	15,150.00	-5,245.69	65.4%
65300 - Postage				
65301 - Meter Postage	633.48	833.34	-199.86	76.0%
65302 - Other Postage	271.84	125.00	146.84	217.5%
65303 - Meter Lease	1,651.03	2,583.34	-932.31	63.9%
Total 65300 - Postage	2,556.35	3,541.68	-985.33	72.2%
Total 65000 - Administrative	23,011.43	29,941.70	-6,930.27	76.9%
66000 - Facilities				
66100 - Campus Maintenance	27,878.05	29,166.66	-1,288.61	95.6%
66110 - Rectory Maintenance				
66111 - Insurance	261.00	541.66	-280.66	48.2%
66112 - Landscaping	2,700.00	3,333.34	-633.34	81.0%
66113 - Pool	1,310.00	1,416.66	-106.66	92.5%
66116 - Maintenance	3,903.59	3,333.34	570.25	117.1%
Total 66110 - Rectory Maintenance	8,174.59	8,625.00	-450.41	94.8%
66120 - Services				
66121 - Elevator & Fire Alarm	5,465.36	5,000.00	465.36	109.3%
66122 - Other Services	1,074.05	5,000.00	-3,925.95	21.5%
Total 66120 - Services	6,539.41	10,000.00	-3,460.59	65.4%
66130 - Facilities Supplies	1,397.42	2,916.66	-1,519.24	47.9%
66140 - Utilities				
66141 - EBMUD	14,314.92	16,000.00	-1,685.08	89.5%
66142 - Garbage	5,443.21	7,083.34	-1,640.13	76.8%
66143 - PG&E Gas	3,870.10	4,333.34	-463.24	89.3%
66144 - PG&E Electrical	11,734.90	11,166.66	568.24	105.1%
Total 66140 - Utilities	35,363.13	38,583.34	-3,220.21	91.7%
Total 66000 - Facilities	79,352.60	89,291.66	-9,939.06	88.9%
67000 - Finance				
67050 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
67100 - Benevity Fees	17.80	125.00	-107.20	14.2%
67101 - Banking Charges	1,899.72	1,000.00	899.72	190.0%
67103 - Corporate Fees & Expenses	27.78	83.34	-55.56	33.3%
67104 - Property & Liability Insurance	23,283.00	25,885.84	-2,602.84	89.9%
67107 - Property Taxes				
67117 - Church Property Tax	7,137.98	5,948.32	1,189.66	120.0%
67118 - Rectory Property Tax	404.31	674.16	-269.85	60.0%
Total 67107 - Property Taxes	7,542.29	6,622.48	919.81	113.9%
Total 67000 - Finance	32,770.59	35,716.66	-2,946.07	91.8%
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	12,500.00	12,500.00	0.00	100.0%
68003 - Schools & Interfaith Council	2,500.00	2,500.00	0.00	100.0%
Total 68000 - Budgeted Outreach	15,000.00	15,000.00	0.00	100.0%

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11/10/21

Accrual Basis

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

January through October 2021

	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
69000 - Contingency				
69001 - Contingency	1,876.94	4,166.66	-2,289.72	45.0%
69003 - COVID-19 Supplies	150.42	625.00	-474.58	24.1%
Total 69000 - Contingency	2,027.36	4,791.66	-2,764.30	42.3%
Total 60000 - Operating Expenses	579,152.32	628,167.57	-49,015.25	92.2%
Total Expense	579,153.22	628,167.57	-49,014.35	92.2%
Net Ordinary Income	57,773.24	-43,525.41	101,298.65	-132.7%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	12,200.00			
70065 - Maint & Improvement Expense	-26,055.12			
Total 70060 - Maintenance & Improvement	-13,855.12			
70110 - Youth Trips				
70111 - Youth Trips Income	150.00			
Total 70110 - Youth Trips	150.00			
70120 - Vacation Bible School				
70121 - Vacation Bible School Income	250.00			
70125 - Vacation Bible School Expense	-104.17			
Total 70120 - Vacation Bible School	145.83			
70130 - Concert Series				
70131 - Concert Series Income	100.00			
70135 - Concert Series Expense	-225.00			
Total 70130 - Concert Series	-125.00			
70140 - Columbarium				
70141 - Columbarium Income	10,877.41			
70145 - Columbarium Expense	-778.29			
Total 70140 - Columbarium	10,099.12			
70170 - Memorial				
70171 - Memorial Income	1,250.00			
Total 70170 - Memorial	1,250.00			
70230 - Capital Fund - Livestreaming				
70232 - Livestreaming - Expenses	-9,419.14			
Total 70230 - Capital Fund - Livestreaming	-9,419.14			
Total 70000 - Program Accounts	-11,754.31			
80000 - Outreach Accounts				
80020 - Christmas Boxes				
80021 - Christmas Boxes Income	170.00			
Total 80020 - Christmas Boxes	170.00			
80040 - Fruits of the Harvest				
80042 - General Donations	50,310.00			
80048 - Event Expenses	-3,181.26			
Total 80040 - Fruits of the Harvest	47,128.74			
80110 - Winter Nights				
80119 - Winter Nights Disbursements	-2,396.90			

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 11/10/21
 Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through October 2021

	<u>Jan - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 80110 - Winter Nights	-2,396.90			
89000 - Other Outreach				
89001 - Other Outreach Donations	18,091.26			
89005 - Other Outreach Disbursements	-2,000.00			
Total 89000 - Other Outreach	<u>16,091.26</u>			
Total 80000 - Outreach Accounts	<u>60,993.10</u>			
Total Other Income	49,238.79			
Other Expense				
100000 - Ask My Accountant	<u>74.78</u>			
Total Other Expense	<u>74.78</u>			
Net Other Income	<u>49,164.01</u>			
Net Income	<u><u>106,937.25</u></u>	<u><u>-43,525.41</u></u>	<u><u>150,462.66</u></u>	<u><u>-245.7%</u></u>

11/3/2021

RE: Venmo Reconciliation - October

Subject: **RE: Venmo Reconciliation - October**
Date: 11/3/2021 10:40:31 AM Pacific Standard Time
From: bookkeeper@sainttimothysdanville.org
To: nkmats@aol.com
Cc: pledges@sainttimothysdanville.org, rwfirth@gmail.com

Confirming \$360 was deposited into the checking account on 11/01/21. I have posted into QuickBooks as October revenue
Steve

Steve Zimmerman
Bookkeeper
St. Timothy's Episcopal Church
Office Hours: Wednesdays 9:00 to 2:00

----- Original Message -----

Subject: Venmo Reconciliation - October
From: <nkmats@aol.com>
Date: Mon, November 01, 2021 1:46 pm
To: bookkeeper@sainttimothysdanville.org
Cc: pledges@sainttimothysdanville.org, rwfirth@gmail.com

Steve, attached is the Venmo statement for October. Transactions for the month were:

10/2 \$30 donation Bob McHugh
10/9 \$40 donation Bob McHugh
10/15 \$30 donation Bob McHugh
10/18 \$200 loan payment Darita Seth
10/22 \$30 donation Bob McHugh
10/30 \$30 donation Bob McHugh

10/31 -\$360 xfr funds to church checking (likely to deposit in church 11/2)

As with past months please confirm via email to me that all Venmo funds have been deposited in the church checking account.

Thanks,
Neal

SOURCE	2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
	Actuals	Actuals	Actuals	Actuals	Budget	Actuals Oct	Budget	Yr Change			
Income											
40000 - Donations											
41000 - Pledge Income											
41100 - Current Year Pledges	Cams	596,814	560,856	595,423	565,101	615,674	547,312	504,345			-111,329
41120 - Prepaid Pledges Rec'd Prev Yr	Cams	43,851	91,801	41,126	63,118	42,643	35,536	2,790			-39,853
41300 - Prior Year Pledges Rec'd late	Cams		3,330	4,592	1,835	0	18,275	0			0
41000 - Pledge Income - Other				23,245				0			0
Total		640,665	655,986	664,387	630,053	658,317	601,123	507,135			-151,182
Total 41000 - Pledge Income		640,665	655,986	664,387	630,053	658,317	601,123	507,135			-151,182
42000 - Plate Offering											
42100 - Loose Plate	Matsunaga	9,484	8,401	10,857	2,120	10,000	2,569	3,000			-7,000
42101 - 1st Sunday Clergy Disc			2,280								
42150 - Contributing Income	Cams	82,021	40,430	42,466	49,369	15,000	25,907	15,000			0
42000 - Plate Offering Other				145							
Total 42000 - Plate Offering		91,505	51,110	53,468	51,490	25,000	28,476	18,000			-7,000
43000 - Special Gifts	Matsunaga	3,988	1,848	2,605	384	0	1,150	0			0
44000 - Operating Support											
44200 - Facilities Cost Sharing	Matsunaga	24,995	23,217	27,321	10,939	16,219	4,955	25,178			preschool contribute Sept-Dec only, 1/6% increas
44300 - Flower Donations	Chiavini	4,487	4,510	3,913	1,759	1,500	805	1,500			0
Total 44000 - Operating Support		29,482	27,727	31,234	12,698	17,719	5,760	26,678			8,960
45000 - Other Income	Matsunaga										
45100 - eScript Remittance	Matsunaga	10	-10	1	-1	0	0	0			0
45200 - Amazon Smile	Matsunaga	23	4	-3	2	0	0	0			0
45300 - Interest Income	Matsunaga	369	283	274	382	275	317	390			115
45400 - Miscellaneous Income	Matsunaga	68	77	262	248	260	100	150			-110
45600 - Pledge Reserve	Matsunaga										
Total 45000 - Other Income		470	354	534	631	535	417	540			5
Total Income		766,110	737,024	752,227	695,256	701,571	636,926	552,353			-149,217
Expense											
60000 - Operating Expenses											
61000 - Diocesan Assessment	Matsunaga	123,337	93,793	107,319	111,261	114,832	95,693	115,883			1,051
62000 - Personnel Expense											
62100 - Clergy Compensation	Matsunaga										
62110 - Rector	Matsunaga	31,875	88,667	92,290	95,251	96,768	80,640	99,865			3,097
62120 - Associate Rector	Matsunaga	67,073	71,173	74,537	78,198	80,337	66,948	84,849			4,512
62198 - Clergy Pension Premiums	Matsunaga	30,486	32,545	36,115	36,363	38,201	30,920	38,641			440
62199 - Clergy Benefits & Insurance	Matsunaga	13,843	26,770	29,529	31,411	33,302	27,642	34,821			1,519
Total 62100 - Clergy Compensation		143,278	219,155	232,470	241,223	248,609	206,150	258,176			9,568
62200 - Lay Staff Compensation											
62201 - Youth Minister	Matsunaga						1,050				
62202 - Music Director	Matsunaga	35,500	37,213	38,901	41,044	40,788	31,917	41,278			490
62203 - Office Manager	Matsunaga	32,359	23,088	15,289	20,139	20,717	11,639	21,382			665
62213 - Office Temp Help	Matsunaga		5,654	4,953	0	797	3,672	822			25
62204 - Bookkeeper	Matsunaga	25,648	26,589	26,318	10,900	10,566	7,884	21,809			11,243
62205 - Childcare Assistant	Matsunaga	2,614	2,452	2,216	393	3,053	357	3,201			148
62296 - Lay Payroll Taxes	Matsunaga			5,656	4,709	5,808	3,182	6,770			962
62297 - Lay Pension Premiums	Matsunaga	2,672	3,445	3,057	4,509	5,535	2,025	5,639			104
62298 - Lay Benefits & Insurance	Matsunaga	1,090	2,363	2,786	775	6,394	435	6,512			118
62299 - Lay Pension Reimbrsmnt Noah's	Matsunaga		2,035	0	1,337	0	0	0			0
Total 62200 - Lay Staff Compensation		99,882	102,840	99,177	83,807	93,658	62,161	107,413			13,755
62300 - Workers Compensation Insurance	Matsunaga	531	295	989	1,621	1,000	-49	1,000			0
62400 - Payroll Processing	Matsunaga	7,656	7,344	945	784	1,008	595	1,008			0
62500 - Contractors (1099)											
62501 - Musicians		13,603	15,078								

SOURCE		2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals	Budget	Yr			
							Oct		Change			
62511 - Paid Musicians	Chiavini			14,695	13,050	12,500	10,145	13,000	500			
62512 - Supply Musicians	Chiavini			805	250	1,000	2,375	1,000	0			
62504 - Landscaping	MacDougall	23,598	23,448	24,204	23,739	24,204	20,170	24,612	408			
62505 - Janitorial Services	MacDougall	27,425	27,850	27,750	29,250	28,800	24,750	31,200	2,400			
Total 62500 - Contractors (1099)		64,626	66,376	67,454	66,289	66,504	57,440	69,812	3,308			
62600 - Staff Allowances												
62601 - Continuing Education	Matsunaga	1,094	1,064	1,782	478	1,000	0	700	-300			
62602 - Travel	Matsunaga	1,640	589	568	714	600	0	600	0			
62603 - Clergy Hospitality	Matsunaga	2,130	2,187	1,771	1,322	800	260	800	0			
62604 - Clergy Discretionary Fund	Matsunaga	450	350	165	15	300	300	300	0			
Total 62600 - Staff Allowances		5,314	4,190	4,286	2,529	2,700	560	2,400	-300			
Total 62000 - Personnel Expense		321,288	400,200	405,320	396,253	413,479	326,857	439,810	26,331			
63100 - Altar Guild												
63101 - Candles and Wine	Chiavini	1,900	2,701	1,933	609	2,000	314	1,000	-1,000			
63102 - Flower Expense	Chiavini	3,239	3,021	3,110	2,548	1,000	1,144	1,500	500			
63103 - Laundry Services	Chiavini	0	87	0	0	0	0	0	0			
63105 - All Other Altar Guild Expenses	Chiavini	708	942	361	363	300	293	300	0			
Total 63100 - Altar Guild		5,846	6,752	5,404	3,520	3,300	1,752	2,800	-500			
63200 - Music												
63201 - Music Donations & Disbursements	Chiavini	-1,000		0	0	0	0	0	0			
63205 - Music Expenses	Chiavini	3,231	1,765									
63215 - Professional Expenses	Chiavini			1,086	0	500	1,068	500	0			Assuming complete opening mid-late 2021
63216 - Music Hospitality	Chiavini			418	176	200	0	200	0			
63205 - Music Expenses - Other	Chiavini			103	1,406	2,400	0	2,400	0			Additional licensing and software
63206 - Musical Equipment R&M	Chiavini	1,077	317	653	260	1,300	390	1,300	0			Piano is old and needs more repairs
Total 63200 - Music		3,307	2,083	2,260	1,842	4,400	1,458	4,400	0			
63300 - Christian Formation												
63301 - EFM	Perry	0	618	0	0	500	0	500	0			
63302 - Adult Education	Perry	1,335	730	760	174	1,000	131	1,000	0			
63303 - Lenten Series	Perry	318	544	0	407	300	101	300	0			
63304 - Activity Support	Perry	0	413			0	0	0	0			
Total 63300 - Christian Formation		1,653	2,305	760	581	1,800	232	1,800	0			
63350 - Children & Youth Ministry												
63351 - Family Ministries	Devlin	556	385	771	131	1,300	232	1,300	0			
63352 - Youth Ministries	Devlin	286	1,754	437	0	1,000	0	1,000	0			
63350 - Children & Youth Ministry - Other	Devlin			300		0	220	0	0			
63353 - Acolytes	Devlin	40	245	100	200	300	215	300	0			
Total 63350 - Children & Youth Ministry		882	2,386	1,607	331	2,600	668	2,600	0			
64000 - Worship & Liturgy												
64108 - Liturgical Art	Chiavini	0	0	109	0	300	0	300	0			
64150 - Miscellaneous Worship	Chiavini	787	879	414	931	600	302	600	0			
Total 64000 - Worship & Liturgy		787	879	523	931	900	302	900	0			
64250 - Pastoral Care												
Total 64250 - Pastoral Care					0	200	0	200	0			
64500 - Fellowship												
64501 - Sunday Coffee & Supplies	Kotesky	1,526	1,523	1,262	368	800	0	800	0			
64502 - Parish Events - Connect	Kotesky	504	1,089	613	0	500	0	500	0			
64503 - Reception Expense	Kotesky	24	1,202	758	0	500	29	500	0			
64504 - Greeters - Welcome	Kotesky	240	536	520	76	500	0	500	0			
64505 - Invites	Kotesky	1,210	179	0	0	200	0	200	0			
64506 - Vestry Expenses	Kotesky	736	210	100	96	100	0	100	0			
64508 - NEW (New Episcopal Women)	Kotesky		733	315	0	0	0	0	0			
64599 - Coffee Hour Donations	Kotesky		-221	0	0	0	0	0	0			
Total 64500 - Fellowship		4,240	5,251	3,567	540	2,600	29	2,600	0			

SOURCE		2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals	Budget	Yr			
							Oct		Change			
65000 - Administrative												
65100 - Office Supplies	Ok!	2,841	2,447	3,104	622	1,500	541	1,500	0			
65101 - Paper	Ok!	3,603	2,225	3,439	1,015	2,500	539	2,500	0			
65102 - Advertising	Ok!	633	329	764	576	1,000	305	1,000	0			
65103 - Software	Ok!	1,841	1,251	1,564	1,936	2,400	2,562	2,400	0		X	
65105 - Phone & Internet	Ok!	5,227	5,519	5,412	5,399	5,500	6,584	5,500	0			
65106 - Miscellaneous Administration	Ok!		0	720	0	600	20	600	0			
65200 - Equipment												
65201 - Hardware	Ok!	66	1,412	530	1,014	1,000	1,283	1,000	0		X	
65202 - Ricon	Ok!	18,183	19,648	17,565	12,397	15,600	8,010	15,600	0			
65203 - Other Equipment R&D	Ok!	0	369	0	733	500	0	500	0			
65204 - Risograph	Ok!				0	1,080	611	1,080	0			
Total 65200 - Equipment		18,249	21,430	18,095	14,144	18,180	9,904	18,180	0			
65300 - Postage												
65301 - Meter	Ok!	5,564	530	1,325	1,235	1,000	633	1,000	0			
65302 - Other Postage	Ok!	200	100	-45	137	150	272	150	0			
65303 - Meter Lease	Ok!		2,512	3,131	3,152	3,100	1,651	3,100	0			
Total 65300 - Postage		5,764	3,142	4,411	4,523	4,250	2,556	4,250	0			
Total 65000 - Administrative		38,157	36,342	37,508	28,214	35,930	23,011	35,930	0			
66000 - Facilities												
66100 - Campus Maintenance	MacDougall	15,115	32,377	38,697	41,022	35,000	27,878	35,000	0			
66110 - Rectory Maintenance												
66111 - Insurance	MacDougall	536	482	462	261	650	261	650	0			
66112 - Landscaping	MacDougall	1,350	3,990	3,240	3,240	4,000	2,700	3,240	-760			
66113 - Pool	MacDougall	2,379	1,680	1,627	1,530	1,700	1,310	1,404	-296			
66116 - Maintenance	MacDougall	765	2,827	3,975	2,750	4,000	3,904	4,000	0			
66110 - Rectory Maintenance Other	MacDougall					0		0	0			
Total 66110 - Rectory Maintenance		5030	8979	9304	7781	10350	8,175	9,294	-1,056			
66120 - Services												
66121 - Elevator, Fire & Burgler Alarm	MacDougall	4,672	5,613	8,155	10,800	6,000	5,465	6,000	0			
66122 - Other Services	MacDougall	6,724	5,781	4,622	4,057	6,000	1,074	6,000	0			
Total 66120 - Services		11,396	11,393	12,777	14,858	12,000	6,539	12,000	0			
66130 - Facilities Supplies	MacDougall	2,807	2,746	3,493	2,396	3,500	1,397	3,500	0			
66140 - Utilities												
66141 - EBMUD	MacDougall	17,201	20,928	19,160	26,946	19,200	14,315	19,200	0			
66142 - Garbage	MacDougall	7,415	7,573	7,787	8,254	8,500	5,443	6,624	-1,876			
66143 - PG&E Gas	MacDougall	4,727	4,694	5,138	4,699	5,200	3,870	5,140	-60			
66144 - PG&E Electrical	MacDougall	11,506	12,320	13,236	12,901	13,400	11,735	15,940	2,540			
66145 - PG&E Loan	Matsunaga	8,666	7,435	8,111	6,299				0			paid off 10/20
Total 66140 - Utilities		49,516	52,959	53,432	59,099	46,300	35,363	46,904	604			
Total 66000 - Facilities		83,864	108,454	117,703	125,155	107,150	79,353	106,698	-452			
67000 - Finance												
67050 - Stewardship	Oliver	1,955	2,512	2,342	144	2,400	0	2,400	0			
67100 - Benevity Fees	Matsunaga	178	171	141	33	150	18	30	-120			
67101 - Banking Charges	Matsunaga	1,030	1,902	1,188	2,124	1,200	1,900	2,642	1,442			
67102 - LOC Interest	Matsunaga		57						0			
67103 - Corporate Fees & Expenses	Matsunaga	1,052	139	42	0	100	28	42	-58			
67104 - Property & Liability Insurance	MacDougall	19,957	26,723	29,662	38,728	31,063	23,283	32,592	1,529			
67106 - Property Taxes	Matsunaga	8,346	1,409									
67117 - Church Property Tax	Matsunaga			8,519	10,772	7,138	7,138	18,118	10,980			
67118 - Rectory Property Tax	Matsunaga			918	869	809	404	871	62			
Total 67000 - Finance		32,517	32,914	42,813	52,670	42,860	32,771	56,695	13,835			
68000 - Budgeted Outreach												
68002 - Budgeted Outreach	Matsunaga	7,300	15,000	15,000	15,000	15,000	12,500	15,000	0			
68003 - Schools & Interfaith Council	Matsunaga	2,700	3,000	3,000	3,000	3,000	2,500	3,000	0			
Total 68000 - Budgeted Outreach		10,000	18,000	18,000	18,000	18,000	15,000	18,000	0			
69001 - Contingency	Matsunaga	488	1,688	1,389	784	5,000	1,877	10,000	5,000			
69003 - Covid-19 Supplies	Matsunaga				898	750	150	230	-520			move to facility supplies in future

SOURCE	2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
	Actuals	Actuals	Actuals	Actuals	Budget	Actuals Oct	Budget	Yr Change			
69002 - YE Reserve Funds		25,977						0			
						1					
Total Expense	626366	737024	744174	740978	753801	579153	798545	44,744	0	0	
Projected Surplus/Loss		0	8,053	-45,722	-52,230	57,773	-246192	-193,961			

2021-11 Admin Commission Report

Steven Oki

Activities and Problems

- **Copier Lease Review**

- We have decided to go with WiZiX for our copier solution for our next 5 years.
- We are working with US Bank on returning our existing copier and with WiZiX on delivery of our new copier. The copier delivery has been delayed by a couple of weeks and we are working out the return of our existing copier to US Bank/Shamrock. We have decided that it might be best to time things so the exchange should happen in January 2022.
- December is going to be a busy month for the church and having a vendor change could be disruptive as Sally Shea Potts, Rebekah Dodda, and Steven Oki will be out and unavailable during parts of the month.
- [2021 Copier Lease Evaluation - Executive Summary](#)
 - https://docs.google.com/document/d/1bOZbJbFZbT7gNwR_DB7xSZTAO_LM_3PTQ2hzu--WVaBw/edit?usp=sharing

- **Adobe Acrobat Purchase**

- Purchase Adobe Acrobat to be able to create fillable PDF forms.
- Training on creation of forms have been completed and several forms have been created.
- Forms created
 - Check request
 - Calendar request
 - Stewardship form

- **2022 Budget**

- We have worked with staff to determine the Administration portion of the 2022 budget.
- With the copier exchange in progress, and our changing printing and copier volume. This has become the most variable of our administrative costs.

- **ParishSoft Replacement**

- We have decided to hold an investigation until the new year. With December being a busy month and needing to complete the copier exchange.
- [gDrive Link](#) - <https://drive.google.com/drive/folders/1VMCumbvp0Oj2Wh6316zPp9gVxkuLCGuY?usp=sharing>
- Received a few suggestions for software replacements
 - ServantKeeper (Kari, Steve Z)
 - People Suite (St. Clair's)
 - ACS Technologies and Realm database (St. Stephens)

- [ParishSoft Usages](#)
- [Parish Database Research](#)
- **Music Director**
 - We are in progress with getting the Music Director (Myles Ellis) up and running with his PC, printer settings, phone and email.
- **Snagit Purchase**
 - We purchased a Snagit license and placed it on 2 systems in the office. The Snagit tool is a useful tool for creating snapshots of screens for our church documents.

Communications Commission Monthly Report

November 2021

Actions taken since October 2021:

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

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

Submitted by:

Ade Adekunle

Outreach Update for Vestry Meeting Nov '21. (G. Chong-Horsley)

Outreach Grant disbursement :

- Obtained approval from Finance Committee meeting on Nov 10 for the grant amounts
- All the check requests are signed, and bookkeeper will cut the checks this Wed Nov 17. Authorized check signers will be asked to move the process along so that all letters and money can be sent out before everyone goes away for Thanksgiving.
- This year we have 25% increase in number of donors at FOTH. Also, the donation amount less expense for this event is \$46k+, very comparable to previous years. Together with last year's late donations and amounts from Operating Budget, we have allocated \$64.7k to our partners and communities.

Agency	Granted 2021
Discovery Counseling Center	3,200.00
GAIA Global Health	5,000.00
Habitat for Humanity (hold)	2,000.00
Hope Solutions	5,500.00
Loaves and Fishes	7,500.00
Monument Crisis Center	6,500.00
Options Recovery Services	5,000.00
PFLAG	500.00
Rise Against Hunger (hold)	1,000.00
Shelter, Inc.	5,000.00
The Comfort Cub	2,500.00
The Gretta Foundation	7,000.00
The Respite Inn	2,000.00
Trinity Center	8,000.00
Trinity Center lunches (no longer active)	

Church Divinity School of the Pacific	1,000.00
Interfaith Council of Contra Costa County	1,000.00
School for Deacons	1,000.00
Episcopal Relief & Development *	1,000.00

* for immigrant relocation efforts

- Christmas Food box effort in high gear – a lot of folks were signing up to sponsor a shopper after last Sunday’s service.
- Turned in my budget line-item last month.
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Worship and Liturgy Report

November 2021

Since our October meeting I have:

- Called those families on my Pastoral Call List.
- Delivered four Directories to families who had not picked theirs up.
- Personally visited some parishioners who have been unable to attend.
- Met several times with Pastor Todd to work on technology for online services.
- Met with Pastor Susan regarding upcoming Christmas services.
- Conferred with Kari Doolittle regarding the scheduling of tech team, acolytes and lectors.
- Participated in weekly conversations with Rebekah concerning bulletins.
- Connected weekly with the entire liturgy teams for 8:00 a.m. and 10:00 a.m. services and secured substitutes when necessary.
- Updated frequently the website to reflect changes in the rota.
- Discussed with Rob Koteskey and his other Fellowship Team members regarding coffee hour.
- Continued dialog with Emma Gil regarding her upcoming wedding.
- Opened the church each Sunday Morning.
- Participated in some way with technology each Sunday.
- Met with clergy before/after services regarding changes in liturgy.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Served at the altar as a crucifer and a torchbearer.

Submitted by Jacqueline Chiavini