



GROWING TOGETHER
ST. PAUL'S OAKLAND 150 YEARS

**ST. PAUL'S EPISCOPAL
CHURCH**

ANNUAL PARISH MEETING

JANUARY 16, 2022

ZOOM LINK



ST. PAUL'S EPISCOPAL CHURCH

Annual Parish Meeting

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St. Paul's Episcopal Church Annual Parish Meeting

Agenda

Sunday, January 16th, 2022

1:00 PM	Call to order and Opening Prayer
	Verification of Quorum
	Approval of 2021 Meeting Minutes
	Vestry Nominations Report
	Rector's report
	Recognition of Service
	Vestry Election
	Reports: <ul style="list-style-type: none">• Committees• Ministries
	Financial Reports
	Open Q&A
	Other Business
2:00 PM	Closing and Adjournment



BYLAWS OF
ST. PAUL'S EPISCOPAL CHURCH
OAKLAND, CALIFORNIA

PREAMBLE

Saint Paul's Episcopal Church, Oakland, California having associated as a Parish for the purpose of maintaining the worship of Almighty God according to the faith and usages of The Episcopal Church, has adopted the Articles attached hereto as its Bylaws.

The Protestant Episcopal Church in the United States of America is otherwise known as and hereafter referred to as "The Episcopal Church".

The Episcopal Diocese of California is hereafter referred to as "the Diocese".

St. Paul's Episcopal Church may be hereafter referred to by name, or as "the Parish" or "the church".

ARTICLE I

Governance

1.1 The Constitution, Canons, Regulations and Discipline of the Episcopal Church and the Constitution and Canons of the same Church in the Diocese shall, unless they be contrary to the laws of the State of California or United States, always form and are deemed to be a part of the bylaws of this Parish and shall prevail against anything elsewhere herein contained that may appear to be repugnant to such Constitution, Canons, Rules, Regulations or Discipline.

The bylaws of the Parish and the Diocesan Canons relevant thereto will be maintained both in the church offices and as a link on the church's website.

ARTICLE II

Membership

2.1 All persons who have received the Sacrament of Holy Baptism with water in the name of the Father and of the Son and of the Holy Spirit and whose baptism has been duly recorded in the Parish register and all persons confirmed or received in the church whose confirmation, reception or transfer is duly recorded in the Parish register are members of the Parish.

ARTICLE III

Meetings of members

3.1 Annual Meetings. During the first sixty (60) days of each year there shall be a meeting of the members of the Parish. The date and time of the annual meeting shall be fixed by the Vestry not less than forty-five (45) days in advance thereof. At each annual meeting sufficient members shall be elected to the Vestry to fill the vacant positions, and each Parish organization shall present or make available in writing at or before the meeting reports of its activities and programs during the year and its financial condition. Other matters may be considered at the instance of the Rector or upon motion, duly seconded and carried.

3.2 Special Meetings. A special meeting of the members may be called at any time by the Rector, the Vestry, or by written petition signed by twenty-five (25) members.

- 3.3 Notice. Written notice of annual and special meetings shall be given to the members at least four (4) weeks in advance thereof and publicized at each regularly scheduled service on the Sunday preceding the day upon which an annual meeting is to be held. Notice of annual meetings shall be given in the church's newsletter, website, Sunday bulletin, and, to the extent possible, by email. Notice of special meetings shall be given in like manner, but if the special meeting is to be held at the Parish Church, the time may be shortened to three (3) weeks. The notice of a special meeting shall state the purpose of the meeting and set forth an Agenda of Business to be considered. Only business set forth on the agenda may be considered at a special meeting.
- 3.4 Place of Meetings. Annual meetings of members shall be held at the Parish Church or at any other place designated by the Vestry. Special meetings of members shall be held at the Parish Church or at such place as shall be designated by whom the special meeting is called.
- 3.5 Quorum. A quorum at any meeting of the members shall consist of 10% of the Total Active Parish Members, as defined by Parish rolls as of the preceding year's Parochial Report. No member may attend or vote by proxy.
- 3.6 Adjourned Meetings and Notice Thereof. Any meeting of members, annual or special, whether or not a quorum is present, may be adjourned to another date by a vote of a majority of members present. In the absence of a quorum, no other business may be transacted at such meeting.
- 3.7 Voting. Each person aged sixteen (16) or over whose name has been registered on the Parish register for six (6) months preceding such meeting, and any other person of like age who has, for the same period, been registered in the books of the Treasurer as a regular contributor to the support of the Parish, shall be entitled to vote. Every member present shall be entitled to one vote, and there shall be no voting by proxy or absentee ballot. Except as provided below, voting may be by voice or ballot, and action taken by vote of a majority of the members present shall constitute the action of the members.
- 3.8 Procedure at Meetings. All meetings shall be conducted in an orderly and fair manner guided by the most recent edition of Robert's Rules of Order, and minutes shall be taken.

ARTICLE IV

Vestry

- 4.1 The conduct and management of the business and temporal affairs of this Parish will be vested in, and controlled by, a board of directors, known as the Vestry. The canonically appointed Rector of the Parish will be a voting member of the Vestry, ex officio, and President thereof.
- 4.2 The number of Vestry members is hereby fixed at nine, exclusive of the Rector, which number may be changed by vote made at the annual meeting, in the manner provided hereof, but must be a number between six and 15.
- 4.3 All Vestry members shall be baptized lay persons age 18 or over, and the majority shall be communicants in good standing and registered in the Parish.
- 4.4 Vestry members shall support the congregation, either as participants in the annual Pledge Drive, through regular plate donations, or in any other fashion the Vestry deems wise.

ARTICLE V

Election of the Vestry

5.1. The Vestry members, other than the Rector, will be elected by ballot by the members of the Parish for three (3) year terms at the annual meeting of the Parish; one third of the members of the Vestry shall be elected at each annual meeting to serve for a period of three (3) years, or until their successors are elected. However, in the event of the death, resignation or termination for any reason whatsoever in the term of a member of the Vestry the remaining Vestry members shall appoint a successor for the vacancy and the person so appointed shall serve until the next annual election, at which time the vacancy shall be filled by election of a Vestry member who shall serve for the remainder of the term only and not for a full three (3) year term.

5.2 The term of office of the Vestry members will begin immediately after their election and will continue until their successors are elected.

5.3 No Vestry member will hold office for a continuous period longer than three (3) years, provided, however, that after the lapse of one (1) year from the termination of such three-year period he or she may be reelected to the Vestry.

5.4 The Vestry will appoint a nominating committee to present such nominations for the office to be filled as they deem wise, and in addition to those individuals so nominated, members of this Parish may present nominations from the floor at the annual meeting. The nominating committee shall include two at-large members of the church. The at-large members shall not be members of the Vestry, at the time such nominations are presented.

5.5 The election of Vestry members will be conducted in the manner provided by the Constitution and Canons of the Episcopal Church in the Diocese.

5.6 Any Vestry member who fails to attend three (3) consecutive regular meetings will be deemed to have resigned from Vestry.

ARTICLE VI

Vestry Duties

6.1 The Vestry shall be agents and legal representatives of the congregation in all matters concerning its property and finances and the relations of the congregation to its clergy. The Vestry shall:

- (1) elect a rector subject to the bishop's call;
- (2) assist the clergy in developing and maintaining a mutual ministry and trust to promote the spiritual well-being of the congregation;
- (3) be responsible stewards of the property and physical assets of the congregation;
- (4) ensure regular worship services for the congregation by securing, in accordance with the canons of The Episcopal Church and of this diocese, the services of clergy or qualified lay worship leaders or lay readers;
- (5) transact the temporal business pertaining to the congregation;
- (6) assist in the preparation of and approve an annual parochial report;
- (7) collect and pay to the diocese the monies committed for the support of the budget of the diocese; and
- (8) in general, work with the clergy in promoting the general interest of the congregation.

ARTICLE VII

Governance

7.1 **Parish Officers.** The officers of the Parish shall consist of the Rector, the Senior Warden, the Junior Warden, the Secretary, and the Treasurer.

7.2 **Rector.** The Rector of the Parish, in accordance with the Constitution and Canons of the Diocese shall have exclusive charge for all things pertaining to or affecting the spiritual interests of the Parish. It shall be the duty of the Rector to direct all things related to public worship and liturgy of the Parish. As President of the Vestry, the Rector shall have direction and administration of its business, officers and employees, and manage the use of the Parish buildings and grounds, subject to such control as the Vestry may have under the Diocesan Canons. The Rector shall preside and have the right to vote at meetings of members and of the Vestry, be ex officio a member of all standing or regular committees of the Parish and shall select Assistant Ministers who shall serve at the pleasure of the Rector. The Vestry shall not infringe upon these rights, nor upon any of the ecclesiastical rights, privileges or prerogatives of the Rector, as set forth in the Diocesan Canons.

7.3 **Senior Warden.** The Senior Warden must be a member of the Vestry and shall be appointed by the Rector. The Senior Warden shall be first Vice President of the Parish and be responsible for the Parish in the absence of the Rector.

7.4 **Junior Warden.** The Junior Warden must be a member of the Vestry and shall be elected by the Vestry. The Junior Warden shall be second Vice President of the Parish and shall be responsible for the Parish in the absence of both the Rector and Senior Warden.

7.5 **Secretary.** The Secretary shall be elected by the Vestry, but need not be a member thereof. The Secretary shall give all required notices of all meetings of the members and Vestry, and shall take, or cause to be taken, minutes of all such meetings. Once approved, the minutes shall be made available to the Parish members in a timely manner.

7.6 **Treasurer.** The Treasurer shall be elected by the Vestry, but need not be a member thereof. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the Parish, including pledges and other assets, liabilities, receipts, and disbursements, shall deposit all monies and other valuables in the name and to the credit of the Parish with such depository as the Vestry shall designate, shall disburse the funds of the corporation as may be ordered by the Vestry, and shall render to the Rector and Vestry whenever requested an account of all transactions as Treasurer and of the financial condition of the Parish.

7.7 **Committees.** The Vestry may appoint such other Committees as may from time to time be necessary, to serve at its pleasure. The Vestry may delegate to committees such of its powers and duties as it deems appropriate, but shall remain responsible for the temporal affairs of the Parish.

7.8 **Removal and Resignation.** Any officer, except the Rector and the Senior Warden, may be removed from office by vote of a majority of the entire Vestry at the time in office. Any officer may resign without the consent of the Vestry. The resignation shall take effect on the date it is received or at a later date specified therein.

7.9 **Vacancies.** Should the office of Rector become vacant, it may be filled only as provided in the Canons of the Church and the Diocese. Should any other office except that of Senior Warden become vacant, it shall be filled by the Vestry.

ARTICLE VIII

Meetings of the Vestry

8.1 Regular meetings shall be held at a day, time and place established by the current Vestry. Arrangements shall be made for attendance by telephone. The meeting shall be announced at each regularly scheduled service on the preceding Sunday, and any member may attend. Vestry meetings shall be open to all members of the congregation except when the Vestry adjourns to executive session. The Secretary, or in the absence of the Secretary a designate, shall take and keep records of the meeting and votes taken therein.

8.2 When urgent action is required, Provision shall be made for voting telephonically or by email or other electronic means. Such voting procedures should be used only in situations where urgent action is required and physical meeting is not possible or practical. In such situations, a record of the vote taken shall be made, and required notice of the meeting or vote must be given. Any action taken telephonically or by email or other electronic means shall be ratified by the Vestry at its next regular meeting.

8.3 A majority of the Vestry shall constitute a quorum, provided the member of the clergy in charge or [one of] the warden[s] is present.

8.4 The rector or a member of the Vestry designated by the rector shall preside over all meetings. In the absence of the rector and such designation, a warden shall preside.

8.5 No meeting of the Vestry shall be held unless the rector or member of the clergy in charge requests it or upon the call of three members of the Vestry. The Secretary or Rector shall provide all clergy and Vestry members with notice of a meeting at least three days in advance of the meeting.

8.6 Except as may be otherwise required by law, canon, or these bylaws, any action of the Vestry shall require the affirmative votes of a simple majority of those Vestry members in attendance and voting.

8.7 The most recent edition of *Robert's Rules of Order Newly Revised* shall govern all matters of parliamentary procedure not governed by canon or these bylaws.

8.8 Upon a motion that is seconded and approved, the Vestry may convene in executive session, that is, with only the Rector and the members of the Vestry present, to discuss personnel matters or other business of a sensitive nature. The Vestry in its discretion may consider but shall not take any action on matters in executive session. The minutes shall note that the Vestry met in executive session.

ARTICLE IX

Indemnification

9.1 If and to the extent permitted by applicable law and unless proscribed or otherwise limited by the Constitutions or Canons of The Episcopal Church or of the Diocese of California, the congregation shall indemnify, defend, and hold harmless past and present officers and Vestry and committee members (including the rector and other members of the clergy in their capacities as such) and their respective heirs and legal representatives from and against any and all liabilities, costs, and expenses (including attorneys fees and other defense costs) from time to time incurred by or imposed upon them respectively in connection with any threatened, pending, or completed civil, criminal, or administrative proceeding in which any of them may become involved by reason of their service to the congregation in such capacities, except with respect to matters as to which they may finally be adjudged in such proceeding to be liable for willful, wanton, or grossly negligent misconduct. Such indemnification shall be limited to instances in which the Vestry, acting on the advice of counsel and without participation by any party to the proceeding in question, has (a) determined that indemnification is appropriate under the provisions of this Article, and (b) in the event of any settlement of such proceeding prior to a final and binding adjudication of the same, approved the terms of the settlement. The right of indemnification under this Article is not exclusive, and shall be in addition to and not in derogation of any such right under applicable law or by contract. If this Article shall be amended or repealed such action shall

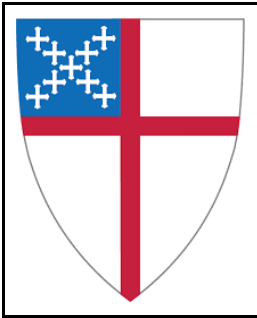
have prospective effect only, and shall not affect the indemnification rights of any individual with respect to proceedings in respect of which indemnification has been properly sought by application to the Vestry in writing by the individual(s) in question prior to the effective date of such action.

ARTICLE X

Amendments

10.1 These Parish by-laws may be altered, repealed or amended, or new bylaws may be adopted, (1) by the vote of the majority of the Vestry at a meeting duly called for that purpose, or (2) by the written consent of a majority of the members of the Parish, or (3) by the vote of a majority of the members at a meeting duly called for such purpose, at which a quorum is present.

As amended and revised February 2015



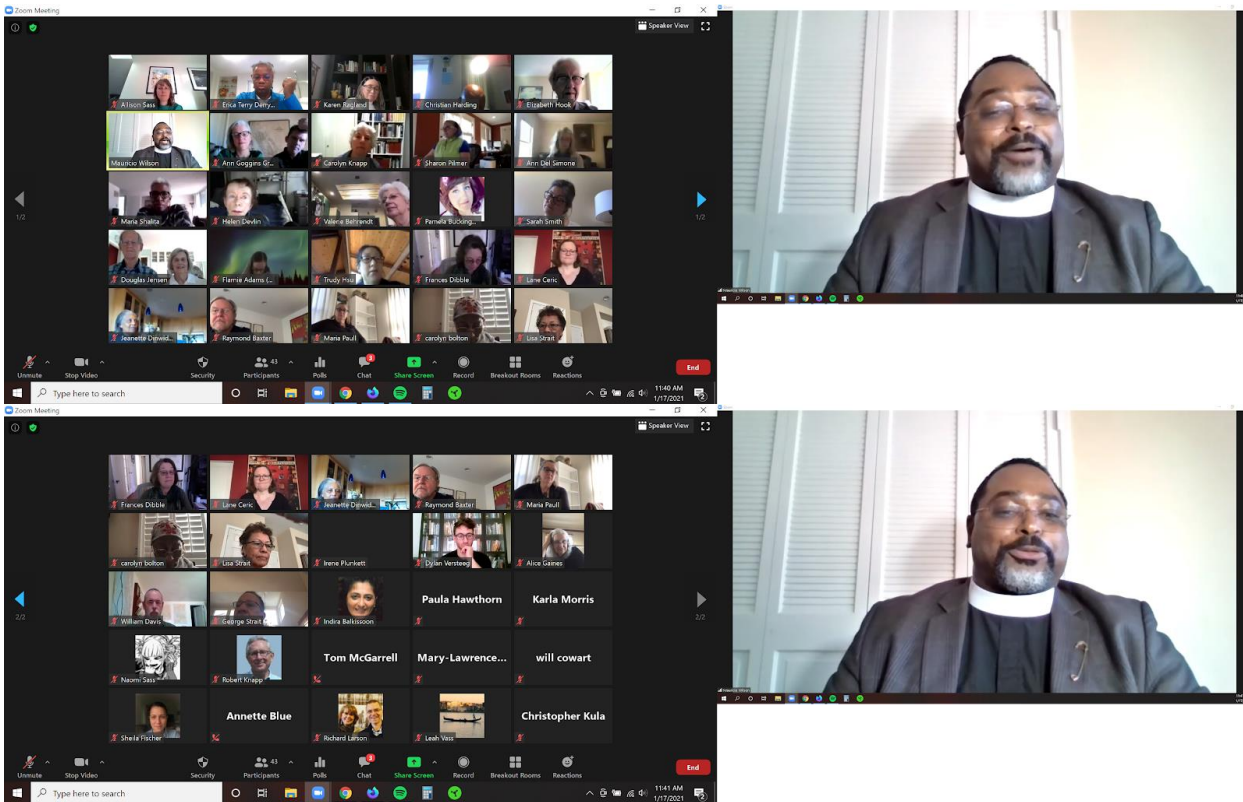
St. Paul's Episcopal Church Oakland Minutes Annual Parish Meeting January 17, 2021

AGENDA

St. Paul's Episcopal Church
Annual Parish Meeting
Sunday, January 17, 2020

Attendance link: <https://docs.google.com/document/d/1TAu-yfq6vFjJAp4kQgD9tnDa3v7Wsii1/edit>

The image displays three screenshots of a Zoom meeting interface, likely from the same session. Each screenshot shows a grid of participant video feeds on the left and a list of participant names on the right. The names are listed in a column, with some names having a small icon next to them. The interface includes a search bar at the top, a list of participants, and a list of names on the right. The names listed are: Erica Terry Demery (host, me), Maurice Wilson (co-host), Allison Sans (co-host), Ann Giggins Gregory (co-host), Alice Gaines, Ann Del Simone, Annette Blair, Carolyn Bolton, Carolyn Knapp, CHRISTIAN Harding, Christian Harding, Christopher Kule, Douglas Jensen, Fannie Adams (Marchant), Frances Dibble, George Strait, Helen Devlin, India Balkissoon, Irene Plunkett, Janette Dismalide Moore, Karen Ragland, Kara Morris, Lane Cecil, Leah Voss, Lisa Strait, Maria Pauli, Pamela Buckingham, Paula Hawthorn, Raymond Barber, Richard Larson, Robert Knapp, Sarah Smith, Sharon Pliner, Sheila Fischer, Tom McConnell, Trudy Wito, Valerie Behrendt, Will Cosart, and William Davis. The interface also shows a search bar, a list of participants, and a list of names on the right.



The meeting was called to order 11:30am w/ acknowledgement of quorum by clerk Erica Terry Derryck.

Meeting opened with a prayer from Mother Anne Jensen.

Minutes from the Annual Meeting 2020 were reviewed. Changes were minimal (updating names). A motion to approve was put forward by Allison Sass, seconded by Anne Jensen and approved unanimously.

The nominees for new Vestry members: Lane Ceric, Scott Buckingham, and Flarnie Nonemaker were named by Allison Sass. There was an additional call for nominees to be sent privately via the chat to the Nomination Committee members.

Rector's Report

- This year was different than any we've had.
- Thought we'd be celebrating our 150th anniversary and had been making plans. Then COVID-19 struck.

WORSHIP

- Had to adapt our worship routines and practices. Went from no passed cup to small individual cups to no cups.
- Had to learn new tech. Zoom. For me this meant getting a new phone.
- Our worship location has been my home which so few have been to. No shared space. Congregation is from all over the Bay Area. It has been a challenge.
- Music is so important at SPEC. Had to change that too. For instance no one over 65 could be in-person. Meant members of the choir and clergy were not able to be in church.

PASTORAL CARE

- No in-person pastoral care based on rules.
- Robert Knapp led us in checking in via calls. Made us realize we needed to update our database.
- When you're called: say if there is something you want to share. We all have different rules for ourselves when it comes to our personal info.
- Invite the congregation to reach out and share what you need because the rector can't check in with everyone directly.

FINANCES

- Ann will give a detailed update as our Treasurer.

REGATHERING TASK FORCE

- Sharon Pilmer and Bill Davis led this committee to focus on what it would like for us to regather when we were reauthorized. Sharon to give a summary report so I'm not going to go into details.
- Thanks to clergy and Vestry and all of you.
- I'm an extrovert. Miss your energy.

Fr. Wilson called for questions and indicated there will be more time for Q&A later in the meeting.

Recognition of Service

Fr. Wilson recognized Dylan Versteeg, Bill Davis and Allison Sass for their service as outgoing Vestry members.

Officers/Vote for New Vestry Members

Sharon Pilmer moved for the close of the ballot. Lisa Strait seconded.

Any opposition. None. Approved unanimously.

Sharon Pilmer was appointed Sr. Warden the only position appointed by Rector.

Ministry Reports

- There were no nominations for delegates to convention and deanery. Fr. Wilson asked that anyone willing to serve be in touch with the Rector or Vestry through the Sr. Warden)

Reports

Attendees were reminded that the committee reports were in the meeting packet.

- Altar Guild (Anne Del Simone)
 - There was no verbal report given.
- Social Justice (Dylan Versteeg)
 - Reported that the food pantry has remained opened and has been operating well during the pandemic.
 - He thanked Paula Hawthorne and the other committee members for their continued participation and support.
- Prayer (Jeanette Dinwoodie-Moore)
 - Indicated that the team is always looking for more writers.
- Pantry of Hope (Carolyn Bolton)
 - Thanks to helpers
 - Youth members involved. Called out Ismet.
 - 10k donation from the Schooler family

- 50 bags is the goal for each pantry week
 - Buying food has been a challenge with limits at stores, but doing it.
 - Fr. helping with delivery
 - Fr. Wilson flagged Deacon Bolton was supposed to retire at 72, asked for special permission for her to keep working. Thanked her for keeping us aware of the realities of life for many in Oakland and look forward to giving her a proper retirement party when the time comes.
- Coffee House (Alice Brilmeyer)
 - Looking forward to a very robust celebration
- Ushers (Doug Jensen/Ray Baxter)
 - Need new ushers. Some of the members are not healthy enough or comfortable enough. Will need younger new members for when we come back to in-person worship.
- Regathering (Sharon Pilmer)
 - Focus on return to in-person worship.
 - Church building has been cleaned.
 - Cleaning and hygiene will be important.
 - Deep cleaning of the building was done.
 - Assessment of the ventilation system. Good news is that intake is fresh air from outside.
 - Few things remain to be tested: the reservation system. We can use our database system Breeze to do this when the time comes. Will work with the Parish Administrator when the time comes.
 - Callout from Parish that upgrading AV is important.
 - Thanks to Vicki for keeping the website up to date and that we need to do a better job of communicating. Vicki, Carolyn, Robert, Janette, looking into how to improve communications.
 - Pandemic showed us vulnerabilities.
 - Better comms with outgoing info from Vestry and rector and incoming as well.
 - More to come on that communications effort.
 - Carolyn's work on the regathering round-up was a reminder from Robert. That report was sent out by Carolyn.
- Finance (Ann Gregory)
 - Powerpoint presentation from Ann Gregory.
 - Detailed financials were shared in the report.
 - Parish has weathered 2020 well. Ended the year with a lower deficit than in the previous three years. Uses funds and other assets to bridge the gap and had to use that less.
 - Ongoing stewardship has been well-maintained.
 - Savings from:
 - not hiring a children's ministries lead
 - Lower operational costs with closure
 - Investment accounts performed well
 - PPP loan to cover payroll
 - Made decision to reinvest \$65k of dividend income given how strong the market is performing.
 - Difference in savings on expenses is the same as the difference on revenue that was not brought in. \$149k deficit will reduce to \$93K once the PPP loan is forgiven.
 - Plate contributions up \$25k, but pledges down \$50k
 - No lease or space use income b/c of COVID closures.
 - Expected income to fall lower b/c of COVID important to note that continued giving of parishioners is important.
 - Some admin increases and some operational costs like the deep-cleaning.

- 2021 Budgeting is very conservative:
 - Assumption that we will regather in July at the earliest.
 - Using a building fund to make a significant improvement to the AV system.
 - Additional Budget could come from another PPP payroll loan we're applying for.

QUESTIONS

- George Strait asked a question on how our investments did compared to the S&P.
Fr. Wilson replied:
 - Worked with Merrill Lynch team to position ourselves as long term players.
 - Not a retirement fund approach -- want to be able to sustain the parish for centuries, not decades.
 - \$2.95M highest our portfolio has been since Rector started.
 - We took \$175K money out to cover shortfall and some expenses associated with the COVID closure and regathering plans.
 - Up by \$200K even with those expenses/withdrawal.
 - Split the difference in terms of how did vis a vis
- Robert Knapp asked about the pledge count so far in 2021?
Ann Gregory replied:
 - Missing pledges. Asking people to send back in their cards which were sent via email and electronically.
 - 26 pledges = \$96K which is why pledges are still needed
- Robert Knapp asked will the youth ministry lead search resume in 2021?
Fr. Wilson replied:
 - Yes
 - Follow-up question: Budget amount looks like a half time position? Is that the expectation?
- Fr. Wilson replied:
 - Yes Fr. Wilson said, being conservative
- Sharon Pilmer asked about the loan and the repayment plan.
Fr. Wilson replied:
 - Diocesan line of credit with union bank 565K
 - Been paying down slowly
 - Vestry approved in Jan to pay down 100K
 - Week after vote, shelter in place happened.
 - Paused the plan to repay b/c markets started to go down.
 - On Dec. 31 SPEC made a 50k payment on the mortgage.
 - Debt is now just under 500K
 - Will pay \$5K per month to pay down principal over the course of 2021.

ANNOUNCEMENTS

Feast of St. Paul's

- Bishop Mark is coming next week for the SPEC St. Paul's Feast Day Sunday.
- Trying to ask for a special blessing.
- Did a test of using ZOOM today at 8am in order to try to use ZOOM next week. Next Sunday's service will be by ZOOM.
- Let those who don't have FB know. Video on ZOOM won't be as good as FB.
- One bit of news: best version we can of singing Happy Bday to Mother Anne.

Fr. Wilson asked Chris Kula to give his report about Music b/c he didn't give an update in the ministry report sections.

- More noted for what we were not able to do than for what we were.
 - Limited Choir b/c of the rules around COVID
 - Not able to open the space to other music groups.
 - Relationship w/ SPES momentum to build a
 - Live streamed and were able to share using a smaller group.
 - How to put an infrastructure in place to offer music and other offerings virtually was something we are now looking into based on learnings from this year.
 - We skipped out on All Soul's and Evensong in the fall, but otherwise were largely able to offer our programs.
 - Felt it very meaningful to be able to present music during the pandemic and to continue to be in community through music.
 - Addicted to text messages from Richard Larson after the services to thank him for letting me know how the music was received.
 - We learned how to adjust and had to take a different musical approach with a schola instead of a choir and it changed the music we used.
 - Moved more into... ?... musical form we had only done a few times.
 - Christmas we did with only two extra instrumentalists to give a sense of the magnitude of the occasion.
- A question was asked about the Altar Guild report. Fr. Wilson gave a brief update.
 - Changed leadership from Ann Del Simone to Maria Paull
 - Had to restructure how we did the work since not all members from the same household.
 - Altar Guild shifted how it works.
 - Consistently beautiful floral arrangements has been done throughout the pandemic.
 - Maria Paull added that we are good now, but when we start to meet again, we will need another team member for Ann Del Simone's team.
- Pam Buckingham added that there have been lots of ways to meet on Zoom.
 - Thurs, morning prayer
 - Saturday social hour
 - Sunday coffee hour
 - All info listed online
- George Strait gave a shout out to Fr. Wilson for being an incredible rector during all of this.
- Maria Paull mentioned she shares his
- George Strait moved to adjourn. Allison Sass seconded.

Deacon Bolton gave closing prayer.

Meeting Adjourned at 12:57pm

Faithfully submitted,
Erica Terry Derryck

Attachments follow

ST. PAUL'S EPISCOPAL CHURCH

ANNUAL PARISH MEETING

JANUARY 17, 2021

COMMITTEES AND MINISTRIES REPORTS

SOCIAL JUSTICE COMMITTEE, *submitted by Paula Hawthorn, Carolyn Knapp, Robert Knapp, and Dylan Versteeg*

As with so much else at our parish, the work of the social justice ministries at St. Paul's was heavily affected by the Coronavirus pandemic this year. Nonetheless, the parish continued in modified ways its work to live out Christ's teachings to love our neighbors, uplift the disadvantaged, and create a more just human world. In January, organizers of the parish's various social justice ministries met together as a committee to plan and coordinate. These meetings were intended to happen regularly throughout the year, but we have discontinued them during the pandemic and instead organized these ministries in a more fluid manner.

Immigration and English Language Teaching Ministry:

The committee supported the English as a Second Language program at Primera Iglesia Presbiteriana Hispana (Fruitvale, Oakland) until it shut down due to the Coronavirus pandemic. Primera Iglesia primarily serves poor and undocumented people in the area. In response to their difficulties as they lost jobs due to sheltering in place and closed businesses, St. Paul's contributed \$1,000 to help them meet their needs.

Lenten Program:

During Lent, the social justice committee sponsored a Lenten program, the Social Justice Bible Challenge. This was a reading and discussion (via Zoom!) group that studied Biblical citations and first-person commentaries as a way to see how the Bible could be related directly to the social justice issues of our times.

One Thousand Days of Love Campaign:

This Advent we once again worked with Episcopal Relief & Development and its Gifts for Life program, this time through the One Thousand Days of Love campaign. Our "village" of St. Paul's had as its goal a \$1,000 gift of a One Thousand Days of Love package (including food, mosquito nets, and bicycles for volunteers) to a village that needed our help to nurture healthy children and help them achieve their full potential. And, with the help of a small top-up from the parish outreach fund, *we made it!* Even better, a matching program at Episcopal Relief & Development meant that *our gift was actually \$2,000. So we helped two villages.*

Giving Tree:

This year, since we could not gather in the church, we had to improvise a way to have a Giving Tree. The Giving Tree is our annual Christmas program in which we provide gifts for the local families that the Center for the Vulnerable Child (CVC) has designated are in need. This year the CVC asked that we provide no actual presents, just gift cards, so we asked parishioners to donate cash, and Father Mauricio bought the cards and took them to the CVC. Our goal was that we would get a \$100 gift card for each of the 22 individuals on our gift list. St. Paul's parishioners, as always very generous, donated \$2,170, with the remainder donated through Father Mauricio's Rector's Discretionary Fund.

PRAYERS OF THE PEOPLE 2020, submitted by Jeanette Dinwiddie Moore

"Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your request to God." Philippians 4:6-7

2020 was a year where many of us reflected on this scripture often as we lifted our petitions to God. Our third year of this ministry at St. Paul's experienced some of the similar starts and stops as the church regathering efforts. We were blessed to add a new voice to the Prayers of the People and three members will take a break for now. We hope that the Prayers of the People have enriched the worship experience and touched your hearts. We continue to invite new members to join us and lend their voice by writing prayers. Typically, we write prayers about six times a year and take a break during the summer (July and August). If spending more time with God in prayer and contemplation is tugging at your heart, we invite you to join us in this ministry as we would love to have you. Just let the clergy know or you can contact me directly, Jeanette Dinwiddie-Moore, (510) 531-3355 or dinwidd@gmail.com if you would like to learn more.

Prayerfully,
Pamela Buckingham
Alice Gaines
Elizabeth Jenkins
Cortland Kirkeby
Madyé Parish
Matthew Whitney
Jeanette Dinwiddie Moore

FAITH FORMATION, submitted by The Rev. Anne Jensen

Due to COVID-19 and all that the shutdowns and regathering plans required, Faith Formation was on hold until the Fall, when we began Sacred Ground, a program sponsored by the National Episcopal Church. This program includes readings and films that the participants read and see before gathering for reflections and sharing their own experiences that relate to the topic. The films often include the often untold stories that haven't been included in standard American history textbooks.

The accompanying books are Howard Thurman's *Jesus and the Disinherited* and *Waking Up White* by Debby Irving. The first is a reflection on the significance of the religion of Jesus to people who have their back to the wall. This small book had tremendous influence on Martin Luther King Jr. and the Civil Rights movement, and one can see its influence on our Presiding Bishop Michael B. Curry. The second book is a reflection of a woman who grew up experiencing whiteness as normative and discovering that her ignorance was a barrier to true relationships with people who were different from her.

This program is a pilgrimage that we are taking together and at the same time, each of us is doing our own internal work. While this program was meant to be done in an all-white group, we had people of varied backgrounds who wanted to do it, which is one of the options set forward in the program. In our case even though the program was designed to be done in person in a circle, we have built bonds of trust through Zoom. We are a little more than halfway through the 10 sessions and meet every two weeks. This has been a rich experience for us. If others would like to follow this program we certainly can have additional groups. Please contact the clergy if you have interest.

THE PANTRY OF HOPE, submitted by The Ven. Carolyn Bolton

The Pantry of Hope is going into its ninth year of ministry this year. It has offered wholesome food resources and items free of charge to community members in need. The pantry is designed to those who may need a bit of extra help to make it through the end of the month. The Pantry was serving sixty individuals per Sunday until services was closed down because of the mandated order of Covid-19. We found a way to continue with The Pantry, keeping volunteers safe without direct contact. Bags were pre prepared with volunteered and given out on Sundays with social distancing guide lines to the community.

Participants were given nutritious bags of food totaling a poundage for 2020, of 13,716 pounds of food distributed. When you calculated the amount, The Pantry was able to serve (11,430 meals) with the assistance of the Food Bank.

Special Thank you: Without the assistance of the church and members we could not have achieved the numbers this year. Thanks to Arnett Moore and all volunteers who assisted in distribution and preparation of the bags. All St. Paul's members who provided financial support and donated items to make sure The Pantry bags were full.

DEACON'S REPORT, *submitted by The Ven. Carolyn Bolton*

No report because of Covid-19: All church services suspended. Deacon not able serve or participate because of the health risk.

ACOLYTE REPORT, *submitted by The Ven. Carolyn Bolton*

All service suspended because of Covid-19

COFFEE HOUR, *submitted by Alice Brilmayer*

We are blessed with 20 teams, families, and individuals who provide refreshments for fellowship after the 10:00 a.m. service. This past year, Jeanette Dinwiddie Moore also organized the St. Paul's Hospitality Committee, who are tasked with helping to put food out and clean up at potlucks. Once sharing food is restored, we'll be recruiting more folks for both committees.

Because of the pandemic, we suspended any kind of food-sharing. Once in-person services resume, we still may not be able to dine together safely for some time. Please keep yourself and your loved ones safe so we can all share a meal at some time in the future.

USHERS, *submitted by Ray Baxter and Doug Jensen, Usher Team Co-Chairs*

After two months of normal activity, the ushers went into shelter-in-place along with everyone else in the Bay Area, as in-person services at St. Paul's came to a halt. Since that time, we have participated actively in the Regathering Task Force, developing plans and detailed protocols for usher responsibilities under limited-attendance scenarios to re-open services. We developed protocols for two scenarios for phasing in in-person services: limited outdoor services, and limited indoor services.

Although neither scenario has come to pass yet, we will be well prepared for our eventual return to in-person services.

The one challenge that jumped out at us as a result of this planning work is the need to recruit additional ushers, to take on the added responsibilities that will come with maintaining physical distancing and adhering to our “community covenant” regarding our health and that of our fellow parishioners when we return to in-person services. We are delighted that two of St. Paul’s stalwarts have already stepped forward to join the usher corps once we reopen for in-person worship. We could still use more hands. Anyone interested in becoming an usher should contact either of us at your convenience.

REGATHERING TASK FORCE, *submitted by Sharon Pilmer*

Background: In June of this year, the Rector requested that a task force gather to tackle the development and implementation of a plan to physically regather in the face of new restrictions imposed by the county of Alameda and the Diocese in the face of COVID 19. The task force was chaired by Sharon Pilmer (vestry person) and Bill Davis, Junior Warden. Task force members included Robert Knapp, Carolyn Knapp, Ray Baxter, Victoria Larson, Dylan Versteeg, Jeanette Dinwiddie Moore, Alice Brilmayer, Sergio Prieto, Erica Derryck, and Will Cowart.

Focus of Work:

- Development of written reopening plans for the Diocese and Alameda County
- Staff training and education
- Site preparation
 - Hygiene
 - Disinfection
 - Ventilation
 - Compliance with physical distancing and PPE requirements
- Process development for limiting attendance for in-person worship to that dictated by County Guidelines

Work Products:

- **Regathering Plan** for Diocese (attached), v6, required by the Diocese prior to physical regathering
- **Regathering summary for Diocese** (attached)
- **SPEC Site Specific Protection Plan v 2**, required by Alameda County for business reopening
- **Worker Training**, written training for employees, for their information and attestation that they have read and understand the document (attached)
- **Information for worship participants**, for those who would like to gather in person, when permitted (attached)
- **Campus cleaning checklist**, details tasks by location and frequency. Has not been fully implemented yet. Will need to be updated once building is open to the public. (draft attached)
- **Standard work for ushers** for managing flow before, during and after service (draft attached)
- **Created St. Paul’s Community Covenant**, including signage (attached)
- **Site Preparation:**

- Installation of free-standing and touchless wall mounted hand sanitizer stations throughout the parish office building and church
- Installation of touchless soap dispensers in all bathrooms and first floor office kitchen
- Installation of touchless paper towel dispensers in all bathrooms
- Replacement of trash receptacles with step on receptacles
- Placement of proper handwashing signage in all bathrooms
- Decluttering of narthex, working sacristy and ambulatory
- Deep cleaning of church building
- Replacement of old upright vacuum cleaner with light weight, cordless, professional HEPA filter vacuum cleaner which will permit easy cleaning and high dusting up to 20 feet.
- Purchase of EPA approved cleaners and disinfectants
- Creation of cleaning schedule and task list, and manager standard work to assess performance
- Change light fixture in Brides' room bathroom to motion activated from pull cord activated.

Outstanding items:

- **Reservation system:** apparently is set up but has not been tested yet. Will test when we get close to reopening again.
- **Ventilation:** A ventilation assessment of the church building was performed by United Mechanical of San Jose. A written assessment is attached and additional information and interpretation/recommendations will be forthcoming.
- **Validate cleaning checklist, competencies.** Assess time taken to execute.
- **Test and validate flow for in person worship**

Summary

Physical regathering: Considerable effort has been expended to make ready our space for in-person worship. We should be ready to go, once we are permitted, with a little bit of additional effort around workflow and reservation systems. I would like to thank Bill Davis and the task force in their assistance with this task at a very challenging time in the life of our parish. A personal shout out to Bill Davis who mounted/assembled all of the soap, towel and hand sanitizer dispensers.

Recommendations to the vestry: As our team worked through the regathering process, we encountered some challenges and recurring themes that, although they did not directly impact the work that was done, impact our life as a parish as a whole, during this challenging time.

Online offerings: With in person gathering off limits, we have become reliant on online offerings and communication. Given the current state, we anticipate that this new way of being community will continue well into 2021. The task force would like to acknowledge and extend our gratitude toward all those who have worked hard to make this possible.

- To the Rector, other clergy, Chris Kula and the quartet, and lay readers for leading our on line worship
- To Victoria Larson who has kept our website up to date, uploaded all of the broadcast services and rector's daily messages, and kept the Facebook group up to date
- To Pam and Scott Buckingham and Alice Brilmayer for hosting coffee hours and happy hours

- To Pam Buckingham for initiating a lay led morning prayer service (initially in person but now on zoom)

In the current state, services are livestreamed via our Facebook Group page and are then posted on the website at a later time for viewing after the fact. To view a service or the rector's daily message live, viewers must have a Facebook account, and join the Facebook Group.

Recommendation #1: There are many who do not have Facebook accounts, and the team feels that we should add additional platforms to facilitate real time viewing for those who do not have Facebook.

Recommendation #2: The sound quality using our existing system is suboptimal, particularly for the clarity of the spoken word. The vestry is investigating ways to improve this, and the task force supports this effort, to move forward as quickly as possible, with the following recommendations:

- Improve clarity of spoken word
- Support more than one camera angle
- New system should not be intrusive once in-person worship has restarted
- New system should be EASY for anyone to operate with a minimum of training
- Include Victoria Larson in decision making around broadcast platform and interface with the website, and for assessing interest and requirements and use of outside music groups.

Recommendation #3: *Develop a more robust process to maintain a clean database.* We are grateful to Robert Knapp, Jackie Kamakate (administrator), the Rector, Tom McGarrell, and Rev Anne Jensen for their work updating the parish directory. We need a structure and a process to keep it updated to avoid massive clean-up efforts going forward.

Recommendation #4: Re-form the communications committee to ensure that our communications to the parish have relevant content and reach the widest possible audience. During our work the issue of parish communication came up repeatedly. Our inability to communicate in person during our normal Sunday worship has revealed gaps in our communication process that we feel need to be addressed. Variability in the type of contact information we have on parish members, members' comfort with using/access to a computer, and using platforms that may limit access (Facebook) all limit our ability to reach people. We need to consider the content we wish to convey, how we want to convey it so it reaches those who should receive it, and how often.

TREASURER'S REPORT, *submitted by Ann Gregory, Treasurer*

See statements on following pages

St. Paul's Episcopal Church
Balance Sheet
As of December 31, 2020 est.

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>
ASSETS			
CHECKING & BANKING			
1101 · Community Bank - 7815	86,273	4,405	81,868
1102 · RDF Checking - CBB -5638	1,146	1,380	-234
1109.8 · Costco Citi Card Clearing x7302	0	-2,640	2,640
1109.9 · Card Services Clearing x0428	0	-190	190
Total CHECKING & BANKING	<u>87,419</u>	<u>2,955</u>	<u>84,464</u>
ACCOUNTS RECEIVABLE / PREPAIDS			
1201 · St. Paul's Episc.School-current	0	6,470	-6,470
1208 · Other Accounts Receivable	0	298	-298
Prepaid Expenses			
1225 · Other Prepaid Expenses	0	1,201	-1,201
Total Prepaid Expenses	<u>0</u>	<u>1,201</u>	<u>-1,201</u>
Total ACCOUNTS RECEIVABLE / PREPAIDS	<u>0</u>	<u>7,969</u>	<u>-7,969</u>
INVESTMENTS			
Merrill Lynch			
1305.1 · Merrill Lynch Cash	57,002	102,374	-45,372
1305.2 · Merrill Lynch Investments	<u>2,540,420</u>	<u>2,290,036</u>	<u>250,384</u>
Total Merrill Lynch	<u>2,597,422</u>	<u>2,392,410</u>	<u>205,012</u>
Other Funds			
1320.2 · Diocesan Endowment Fund	<u>86,926</u>	<u>86,926</u>	<u>0</u>
Total Other Funds	<u>86,926</u>	<u>86,926</u>	<u>0</u>
Total INVESTMENTS	<u>2,684,348</u>	<u>2,479,336</u>	<u>205,012</u>
FIXED ASSETS			
1401 · Land	500,000	500,000	0
1402 · Buildings	7,691,217	7,691,217	0
1410 · Furniture & Equipment	<u>730,910</u>	<u>730,910</u>	<u>0</u>
Total FIXED ASSETS	<u>8,922,127</u>	<u>8,922,127</u>	<u>0</u>
TOTAL ASSETS	<u>11,693,894</u>	<u>11,412,387</u>	<u>281,507</u>

St. Paul's Episcopal Church
Balance Sheet
As of December 31, 2020 est.

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>
LIABILITIES & EQUITY			
Liabilities			
ACCOUNTS PAYABLE.			
2302 · Accounts Payable	0	18,739	-18,739
2301 · Rector's Discretionary Fund	4,504	3,248	1,256
2306 · Bolton Arch Deacon's Disc.Fund	1,180	1,100	80
Passthroughs			
2351 · 150th Anniversary	-3,029	-3,154	125
2350 · Other Passthroughs	620	0	620
Total Passthroughs	<u>-2,409</u>	<u>-3,154</u>	<u>745</u>
Total ACCOUNTS PAYABLE.	<u>3,275</u>	<u>19,933</u>	<u>-16,658</u>
DEFERRED REVENUE			
2401 · Prepaid Pledges	0	800	-800
2404 · Prepaid Rents	10,553	555	9,998
2405 · Prepaid Space Deposits	0	300	-300
2406 · Prepaid Space Deposits next yr	0	2,415	-2,415
Total DEFERRED REVENUE	<u>10,553</u>	<u>4,070</u>	<u>6,483</u>
HOLDING FUNDS			
2503 · Organ Restoration Fund	5,055	5,055	0
2522 · Music Development Fund Income	10,136	10,136	0
2514 · Altar Guild Fund	1,016	1,016	0
2540 · David Farr Recognition	37,394	39,659	-2,265
2550 · Memorial Fund	175,802	68,718	107,084
Total HOLDING FUNDS	<u>229,403</u>	<u>124,584</u>	<u>104,819</u>
Loans Payable			
2803 · SBA Payroll Protection	56,391	0	56,391
2805 · Mortgage, Union Bank	565,000	565,000	0
2806 · -- Mortgage Pay Down	-61,571	0	-61,571
Total Loans Payable	<u>559,820</u>	<u>565,000</u>	<u>-5,180</u>
Total Liabilities	<u>803,051</u>	<u>713,587</u>	<u>89,464</u>

St. Paul's Episcopal Church
Balance Sheet
As of December 31, 2020 est.

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>
Equity			
TEMPORARILY RESTRICTED FUNDS			
Vestry Restricted Funds			
3311 · Building Fund	257,245	241,095	16,150
3315 · Nancy/Virginia Bradford Mem.Fun	150,000	150,000	0
3318 · New Initiatives DevelopmentFund	49,675	49,675	0
Total Vestry Restricted Funds	<u>456,920</u>	<u>440,770</u>	<u>16,150</u>
Donor Restricted Funds			
3335 · Pantry of Hope	31,374	16,371	15,003
3336 · Bags - Homeless	3,694	3,694	0
3322.2 · Senior Resources Heath Bequest	36,042	36,042	0
3321 · Axel Nelson Fund	26,000	29,000	-3,000
Total Donor Restricted Funds	<u>97,110</u>	<u>85,107</u>	<u>12,003</u>
Total TEMPORARILY RESTRICTED FUNDS	<u>554,030</u>	<u>525,877</u>	<u>28,153</u>
PERMANENTLY RESTRICTED FUNDS			
Donor Restricted Funds			
3401 · Columbarium Fund	6,477	6,600	-123
3411 · Diocesan Endowment Funds	86,926	86,926	0
3412 · Building Endowment Fund	77,062	77,062	0
Total Donor Restricted Funds	<u>170,465</u>	<u>170,588</u>	<u>-123</u>
Vestry Designated Endow. Funds			
3451 · Walston Endowment Fund	500,000	500,000	0
3459 · Bradford Endowment Fund	978,323	978,323	0
Total Vestry Designated Endow. Funds	<u>1,478,323</u>	<u>1,478,323</u>	<u>0</u>
Total PERMANENTLY RESTRICTED FUNDS	<u>1,648,788</u>	<u>1,648,911</u>	<u>-123</u>
FIXED ASSETS..			
3701 · Land	500,000	500,000	0
3702 · Buildings	7,068,927	7,068,927	0
3703 · Fixtures & Equipment	725,000	725,000	0
Total FIXED ASSETS..	<u>8,293,927</u>	<u>8,293,927</u>	<u>0</u>
3801 · Unrealized Gain / Loss	543,425	230,085	313,340
Net Income	<u>-149,326</u>	<u>0</u>	<u>-149,326</u>
Total Equity	<u>10,890,844</u>	<u>10,698,800</u>	<u>192,044</u>
TOTAL LIABILITIES & EQUITY	<u>11,693,894</u>	<u>11,412,387</u>	<u>281,507</u>

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
December, 31, 2020 est

	202 Actual	Annual Budget
Income		
<u>CONTRIBUTIONS & DONATIONS</u>		
4101 · Pledges	123,871	175,000
4102 · Plate	75,657	50,000
4103 · Matching Funds from Employers	2,820	
4105 · Special Offerings	1,688	3,000
4110 · Worship Music	255	3,000
4159 · - Less PayPal & CrCard Fees	(963)	(250)
Total CONTRIBUTIONS & DONATIONS	203,328	230,750
<u>INVESTMENT INCOME</u>		
4201 · Interest/Dividends Investments	25,110	62,542
4203 · Diocesan Endowment Fund	5,995	7,000
4204 · Gas & Oil Lease	1,847	10,500
4206.9 · Less Advisory Fees	(20,218)	(18,000)
Total INVESTMENT INCOME	12,734	62,042
<u>SPACE USE</u>		
4301 · Apartment	15,000	15,000
4301.5 · Apartment Expenses	(3,839)	(1,000)
4302 · Covia Community Services	6,253	8,304
4302.5 · Covia - CR to Epis School	(1,200)	(1,200)
4302.9 · Less expenses of Space Use	(1,225)	0
School Lease		
4303.1 · Basic lease	16,536	16,536
4303.3 · Extra Space - Parish Bldg	30,366	30,360
Total School Lease	46,902	46,896
4305 · Community Music Events	1,530	10,500
4306 · Church Use - non-music	0	7,000
Meeting Space		
4307.1 · Club Meetings	1,620	2,000
4307.2 · Site Use Events	1,870	500
Total Meeting Space	3,490	2,500
4308.9 · Less Expenses of Space Usage	(1,241)	
Total SPACE USE	65,670	88,000
<u>FUND RAISING</u>		
4401 · Rummage/Garage Sale	0	1,000
4404 · Misc. Fund Raising	0	1,000
4406 · Scrip Rebate	0	20
Total FUND RAISING	0	2,020
Total Income	281,732	382,812

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
December, 31, 2020 est

	202 Actual	Annual Budget
Expense		
<u>PERSONNEL</u>		
Clergy		
5100 · Rector Salary & Housing	105,802	105,656
5102 · Rector Diocesan Benefits	37,772	38,245
5103 · Rector Pension	19,044	19,018
5104 · Rector Expense Reimbursement	1,942	3,000
5105 · Rector Professional Development	350	3,000
5106.4 · Curate Expense Reimbursement	1,200	
5107 · Supply Clergy	0	900
5109 · Offset for School Chaplancy	(15,001)	(40,000)
Total Clergy	151,109	129,819
Music		
5120 · Music Director Salary	30,962	30,960
5121 · MD P/R Taxes	2,369	2,368
5125 · Choir Salaries	14,155	22,500
5126 · Choir P/R Taxes	1,055	1,721
5126.1 · Outside Choir	8,234	
5128 · Organist	200	
5129 · Supply Organist/Conductor	400	500
Total Music	57,375	58,049
Administration		
5130 · Parish Administrator Salary	13,458	16,099
5131 · PA Taxes	1,030	1,232
5137 · Bookkeeper Wages	6,833	6,811
5138 · Bookkeeper Taxes	522	521
Total Administration	21,843	24,663
C&Y Ministries		
5140 · C&Y Ministries Salary	0	65,000
5141 · C&Y Ministries Taxes	0	4,973
5142 · C&Y Ministries Benefits	0	18,740
5143 · C&Y Ministries Pension	0	5,850
5145 · Nursery Attendent Salary	0	1,200
5146 · Nursery Attendent Taxes	0	92
Total C&Y Ministries	0	95,855
Facility Maintenance		
5150 · Sexton Salary - 20 hr	17,217	17,222
5151 · Sexton P/R Taxes	1,317	1,317
5156 · Housekeeper Salary - 16 hr	12,195	12,199
5157 · Housekeeper P/R Taxes	933	933
Total Facility Maintenance	31,662	31,671
5199 · Workers Comp Insurance	1,657	2,200
Total PERSONNEL	263,646	342,257

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
December, 31, 2020 est

	202 Actual	Annual Budget
<u>WORSHIP</u>		
5301 · Altar/Liturgical Supplies	1,391	3,700
5302 · Altar Flowers	1,934	2,600
5302.1 · Flowers Donations	(849)	(2,500)
Worship Music		
5351 · Instrumentalists	0	0
5352 · Sheet Music	379	250
5353 · Organ & Piano Maintenance	0	1,200
5355 · Music Director Miscellaneous	84	600
Total Worship Music	463	2,050
Total WORSHIP	2,939	5,850
<u>FAITH FORMATION</u>		
5402 · Youth Education	0	1,500
5403 · Adult Education	607	500
Total FAITH FORMATION	607	2,000
<u>CHURCH GROWTH</u>		
Leadership Development		
5501.1 · Vestry Expenses, net	208	2,080
5501.2 · Laity Training/Education	0	300
Total Leadership Development	208	2,380
Hospitality & Fellowship		
5503.1 · Adult Fellowship	0	250
5503.2 · Coffee Hour, etc.	1,442	1,300
Total Hospitality & Fellowship	1,442	1,550
5504 · Newcomers	0	400
5505 · Stewardship	0	3,500
Communications		
5509.1 · Newsletter Production	0	200
5509.10 · Other Communications Expense	750	
5509.3 · Paid Advertising	312	500
5509.4 · Online Communications	1,616	700
5509.5 · Brochures & Flyers	174	500
5509.6 · Signage	894	1,500
Total Communications	3,746	3,400
Total CHURCH GROWTH	5,396	11,230
<u>OUTREACH</u>		
5604 · Outreach Expenditures	1,205	5,000
5604.1 · Shelter In Place, Net	400	
5608 · Deanery Dues	0	250
Total OUTREACH	1,605	5,250
<u>ADMINISTRATIVE EXPENSE</u>		
6201 · Bank,Credit Card, Payroll Fees	1,589	800

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
December, 31, 2020 est

	202 Actual	Annual Budget
6202 · Professional Services	450	800
Copier		
6203.1 · Equipment Lease	8,913	8,916
6203.2 · Copy & Supply Costs	7,656	7,380
Total Copier	16,569	16,296
6206 · Office Supplies & Expenses	475	3,100
6207 · Postage	274	1,000
6208 · Telephone	8,555	3,700
6209 · Office Equipment & Software	2,077	2,000
6215 · Computer Expenses	242	
Total ADMINISTRATIVE EXPENSE	30,231	27,696
<u>PROPERTY EXPENSE</u>		
Maintenance & Repair		
6302.1 · Elevator Contract & Repairs	1,164	1,400
6302.2 · Building Supplies	0	1,000
6302.3 · Gardening	3,240	3,300
6302.5 · Janitorial Supplies & Expenses	805	1,750
6302.7 · Minor Maintenance & Repair	6,196	4,000
6302.8 · Safety Issues	2,060	
6302.9 · Outside Janitorial Service	4,200	
Total Maintenance & Repair	17,665	11,450
Utilities		
6303.1 · Gas & Electric	9,708	15,400
6303.2 · Water & Sewer	2,406	2,600
6303.3 · Waste Removal	6,734	6,400
Total Utilities	18,848	24,400
Insurance Taxes Security Safety		
6304 · Property Taxes	4,024	4,400
6305 · Insurance - Prop/Liab/D&O	12,771	12,500
6307.4 · C2R2 Background Checks	0	250
Total Insurance Taxes Security Safety	16,795	17,150
6309 · Expenses Reclassified	(4,386)	0
Total PROPERTY EXPENSE	48,922	53,000
<u>DIOCESAN EXPENSE</u>		
6402 · Assessment	77,712	77,712
Total DIOCESAN EXPENSE	77,712	77,712
Total Expense	431,058	524,995
Net Income	(149,326)	(142,183)

Approval Date: 12/15/2020

St. Paul's Episcopal Church
2021 Budget
January through December 2021

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget
INCOME					
CONTRIBUTIONS & DONATIONS					
4101 · Pledges	\$ 138,483	\$ 136,191	\$ 175,000	\$ 123,871	\$ 150,000
4102 · Plate	59,256	60,706	50,000	75,657	55,000
4103 · Special Offerings					
4103.2 · Worship Music	2,505	3,250	3,000	255	3,000
4103 · Special Offerings - Other	4,095	2,811	3,000	4,508	3,000
Total 4103 · Special Offerings	6,600	6,061	6,000	4,763	6,000
4104 · - Less PayPal & CrCard Fees	(390)	(312)	(250)	(963)	(250)
Total CONTRIBUTIONS & DONATIONS	203,949	202,646	230,750	203,328	210,750
INVESTMENT INCOME					
4201 · Interest/Dividends Investments	77,814	87,403	62,542	25,110	36,000
4203 · Diocesan Endowment Fund	5,721	5,790	7,000	5,995	6,000
4204 · Gas & Oil Lease	7,108	6,803	10,500	1,847	3,000
4206.9 · Less Advisory Fees	(23,566)	(21,632)	(18,000)	(20,218)	(20,000)
Total INVESTMENT INCOME	67,077	78,364	62,042	12,734	25,000
SPACE USE					
4301 · Apartment	15,000	15,000	15,000	15,000	15,000
4302 · ECS Spaces -ECS_Cr to SPES	6,829	7,121	7,104	6,253	-
Diocal	3,850	550	-	-	-
4302.99 - Less expenses for space use	(6,574)	(3,244)	(1,000)	(7,505)	(1,000)
School Lease					
4303.1 · Basic lease	16,536	16,536	16,536	16,536	16,536
4303.3 - Faculty Lounge - St. Martin's Room	30,366	30,366	30,360	30,366	32,000
Total School Lease	46,902	46,902	46,896	46,902	48,536
Meeting Space					
4304.2 · Club Meetings	1,980	1,745	2,000	1,620	1,500
4304.3 · Outside Events	6,521	1,924	500	1,870	1,500
Total Meeting Space	8,501	3,669	2,500	3,490	3,000
4305 · Community Music Events	13,127	13,858	10,500	1,530	5,000
4306 · Weddings	6,659	1,325	7,000	-	5,000
Total SPACE USE	94,294	85,181	88,000	65,670	75,536

Approval Date: 12/15/2020

St. Paul's Episcopal Church
2021 Budget
 January through December 2021

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget
FUND RAISING					
4401 Garage & CD sales	168	748	1,000	-	-
4404 - Misc. Fund Raising	-	-	1,000	-	-
4406 - Scrip Rebate	152	68	20	-	-
Total FUND RAISING	320	816	2,020	-	-
FUND TRANSFERS					
4605 - Bequests		15,438		-	
P.P.P. Loan					
Total FUND TRANSFERS		15,438		-	
TOTAL INCOME	\$ 365,640	\$ 382,445	\$ 382,812	\$ 281,732	\$ 311,286
GROSS PROFIT	\$ 365,640	\$ 382,445	\$ 382,812	\$ 281,732	\$ 311,286

Approval Date: 12/15/2020

St. Paul's Episcopal Church
2021 Budget
January through December 2021

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget
EXPENSES					
PERSONNEL					
Clergy					
5100 · Rector Salary & Housing	\$ 98,537	102,380	\$ 105,656	\$ 105,802	\$ 107,347
5101 · Rector Diocesan Benefits	32,815	35,743	38,245	37,772	39,740
5102 · Rector Pension	17,737	18,428	19,018	19,044	19,322
5103 · Rector Expense Reimbursement	2,249	1,644	3,000	3,142	3,000
5104 · Rector Professional Development	2,051	2,835	3,000	350	3,000
Rector Total	153,389	161,031	168,919	166,110	172,409
5107 · Supply Clergy	1,415	827	900	-	900
Total Clergy	182,223	161,858	169,819	166,110	173,309
Music					
5120 · Music Director Salary	25,833	25,172	\$ 30,960	\$ 30,962	\$ 31,455
5121 · MD P/R Taxes	1,976	1,926	2,368	2,369	2,406
5122 · MD Diocesan Benefits	-	-	-	-	-
5123 · MD Pension	-	-	-	-	-
5124.2 · Music Development Donation	3,750	5,998	-	-	-
Total Music Director	31,559	33,096	33,328	33,331	33,862
5125 · Choir Salaries	19,566	23,612	22,500	22,389	\$ 22,860
5126 · Choir P/R Taxes	1,266	1,769	1,721	1,055	1,749
Total Choir	20,832	25,381	24,221	23,444	24,609
5129 · Supply Organist/Conductor	2,050	1,250	500	600	500
Total Music	54,441	59,727	58,050	57,375	58,970
Director of Y & C Ministry and Chaplaincy					
Director of Y&C Ministries	-	29,792	65,000	-	32,000
Director of Y&C Ministries P/R Taxes	-	2,104	4,973	-	2,448
Director of Y&C Ministries Diocesan Benefits	-	18,044	18,740	-	-
Director of Y&C Ministries Pension	-	2,269	5,850	-	-
Chaplaincy Coordinator Offset	-	(14,000)	(40,000)	(15,001)	(11,000)
5140 · Nursery Attendant Salary	-	-	1,200	-	1,200
5141 · Nursery Attendant P/R Taxes	-	-	92	-	92
Total Youth and Children Ministries	-	38,209	55,854	(15,001)	24,740
Administration					
5130 · Parish Administrator Salary	45,508	12,500	16,099	13,458	\$ 16,357
5131 · PA Taxes	3,299	956	1,232	1,030	1,251
5132 · PA Diocesan Benefits	11,240	-	-	-	-

Approval Date: 12/15/2020

St. Paul's Episcopal Church
2021 Budget
January through December 2021

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget
5133 · PA Pension	4,096	-	-	-	-
5134 · Outside Labor	3,589	7786	-	-	-
Total Parish Administrator	67,732	21,242	17,331	14,488	17,608
5137 · Bookkeeper Wages	6,079	6,999	6,811	6,833	\$ 7,000
5138 · Bookkeeper Taxes	465	535	521	522	536
Total Bookkeeper	6,544	7,534	7,332	7,355	7,536
Total Administration	74,276	28,776	24,663	21,843	25,144
Facility Maintenance					
5150 · Sexton Salary	16,061	16,687	17,222	17,217	\$ 17,497
5151 · Sexton P/R Taxes	1,229	1,277	1,317	1,317	1,339
Total Sexton	17,290	17,964	18,539	18,534	18,836
5156 · Housekeeper Salary	11,377	11,820	12,199	12,195	\$ 12,394
5157 · Housekeeper P/R Taxes	870	905	933	933	948
	12,247	12,725	13,132	13,128	13,342
Total Facility Maintenance	29,537	30,689	31,671	31,662	32,178
5199 · Workers Comp Insurance	1,521	1,872	2,200	1,657	1,800
Total PERSONNEL	341,998	321,131	342,257	263,646	316,141
WORSHIP					
5301 · Altar/Liturgical Supplies	2,452	4,682	3,700	1,391	3,700
5302 · Altar Flowers	1,692	1,430	2,600	1,934	2,600
5302.1 · Flowers Donations	(1,443)	(1,843)	(2,500)	(849)	(2,500)
Worship Music					
5351 · Instrumentalists		75	-	-	-
5352 · Sheet Music	187	195	250	379	250
5353 · Organ & Piano Maintenance	-	(250)	1,200	-	1,200
5355 · Music Director Miscellaneous	1,241	78	600	84	600
Total Worship Music	1,428	98	2,050	463	2,050
Total WORSHIP	4,129	4,367	5,850	2,939	5,850
FAITH FORMATION					
5402 · Youth Education	1,343	1,231	1,500	-	1,500
5403 · Adult Education	1,515	323	500	607	500
5404 · Parish Conferences/Retreats		-	-	-	-
Total FAITH FORMATION	2,858	1,554	2,000	607	2,000

Approval Date: 12/15/2020

St. Paul's Episcopal Church
2021 Budget
January through December 2021

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget
CHURCH GROWTH					
Leadership Development					
5501.1 · Vestry Expenses, net	3,728	1,892	2,080	208	1,000
5501.2 · Laity Training/Education	-	-	300	-	300
Total Leadership Development	3,728	1,892	2,380	208	1,300
Hospitality & Fellowship					
5503.1 · Adult Fellowship	301	-	250	-	250
5503.2 · Coffee Hour, etc.	1,651	1,441	1,300	1,442	1,300
Total Hospitality & Fellowship	1,952	1,441	1,550	1,442	1,550
5504 · Newcomers	-	-	400	-	400
5505 · Stewardship	44	77	3,500	-	3,000
Communications					
5509.1 · Newsletter Production	-	-	200	-	200
5509.3 · Paid Advertising	624	624	500	312	500
5509.4 · Online Communications	550	638	700	1,616	700
5509.5 · Brochures & Flyers	-	-	500	174	500
5509.6 · Signage	253	268	1,500	894	1,500
5509.10 · Other Communications Expenses	-	-	-	750	-
Total Communications	1,427	1,530	3,400	3,746	3,400
Total CHURCH GROWTH	7,151	4,940	11,230	5,396	9,650
OUTREACH					
5604 · Outreach Expenditures	2,841	4,729	5,000	1,205	5,000
5604.1 · Shelter in Place Expenses	-	-	-	400	-
Total OUTREACH	-	-	-	1,605	-
ADMINISTRATIVE EXPENSE					
6201 · Bank, Credit Card, Payroll Fees	1,055	1,752	800	1,589	800
6202 · Annual Audit	646	166	800	450	800
Copier					
6203.1 · Equipment Lease	9,993	8,972	8,916	8,913	8,916
6203.2 · Copy & Supply Costs	10,719	9,826	7,380	7,656	7,380
Total Copier	20,712	18,798	16,296	16,569	16,296
6206 · Office Supplies	2,505	3,380	3,100	475	3,100
6207 · Postage	662	-	1,000	274	1,000
6208 · Telephone	5,200	6,465	3,700	8,555	3,700
6209 · Office Equipment & Software	629	988	2,000	2,077	2,000
6215 · Computer Expenses	190	1,305	-	242	-
6210 · Offset by Direct Donation	-	-	-	-	-

Approval Date: 12/15/2020

St. Paul's Episcopal Church
2021 Budget
January through December 2021

	2018 Actual	2019 Actual	2020 Budget	2020 Actual	2021 Budget
Total ADMINISTRATIVE EXPENSE	31,599	32,854	27,696	30,231	27,696
PROPERTY EXPENSE					
Maintenance & Repair					
6302.1 · Elevator Contract & Repairs	1,249	900	1,400	1,164	1,400
6302.2 · Building Supplies	-	-	1,000	-	1,000
6302.3 · Gardening	3,656	3,482	3,300	3,240	3,300
6302.5 · Janitorial Supplies	1,486	1,649	1,750	805	1,750
6302.7 · Minor Maintenance & Repair	8,679	7,608	4,000	6,196	4,000
6302.8 · Safety Issues	-	-	-	2,060	-
6302.9 · Outside Janitorial Services	689	522	-	4,200	-
Total Maintenance & Repair	15,759	14,161	11,450	17,665	11,450
Utilities					
6303.1 · Gas & Electric	12,636	12,725	15,400	9,708	15,400
6303.2 · Water & Sewer	2,204	2,796	2,600	2,406	3,000
6303.3 · Waste Removal	6,494	6,781	6,400	6,734	7,200
Total Utilities	21,334	22,302	24,400	18,848	25,600
Insurance Taxes Security Safety					
6304 · Property Taxes	3,779	3,650	4,400	4,024	5,400
6305 · Insurance - Prop/Liab/D&O	11,652	14,143	12,500	12,771	12,500
6309 Expenses Reclassified	(4,022)	-		(4,386)	
6307.4 · C2R2 Background Checks	64	-	250	-	250
Total Insurance Taxes Security Safety	11,473	17,793	17,150	12,409	18,150
Total PROPERTY EXPENSE	48,566	54,256	53,000	48,922	55,200
DIOCESAN EXPENSE					
6401 · Deanery Pledge	250	250	250	-	250
6402 · Assessment	74,306	77,295	77,712	77,712	74,770
Total DIOCESAN EXPENSE	74,556	77,545	77,962	77,712	75,020
TOTAL EXPENSE	510,857	496,647	519,995.28	431,058.00	491,556.91
NET ORDINARY INCOME	\$ (145,217)	\$ (114,202)	\$ (137,183)	\$ (149,326)	\$ (180,271)
NET INCOME	\$ (145,217)	\$ (114,202)	\$ (137,183)	\$ (149,326)	\$ (180,271)

2021 VESTRY NOMINATIONS

3-Year term



Indira Balkissoon

Though I was born in Washington D.C. my first church was St Mark's Episcopal Church in Van Nuys, CA. In 5th grade, my family moved back to Washington D.C. and I spent all of my free time while in Middle School at the National Cathedral not as a parishioner but as a member of a youth group led by Cathedral ministers who ran a Coffee House for young people on the Cathedral Grounds. We organized musical events and put on light shows. Over the years there I was able to watch the Stone Mason's build the Cathedral. Many years later after I had my family. I joined St. John's Episcopal Church in Reading, MA where I taught Sunday school and developed a xeriscape garden. My family and I moved to Piedmont California in 2000 and I began attending St Paul's with my Mother Gloria Balkissoon in 2004. On the career side, I have degrees from Beloit College, New Mexico School of Mining and Technology and Harvard University's Kennedy School of Government in Geology, Anthropology and Public Administration and am a retired VP from an environmental firm.



Maria Paull

I was born in Colorado in a rural area east of Denver where my father was the rector of Saint Charles Episcopal Church. In 1970 my father got a position within the Diocese and my family moved to Denver. In addition to his role at the Diocese, he also led a small parish in the old silver mining town Georgetown, Colorado in which I was one of the first female acolytes in the state. Receiving a scholarship to CCA, I arrived in Oakland, California in 1981. I worked a variety of jobs during those years but in 2004 I went back to school in order to get my Master's degree and a license in Marriage Family Therapy and Art Therapy. I now have a private practice in Berkeley and am building my practice.



Matthew Schooler

I was born in Arizona and raised in Tucson. My parents were both Methodists from the Midwest. I went to a fairly religious school up in Wyoming. I had my first introduction to the Episcopal Church by a friend who attended St. Philips in the Hills in Tucson, Arizona. When I moved to Los Angeles, I attended but didn't have membership in St. Thomas Hollywood a very high church. In 2001 I joined when a new rector came to serve. I served as head of community outreach committee as a non-vestry member. I eventually joined the vestry and served as vestry community outreach committee head. I didn't complete my term as I moved to Palm Springs and eventually ended up in East Bay. My experience with St Paul's started when I was in hospital and the chaplain invited Deacon Carolyn to give me the Holy Communion. I moved to Emeryville and became a member and loving every part of this incredible and sacred place.

Unexpired 2-Year term



Maura Lane

Maura is currently serving as a vestry appointee for an unexpired class of 2023 term in accordance with article 5.1 of the parish bylaws (*In the event of the death, resignation or termination for any reason whatsoever in the term of a member of the Vestry the remaining Vestry members shall appoint a successor for the vacancy and the person so appointed shall serve until the next annual election, at which time the vacancy shall be filled by election of a Vestry member who shall serve for the remainder of the term only and not for a full three (3) year term.*).

Brian Stanke

Brian is currently serving as a vestry appointee for an unexpired class of 2023 term in accordance with article 5.1 of the parish bylaws (*In the event of the death, resignation or termination for any reason whatsoever in the term of a member of the Vestry the remaining Vestry members shall appoint a successor for the vacancy and the person so appointed shall serve until the next annual election, at which time the vacancy shall be filled by election of a Vestry member who shall serve for the remainder of the term only and not for a full three (3) year term.*).

ST. PAUL'S EPISCOPAL CHURCH
ANNUAL PARISH MEETING
JANUARY 16, 2022
COMMITTEES AND MINISTRIES REPORTS

ADULT FAITH FORMATION, *submitted by The Rev. Anne Jensen*

Sacred Ground, Group 1

Sacred Ground is a course from the national church to help people realize the roots of their understanding of their own identity and attitudes toward groups of people from other ethnic and racial groups. This multi-ethnic group of 12 people started late in 2020 and carried through the Spring of 2021. The evaluations at the end of the course showed it to be an effective and enriching experience. Due to COVID we met on Zoom every two weeks.

Lent 2020

Again we relied on Zoom for coming together for learning and fellowship. The program was led by Cara Meredith who brought to us a variety of speakers in addition to sharing her own experiences through her book, *The Color of Life*. This was a joint program with St. Francis, San Francisco, and drew in people from outside the Bay Area.

Sacred Ground, Group 2

This group began in November, using an updated version of same curriculum as earlier. This group is continuing to meet every two weeks on Zoom. Each group has its own character and I am pleased with the direction we are traveling together.

THE PANTRY OF HOPE, *submitted by The Ven. Carolyn Bolton*

This year The Pantry of Hope is moving into its' tenth year of service. The pantry is designed to serve those who may just need a bit of extra help to make it through the end of the month. We serve twice a month, on the 2nd & 4th Sunday of the month serving ninety seniors, families and individuals. We're providing fresh vegetables and fruit in every bag given out. Beside canned and dry goods, fresh meats, individuals are given very nutritious food for their families.

During the holidays we were fortunate to distribute 420 bags of food for 220 individuals for Thanksgiving and Christmas. On Christmas volunteers delivered over 200 individual dinners to the shut-in, families and seniors. As one family stated "It made their Christmas special".

We would like to thank you for your donations and voluntarism and support you've provided to assist with this important ministry at St. Paul's. Please continue supporting us.

FRIENDS OF MUSIC AT ST. PAUL'S, *submitted by Victoria Larson*

MISSION STATEMENT: The Friends of Music (FOM) is a group of individuals who support the music ministry of St. Paul's through their time, talent and treasure. The Friends of Music seeks to further the mission of St. Paul's Episcopal Church, by enhancing music for worship, and seeks to inspire the St. Paul's Congregation and Community.

Efforts by St. Paul's Friends of Music during 2021 were severely curtailed by Covid-19. Concerts and rehearsals were canceled, fundraising efforts, music emails and other publicity were put aside for most of the year.

Our Music Director Christopher Kula programmed beautiful music for every week's services and led

our devoted team of choir section leaders, for all of which we are most grateful. We appreciate the efforts of Assistant Music Director Philip Saunders all year, and especially for stepping in to direct most recently, and for Michael Page, who served as substitute organist.

In the fall, Prometheus Symphony Orchestra returned to St. Paul's, and performed 2 concerts. Our choir performed their traditional concert on Christmas Eve. Prometheus Orchestra and San Francisco Choral Artists have concerts scheduled for 2022, and Kitka Women's Vocal Ensemble may bring a special concert to St. Paul's later this spring.

Many musicians who regularly perform in our building have created streamed performances, video recordings, lectures, and other offerings for remote viewing. We encourage everyone to support them as you are able.

Prometheus Symphony Orchestra

John Prescott, PhD

Kitka Womens' Vocal Ensemble

San Francisco Choral Artists

SF Girls Chorus & SF Girls Chorus School

Piedmont East Bay Children's Choirs

San Francisco Bay Area Chamber Choir

Bella Musica Chorus

The Yale Whiffenpoofs

Young Women's Choral Projects of

San Francisco

Bay Area Classical Harmonies

Voci Women's Vocal Ensemble

For upcoming music events, check the [concerts page](#) on the church website, the newsletter, and sign up for music emails [here](#).

As Covid rates lower, we look forward to restarting our Friends of Music team and bring more music back into our wonderful building for many years of beautiful liturgy and concerts!

2021: 3 concerts by 2 groups, income \$1,220.

2020: 2 concerts, 3 groups, approx. 600 people, income \$1,210.

2019: 17 concerts, 12 groups, approx. 4,200 people, income \pm \$15,000.

2018: 20 concerts, 12 groups, approx. 4,400 people, income \pm \$15,000.

For income from donations to Music or the David Farr Fund, please refer to SPEC financial Statements.

BUILDING AND GROUNDS, submitted by Will Cowart

(Team) Sharon Plimer, Bill Davis, Vicki Larson, Richard Larson, Father Wilson, and Will Cowart.

The year 2021 ends with no major issues with the buildings or grounds. There was continued focus on Covid-19 Safety precautions, which Sharon Pilmer and Father Wilson lead during the zoom call and in person church services. The team completed and documented a safety inspection and remedied a couple of items such as loose wires for a microphone system or faulty light bulbs and general clean up and maintenance of respective areas. Hello Nice Clean Broiler Room! 😊

In August, team members gathered to conduct a Church Building assessment documenting, via photographs, items which might be potential concerns of focus in the immediate upcoming years.

We believe the Roof, Exterior Masonry, Windows, Lighting, Security Camera's, the Garden, Fencing, Steps, Handrails, Plumbing, Electrical, Fire Dept Access, Signage, Flooring, and Storage Areas should be areas of focus in the next few years.

The Church continues to work with the school in ancillary improvements with the office building, WiFi, electrical, carpentry, and general cleaning activities. The on-going positive relationship with the school has contributed to the combined efforts and upkeep of the properties.

VESTRY SCHOOL REPRESENTATIVE, submitted by Will Cowart

In the beginning of 2021, the school implemented a distance learning – hybrid form to educate students. It included building team cohorts, using outdoor spaces such as Fairyland, Lake Merritt, Veterans Greens and Redwood Day Park. Covid safety protocols, masks, and testing were implemented across the student/faculty population and managed quite well. Several trustees completed their terms and a few new members joined to continue bringing academic excellence, diversity, equity and inclusion to the forefront, which aligns to our mission. There was a stronger sense of “believing” and community as evidenced in the Friday chapels that both parent and kids looked forward to each week.

In the fall, a robust group of new families joined St Paul’s Episcopal School. Given the educational journey in some other local schools, who did not have the same flexibility as St Paul’s Episcopal School, many of parents felt an immense relief not having added burdens surrounding education. The school community population is fully engaged with the new challenges and continues to be nibble in addressing the educational needs for our K-8 student. We’re seeing the benefits our ministry in the kind, open-hearted, community-oriented students.

STEWARDSHIP COMMITTEE, submitted by Sharon Pilmer

Committee: Sharon Pilmer (chair), Lisa Strait, Douglas Jensen, Anne Jensen, Victoria Larson, Katie Lauter, Sarah Smith, Ann Gregory (treasurer)

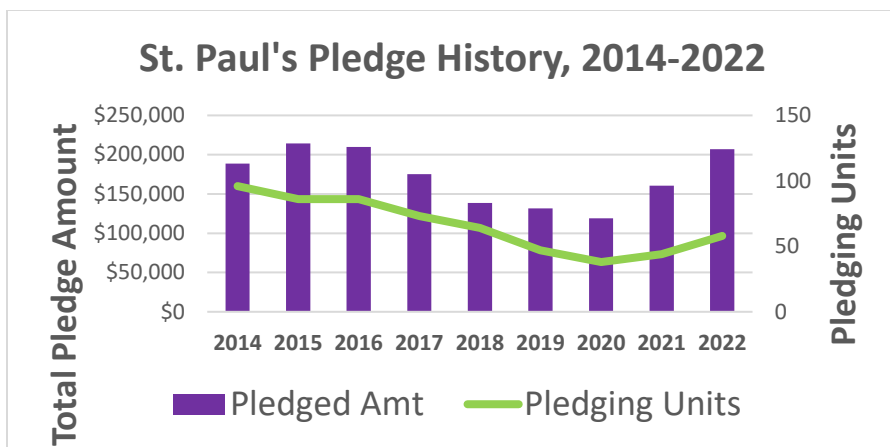
I want to begin by thanking the members of the Stewardship Committee for their hard work and dedication. It has been a pleasure to work with all of you!

The stewardship committee was constituted and met regularly from April through November. Our focus included:

- A theological framework for giving
- The annual pledge campaign
- Upgrading our giving infrastructure to make giving easy
 - Leveraging our Breeze database to allow text to give and online giving options
 - Improving our website functionality, accessibility, and information
 - Working with our account managers at Merrill Lynch to streamline gifts of securities etc.

Our fall campaign ran from October 24-November 14. Our committee worked hard to tell our story, produce materials, and provide opportunities for fellowship. Planning was challenged by the uncertainties presented by the pandemic. Will we be able to gather in person? What type of celebration will we be able to have, indoors or outdoors?

By the grace of God and thanks to the generosity of our members, to date we have received 58 pledges for a total of \$207,085. This represents a 74% increase from 2020 in pledged amount and a 53% increase in number of pledges. Thirty follow up letters were sent just after Christmas to those from whom we have not received a pledge card.



Plans for 2022

Once again, we are challenged by COVID. We will need to replace a few committee members who are called to other pursuits. Please reach out to me if you would like to serve.

Two members of the committee will be participating in a year-long diocesan stewardship development activity, “A Year of Living Generously,” which will focus on the theological basis of stewardship, and we hope to bring what we learn to you. We will also be launching our Legacy Society, which recognizes those who have made plans to include St. Paul’s in their wills or estate plans.

TREASURER’S REPORT, *submitted by Ann Gregory, Treasurer*

See statements on following pages

St. Paul's Episcopal Church
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>
ASSETS			
CHECKING & BANKING			
1101 · Community Bank - 7815	34,224	86,273	-52,049
1102 · RDF Checking - CBB -5638	1,063	1,146	-83
1109.8 · Costco Citi Card Clg x9840/1523	-4,084	-1,294	-2,790
Total CHECKING & BANKING	<u>31,203</u>	<u>86,125</u>	<u>-54,922</u>
ACCOUNTS RECEIVABLE / PREPAIDS			
1201 · St. Paul's Episc.School-current	5,516	0	5,516
1208 · Other Accounts Receivable	1,428	0	1,428
Total ACCOUNTS RECEIVABLE / PREPAIDS	<u>6,944</u>	<u>0</u>	<u>6,944</u>
INVESTMENTS			
Merrill Lynch			
1305.1 · Merrill Lynch Cash	141,991	57,002	84,989
1305.2 · Merrill Lynch Investments	2,568,887	2,540,420	28,467
Total Merrill Lynch	<u>2,710,878</u>	<u>2,597,422</u>	<u>113,456</u>
Other Funds			
1320.2 · Diocesan Endowment Fund	86,926	86,926	0
Total Other Funds	<u>86,926</u>	<u>86,926</u>	<u>0</u>
Total INVESTMENTS	<u>2,797,804</u>	<u>2,684,348</u>	<u>113,456</u>
FIXED ASSETS			
1401 · Land	500,000	500,000	0
1402 · Buildings	7,691,217	7,691,217	0
1410 · Furniture & Equipment	730,910	730,910	0
Total FIXED ASSETS	<u>8,922,127</u>	<u>8,922,127</u>	<u>0</u>
TOTAL ASSETS	<u><u>11,758,078</u></u>	<u><u>11,692,600</u></u>	<u><u>65,478</u></u>

St. Paul's Episcopal Church
Balance Sheet
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change
LIABILITIES & EQUITY			
Liabilities			
ACCOUNTS PAYABLE.			
2302 · Accounts Payable	4,223	233	3,990
2301 · Rector's Discretionary Fund	3,228	3,716	-488
2306 · Bolton Arch Deacon's Disc.Fund	4,180	1,180	3,000
Passthroughs			
2351 · 150th Anniversary	346	-3,154	3,500
2350 · Other Passthroughs	6,978	745	6,233
Total Passthroughs	7,324	-2,409	9,733
Total ACCOUNTS PAYABLE.	18,955	2,720	16,235
DEFERRED REVENUE			
2404 · Prepaid Rents	0	10,553	-10,553
2405 · Prepaid Space Deposits	300	0	300
Total DEFERRED REVENUE	300	10,553	-10,253
HOLDING FUNDS			
2503 · Organ Restoration Fund	5,055	5,055	0
2511 · Sound system	-6,913	0	-6,913
2522 · Music Development Fund Income	10,359	10,136	223
2514 · Altar Guild Fund	1,016	1,016	0
2540 · David Farr Recognition	36,607	37,394	-787
2550 · Memorial Fund	226,615	175,802	50,813
Total HOLDING FUNDS	272,739	229,403	43,336
Loans Payable			
2803 · SBA Payroll Protection	0	56,391	-56,391
2805 · Mortgage, Union Bank	476,422	503,429	-27,007
Total Loans Payable	387,844	559,820	-171,976
Total Liabilities	679,838	802,496	-122,658
Equity			
TEMPORARILY RESTRICTED FUNDS			
Vestry Restricted Funds			
3311 · Building Fund	286,919	286,919	
3311.1 · School Obligation towards Loan	33,321	0	33,321
3311.2 · Church Obligation towards loan	-17,903	0	-17,903
3315 · Nancy/Virginia Bradford Mem.Fun	150,000	150,000	0
3318 · New Initiatives DevelopmentFund	49,675	49,675	0
Total Vestry Restricted Funds	502,012	486,594	15,418

St. Paul's Episcopal Church
Balance Sheet
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change
Donor Restricted Funds			
3335 · Pantry of Hope			
3335.1 · Food Pantry Donations Curr Yr	11,769	0	11,769
3335.2 · Food Pantry Expenses Curr Yr	-7,754	0	-7,754
3335 · Pantry of Hope - Other	15,845	31,374	-15,529
Total 3335 · Pantry of Hope	19,860	31,374	-11,514
3336 · Bags - Homeless	3,694	3,694	0
3322 · Senior Resources Fund	36,042	36,042	0
3321 · Axel Nelson Fund	26,000	26,000	0
3325 · Deacon Expense, A Nelson Offset	-3,000	0	-3,000
Total Donor Restricted Funds	82,596	97,110	-14,514
Total TEMPORARILY RESTRICTED FUNDS	584,608	583,704	904
PERMANENTLY RESTRICTED FUNDS			
Donor Restricted Funds			
3401 · Columbarium Fund	6,977	6,477	500
3411 · Diocesan Endowment Funds	86,926	86,926	0
3412 · Building Endowment Fund	77,062	77,062	0
Total Donor Restricted Funds	170,965	170,465	500
Vestry Designated Endow. Funds			
3451 · Walston Endowment Fund	528,902	528,902	0
3459 · Bradford Endowment Fund	999,767	999,767	0
Total Vestry Designated Endow. Funds	1,528,669	1,528,669	0
Total PERMANENTLY RESTRICTED FUNDS	1,699,634	1,699,134	500
FIXED ASSETS..			
3701 · Land	500,000	500,000	0
3702 · Buildings	7,068,927	7,068,927	0
3703 · Fixtures & Equipment	725,000	725,000	0
Total FIXED ASSETS..	8,293,927	8,293,927	0
3801 · Unrealized Gain / Loss	512,896	313,340	199,556
Net Income	-101,405	0	-101,405
Total Equity	10,989,660	10,890,105	99,555
TOTAL LIABILITIES & EQUITY	11,669,498	11,692,601	-23,103

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
January through December 30, 2021

	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income			
CONTRIBUTIONS & DONATIONS			
4101 · Pledges	160,260	150,000	150,000
4102 · Plate	50,031	55,000	55,000
4105 · Special Offerings	4,468	3,000	3,000
4110 · Worship Music	1,241	3,000	3,000
4159 · Less Electronic Banking Chrgs	(720)	(250)	(250)
Total CONTRIBUTIONS & DONATIONS	<u>215,280</u>	<u>210,750</u>	<u>210,750</u>
INVESTMENT INCOME			
4201 · Interest/Dividends Investments	38,072	36,000	36,000
4203 · Diocesan Endowment Fund	6,116	6,000	6,000
4204 · Gas & Oil Lease	3,380	3,000	3,000
4206.9 · Less Advisory Fees	(24,172)	(20,000)	(20,000)
Total INVESTMENT INCOME	<u>23,396</u>	<u>25,000</u>	<u>25,000</u>
SPACE USE			
4301 · Apartment	15,000	15,000	15,000
4301.5 · Apartment Expenses	(781)	(1,000)	(1,000)
School Lease			
4303.1 · Basic lease	16,536	16,536	16,536
4303.3 · Extra Space - Parish Bldg	30,366	32,000	32,000
4303.5 · Deacons Office Offset	(800)		
Total School Lease	<u>46,102</u>	<u>48,536</u>	<u>48,536</u>
4305 · Community Music Events	3,600	5,000	5,000
Meeting Space			
4307.1 · Club Meetings	1,675	1,500	1,500
4307.2 · Site Use Events	0	1,500	1,500
Total Meeting Space	<u>1,675</u>	<u>3,000</u>	<u>3,000</u>
Total SPACE USE	<u>65,596</u>	<u>70,536</u>	<u>70,536</u>
FUND RAISING			
4404 · Misc. Fund Raising	0	5,000	5,000
Total FUND RAISING	<u>0</u>	<u>5,000</u>	<u>5,000</u>
FUND TRANSFERS			
4650 · PPP Loan Forgiveness	56,391	56,391	56,391
Total FUND TRANSFERS	<u>56,391</u>	<u>56,391</u>	<u>56,391</u>
Total Income	<u><u>360,663</u></u>	<u><u>367,677</u></u>	<u><u>367,677</u></u>

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
January through December 30, 2021

	Jan - Dec 21	YTD Budget	Annual Budget
Expense			
PERSONNEL			
Clergy			
5100 · Rector Salary & Housing	107,351	107,347	107,347
5102 · Rector Diocesan Benefits	39,740	39,740	39,740
5103 · Rector Pension	19,323	19,322	19,322
5104 · Rector Expense Reimbursement	2,417	3,000	3,000
5105 · Rector Professional Development	89	3,000	3,000
5107 · Supply Clergy	8,034	900	900
5109 · Offset for School Chaplancy	(18,220)	(11,000)	(11,000)
Total Clergy	158,734	162,309	162,309
Music			
5120 · Music Director Salary	26,213	31,455	31,455
5121 · MD P/R Taxes	2,005	2,406	2,406
5125 · Choir Salaries	11,055	12,860	12,860
5126 · Choir P/R Taxes	968	1,749	1,749
5126.1 · Outside Choir	9,386	10,000	10,000
5128 · Organist	0	0	0
5129 · Supply Organist/Conductor	3,000	500	500
Total Music	52,627	58,970	58,970
Administration			
5130 · Parish Administrator Salary	15,052	16,357	16,357
5131 · PA Taxes	1,151	1,251	1,251
5137 · Bookkeeper Wages	7,537	7,000	7,000
5138 · Bookkeeper Taxes	577	536	536
Total Administration	24,317	25,144	25,144
C&Y Ministries			
5140 · C&Y Ministries Salary	0	32,000	32,000
5141 · C&Y Ministries Taxes	0	2,448	2,448
5145 · Nursery Attendent Salary	0	1,200	1,200
5146 · Nursery Attendent Taxes	0	92	92
Total C&Y Ministries	0	35,740	35,740
Facility Maintenance			
5150 · Sexton Salary - 20 hr	21,140	17,497	17,497
5151 · Sexton P/R Taxes	1,617	1,339	1,339
5156 · Housekeeper Salary - 16 hr	12,586	12,394	12,394
5157 · Housekeeper P/R Taxes	963	948	948
Total Facility Maintenance	36,306	32,178	32,178
5199 · Workers Comp Insurance	3,272	1,800	1,800
Total PERSONNEL	275,256	316,141	316,141

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
January through December 30, 2021

	Jan - Dec 21	YTD Budget	Annual Budget
WORSHIP			
5301 · Altar/Liturgical Supplies	3,224	3,700	3,700
5302 · Altar Flowers	1,325	2,600	2,600
5302.1 · Flowers Donations	(2,055)	(2,500)	(2,500)
5303 · Outside Services	2,774		
Worship Music			
5351 · Instrumentalists	200		
5352 · Sheet Music	200	250	250
5353 · Organ & Piano Maintenance	0	1,200	1,200
5355 · Music Director Miscellaneous	822	600	600
Total Worship Music	1,222	2,050	2,050
Total WORSHIP	6,490	5,850	5,850
FAITH FORMATION			
5402 · Youth Education	0	1,500	1,500
5403 · Adult Education	495	500	500
Total FAITH FORMATION	495	2,000	2,000
CHURCH GROWTH			
Leadership Development			
5501.1 · Vestry Expenses, net	578	1,000	1,000
5501.2 · Laity Training/Education	0	300	300
Total Leadership Development	578	1,300	1,300
Hospitality & Fellowship			
5503.1 · Adult Fellowship	0	250	250
5503.2 · Coffee Hour, etc.	0	1,300	1,300
Total Hospitality & Fellowship	0	1,550	1,550
5504 · Newcomers	0	400	400
5505 · Stewardship	1,990	3,000	3,000
Communications			
5509.1 · Newsletter Production	0	200	200
5509.3 · Paid Advertising	0	500	500
5509.4 · Online Communications	3,407	700	700
5509.5 · Brochures & Flyers	174	500	500
5509.6 · Signage	0	1,500	1,500
Total Communications	3,581	3,400	3,400
Total CHURCH GROWTH	6,149	9,650	9,650
OUTREACH			
5604 · Outreach Expenditures	1,233	5,000	5,000
5608 · Deanery Dues	0	250	250
Total OUTREACH	1,233	5,250	5,250

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
January through December 30, 2021

	Jan - Dec 21	YTD Budget	Annual Budget
ADMINISTRATIVE EXPENSE			
6201 · Bank, Credit Card, Payroll Fees	1,417	800	800
6202 · Professional Services	600	800	800
6204.1 · Copier Lease	8,138	8,916	8,916
6204.2 · Copier Usage	7,143	7,380	7,380
6206 · Office Supplies & Expenses	2,439	3,100	3,100
6207 · Postage	218	1,000	1,000
6208 · Telephone	5,949	3,700	3,700
6209 · Office Equipment & Software	320	2,000	2,000
6215 · Computer Expenses	615		
Total ADMINISTRATIVE EXPENSE	26,839	27,696	27,696
PROPERTY EXPENSE			
Maintenance & Repair			
6302.1 · Elevator Contract & Repairs	3,168	1,400	1,400
6302.2 · Building Supplies	0	1,000	1,000
6302.3 · Gardening	3,240	3,300	3,300
6302.5 · Janitorial Supplies & Expenses	948	1,750	1,750
6302.7 · Maintenance & Repair	13,460	1,480	1,480
6302.8 · Safety Issues	5,561		
6302.9 · Outside Janitorial Service	727		
6310 · Storage Costs	2,711	2,520	2,520
Total Maintenance & Repair	29,815	11,450	11,450
Utilities			
6333.1 · Gas & Electric	11,673	15,400	15,400
6333.2 · Water & Sewer	3,782	3,000	3,000
6333.3 · Waste Removal	7,652	7,200	7,200
Total Utilities	23,107	25,600	25,600
Insurance Taxes Security Safety			
6354 · Property Taxes	4,983	5,400	5,400
6355 · Insurance - Prop/Liab/D&O	12,929	12,500	12,500
6357.4 · C2R2 Background Checks	0	250	250
Total Insurance Taxes Security Safety	17,912	18,150	18,150
Total PROPERTY EXPENSE	70,834	55,200	55,200
DIOCESAN EXPENSE			
6402 · Assessment	74,770	74,770	74,770
Total DIOCESAN EXPENSE	74,770	74,770	74,770
Total Expense	462,066	496,557	496,557
Net Income	(101,403)	(128,880)	(128,880)

Approval Date: 12/15/2021

St. Paul's Episcopal Church
2022 Budget
January through December 2022

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
INCOME					
CONTRIBUTIONS & DONATIONS					
4101 · Pledges	\$ 175,000	\$ 123,871	\$ 150,000	\$ 160,260	\$ 180,000
4102 · Plate	50,000	75,657	55,000	50,031	55,000
4103 · Special Offerings					
4103.2 · Worship Music	3,000	255	3,000	1,241	3,000
4103 · Special Offerings - Other	3,000	4,508	3,000	4,468	3,000
Total 4103 · Special Offerings	6,000	4,763	6,000	5,709	6,000
4104 · - Less PayPal & CrCard Fees	(250)	(963)	(250)	(720)	(250)
Total CONTRIBUTIONS & DONATIONS	230,750	203,328	210,750	215,280	240,750
INVESTMENT INCOME					
4201 · Interest/Dividends Investments	62,542	25,110	36,000	38,072	39,000
4203 · Diocesan Endowment Fund	7,000	5,995	6,000	6,116	6,000
4204 · Gas & Oil Lease	10,500	1,847	3,000	3,380	3,000
4206.9 · Less Advisory Fees	(18,000)	(20,218)	(20,000)	(24,172)	(20,000)
Total INVESTMENT INCOME	62,042	12,734	25,000	23,396	28,000
SPACE USE					
4301 · Apartment	15,000	15,000	15,000	15,000	15,000
4302 · ECS Spaces -ECS_Cr to SPES	7,104	6,253	-	-	-
Diocal	-	-	-	-	-
4302.99 · Less expenses for space use	(1,000)	(7,505)	(1,000)	(1,581)	-
School Lease					
4303.1 · Basic lease	16,536	16,536	16,536	16,536	16,536
4303.3 · Faculty Lounge - St. Martin's Room	30,360	30,366	32,000	30,366	32,000
Total School Lease	46,896	46,902	48,536	46,902	48,536
Meeting Space					
4304.2 · Club Meetings	2,000	1,620	1,500	1,675	1,500
4304.3 · Outside Events	500	1,870	1,500	-	1,500
Total Meeting Space	2,500	3,490	3,000	1,675	3,000
4305 · Community Music Events	10,500	1,530	5,000	3,600	7,500
4306 · Weddings	7,000	-	5,000	-	3,000
Total SPACE USE	88,000	65,670	75,536	65,596	77,036
FUND RAISING					
4401 Garage & CD sales	1,000	-	-	-	-
4404 · Misc. Fund Raising	1,000	-	-	-	1,000
4406 · Scrip Rebate	20	-	-	-	-

Approval Date: 12/15/2021

St. Paul's Episcopal Church
2022 Budget
January through December 2022

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
Total FUND RAISING	2,020	-	-		1,000
FUND TRANSFERS					
4605 - Bequests		-			
P.P.P. Loan			56,391	56,391	-
Total FUND TRANSFERS		-			
TOTAL INCOME	\$ 382,812	\$ 281,732	\$ 367,677	\$ 360,663	\$ 346,786
GROSS PROFIT	\$ 382,812	\$ 281,732	\$ 367,677	\$ 360,663	\$ 346,786
EXPENSES					
PERSONNEL					
Clergy					
5100 · Rector Salary & Housing	\$ 105,656	\$ 105,802	\$ 107,347	\$ 107,351	\$ 110,782
5101 · Rector Diocesan Benefits	38,245	37,772	39,740	39,740	41,573
5102 · Rector Pension	19,018	19,044	19,322	19,323	19,941
5103 · Rector Expense Reimbursement	3,000	3,142	3,000	2,417	3,000
5104 · Rector Professional Development	3,000	350	3,000	89	3,000
Rector Total	168,919	166,110	172,409	168,920	178,296
5107 · Supply Clergy	900	-	900	8,034	900
Total Clergy	169,819	166,110	173,309	176,954	179,196
Music					
5120 · Music Director Salary	\$ 30,960	\$ 30,962	\$ 31,455	\$ 26,213	\$ 37,500
5121 · MD P/R Taxes	2,368	2,369	2,406	2,005	2,869
5122 · MD Diocesan Benefits	-	-	-	-	-
5123 · MD Pension	-	-	-	-	-
5124.2 · Music Development Donation	-	-	-	-	-
Total Music Director	33,328	33,331	33,862	28,218	40,369
5125 · Choir Salaries	22,500	22,389	\$ 22,860	20,441	\$ 31,000
5126 · Choir P/R Taxes	1,721	1,055	1,749	968	2,372
Total Choir	24,221	23,444	24,609	21,409	33,372
5129 · Supply Organist/Conductor	500	600	500	3,000	500
Total Music	58,050	57,375	58,970	52,627	74,240
Director of Y & C Ministry and Chaplaincy					
Director of Y&C Ministries	65,000	-	32,000	-	65,000
Director of Y&C Ministries P/R Taxes	4,973	-	2,448	-	4,973

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St. Paul's Episcopal Church
2022 Budget
January through December 2022

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
Director of Y&C Ministries Diocesan Benefits	18,740	-	-	-	20,000
Director of Y&C Ministries Pension	5,850	-	-	-	5,850
Chaplaincy Coordinator Offset	(40,000)	(15,001)	(11,000)	(18,220)	(50,000)
5140 · Nursery Attendant Salary	1,200	-	1,200	-	1,200
5141 · Nursery Attendant P/R Taxes	92	-	92	-	92
Total Youth and Children Ministries	55,854	(15,001)	24,740	(18,220)	47,114
Administration					
5130 · Parish Administrator Salary	16,099	13,458	\$ 16,357	15,052	\$ 16,880
5131 · PA Taxes	1,232	1,030	1,251	1,151	1,291
5132 · PA Diocesan Benefits	-	-	-	-	-
5133 · PA Pension	-	-	-	-	-
5134 · Outside Labor	-	-	-	-	-
Total Parish Administrator	17,331	14,488	17,608	16,203	18,172
5137 · Bookkeeper Wages	6,811	6,833	\$ 7,000	7,537	\$ 7,500
5138 · Bookkeeper Taxes	521	522	536	577	574
Total Bookkeeper	7,332	7,355	7,536	8,114	8,074
Total Administration	24,663	21,843	25,144	24,317	26,245
Facility Maintenance					
5150 · Sexton Salary	17,222	17,217	\$ 17,497	21,140	\$ 18,057
5151 · Sexton P/R Taxes	1,317	1,317	1,339	1,617	1,381
Total Sexton	18,539	18,534	18,836	22,757	19,438
5156 · Housekeeper Salary	12,199	12,195	\$ 12,394	12,586	\$ 12,790
5157 · Housekeeper P/R Taxes	933	933	948	963	978
	13,132	13,128	13,342	13,549	13,769
Total Facility Maintenance	31,671	31,662	32,178	36,306	33,207
5199 · Workers Comp Insurance	2,200	1,657	1,800	3,272	1,800
Total PERSONNEL	342,257	263,646	316,141	275,256	361,803
WORSHIP					
5301 · Altar/Liturgical Supplies	3,700	1,391	3,700	3,224	3,700
5302 · Altar Flowers	2,600	1,934	2,600	1,325	2,600
5302.1 · Flowers Donations	(2,500)	(849)	(2,500)	(2,055)	(2,500)
5303 · Outside Services	-	-	-	2,774	-
Worship Music					
5351 · Instrumentalists	-	-	-	200	-
5352 · Sheet Music	250	379	250	200	250

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St. Paul's Episcopal Church
2022 Budget
January through December 2022

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
5353 · Organ & Piano Maintenance	1,200	-	1,200	-	1,200
5355 · Music Director Miscellaneous	600	84	600	822	600
Total Worship Music	2,050	463	2,050	1,222	2,050
Total WORSHIP	5,850	2,939	5,850	6,490	5,850
FAITH FORMATION					
5402 · Youth Education	1,500	-	1,500	-	1,500
5403 · Adult Education	500	607	500	495	500
5404 · Parish Conferences/Retreats	-	-	-	-	-
Total FAITH FORMATION	2,000	607	2,000	495	2,000
CHURCH GROWTH					
Leadership Development					
5501.1 · Vestry Expenses, net	2,080	208	1,000	578	1,000
5501.2 · Laity Training/Education	300	-	300	-	300
Total Leadership Development	2,380	208	1,300	578	1,300
Hospitality & Fellowship					
5503.1 · Adult Fellowship	250	-	250	-	250
5503.2 · Coffee Hour, etc.	1,300	1,442	1,300	-	1,300
Total Hospitality & Fellowship	1,550	1,442	1,550	-	1,550
5504 · Newcomers	400	-	400		400
5505 · Stewardship	3,500	-	3,000	1,990	3,000
Communications					
5509.1 · Newsletter Production	200	-	200	-	200
5509.3 · Paid Advertising	500	312	500	-	500
5509.4 · Online Communications	700	1,616	700	3,407	700
5509.5 · Brochures & Flyers	500	174	500	174	500
5509.6 · Signage	1,500	894	1,500	-	1,500
5509.10 · Other Communications Expenses	-	750	-	-	-
Total Communications	3,400	3,746	3,400	3,581	3,400
Total CHURCH GROWTH	11,230	5,396	9,650	6,149	9,650
OUTREACH					
5604 · Outreach Expenditures	5,000	1,205	5,000	1,233	5,000
5604.1 · Shelter in Place Expenses	-	400	-	-	-
Total OUTREACH	-	1,605	5,000	1,233	-
ADMINISTRATIVE EXPENSE					
6201 · Bank,Credit Card, Payroll Fees	800	1,589	800	1,417	800

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St. Paul's Episcopal Church
2022 Budget
January through December 2022

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
6202 · Annual Audit	800	450	800	600	800
Copier					
6203.1 · Equipment Lease	8,916	8,913	8,916	8,138	4,500
6203.2 · Copy & Supply Costs	7,380	7,656	7,380	7,143	4,000
Total Copier	16,296	16,569	16,296	15,281	8,500
6206 · Office Supplies	3,100	475	3,100	2,439	3,100
6207 · Postage	1,000	274	1,000	218	1,000
6208 · Telephone	3,700	8,555	3,700	5,949	3,700
6209 · Office Equipment & Software	2,000	2,077	2,000	320	2,000
6215 · Computer Expenses		242		615	
6210 · Offset by Direct Donation		-			
Total ADMINISTRATIVE EXPENSE	27,696	30,231	27,696	26,839	19,900
PROPERTY EXPENSE					
Maintenance & Repair					
6302.1 · Elevator Contract & Repairs	1,400	1,164	1,400	3,168	1,400
6302.2 · Building Supplies	1,000	-	1,000	-	1,000
6302.3 · Gardening	3,300	3,240	3,300	3,240	3,400
6302.5 · Janitorial Supplies	1,750	805	1,750	948	1,750
6302.7 · Maintenance & Repair	4,000	6,196	1,480	13,460	4,000
6302.8 · Safety Issues	-	2,060	-	5,561	-
6302.9 · Outside Janitorial Services	-	4,200	-	727	-
6310 · Storage Costs	-	-	2,520	2,711	-
Total Maintenance & Repair	11,450	17,665	11,450	29,815	11,550
Utilities					
6303.1 · Gas & Electric	15,400	9,708	15,400	11,673	16,000
6303.2 · Water & Sewer	2,600	2,406	3,000	3,782	5,200
6303.3 · Waste Removal	6,400	6,734	7,200	7,652	8,000
Total Utilities	24,400	18,848	25,600	23,107	29,200
Insurance Taxes Security Safety					
6304 · Property Taxes	4,400	4,024	5,400	4,983	5,600
6305 · Insurance - Prop/Liab/D&O	12,500	12,771	12,500	12,929	13,000
6309 Expenses Reclassified		(4,386)			
6307.4 · C2R2 Background Checks	250	-	250		250
Total Insurance Taxes Security Safety	17,150	12,409	18,150	17,912	18,850
Total PROPERTY EXPENSE	53,000	48,922	55,200	70,834	59,600
DIOCESAN EXPENSE					
6401 · Deanery Pledge	250	-	250	-	250

Approval Date: 12/15/2021

St. Paul's Episcopal Church
2022 Budget
 January through December 2022

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
6402 - Assessment	77,712	77,712	74,770	74,770	63,441
Total DIOCESAN EXPENSE	77,962	77,712	75,020	74,770	63,691
 TOTAL EXPENSE	 519,995.28	 431,058.00	 496,556.91	 462,066.00	 522,493.70
 NET ORDINARY INCOME	 \$ (137,183)	 \$ (149,326)	 \$ (128,880)	 \$ (101,403)	 \$ (175,708)
 NET INCOME	 \$ (137,183)	 \$ (149,326)	 \$ (128,880)	 \$ (101,403)	 \$ (175,708)