



**ST. PAUL'S EPISCOPAL
CHURCH**

ANNUAL PARISH MEETING

JANUARY 17, 2021



ST. PAUL'S EPISCOPAL CHURCH
Annual Parish Meeting
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St. Paul's Episcopal Church Annual Parish Meeting

Agenda

Sunday, January 17th, 2021

11:30am	Call to order and Opening Prayer
	Verification of Quorum
	Approval of 2020 Meeting Minutes
	Vestry Nominations Report
	Rector's report
	Recognition of Service
	Vestry Election
	Deanery Delegates Election
	Reports: <ul style="list-style-type: none">• Committees• Ministries
	Financial Reports
	Open Q&A
	Other Business
12:30 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

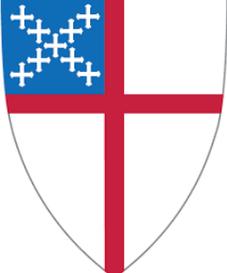
have prospective effect only, and shall not affect the indemnification rights of any individual with respect to proceedings in respect of which indemnification has been properly sought by application to the Vestry in writing by the individual(s) in question prior to the effective date of such action.

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

	<p>St. Paul's Episcopal Church Oakland Minutes Annual Parish Meeting Sunday, January 19, 2020</p>
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AGENDA

10am	Call to Order and Verification
	The Word of God
	Rector's Report
	Prayers
	Approval of the 2019 Annual Meeting Minutes
	Recognition of Service
	Vestry Election
	Deanery Delegates Election
	Holy Communion
	MOVE TO PARISH HALL
	Committee Reports: <ul style="list-style-type: none"> • Pantry of Hope Report •
	2019 Financial Reports & 2020 Budget
	Other Business
1:16pm	Close

Call to Order and Verification of Quorum

At 10:00am St. Paul's Rector, The Rev. Dr. Mauricio Wilson, called the annual parish meeting to order and received verification of a quorum from the ushers

THE WORD OF GOD

The Rector's Report

Fr. Wilson began by referencing the completion of 10 years tenure at St. Paul's Episcopal Church Oakland as one of the things "accomplished in 2019." He cited a quote about dreams we haven't dreamed yet and a stanza from the Psalm from the service as well as the quote at the opening of the book of remarks Irene Plunkett solicited from parishioners and gave to him in recognition of reaching 10 years of service as rector.

He talked about the impact St. Paul's has had on the Oakland community over the past 149 years and the importance of St. Paul's parishioners making an equivalent impact in the next 150 years.

He outlined that the operating budget for 2019 exceeded income by \$173,000, but this shortfall was made up by investment income which did well in 2019. So well, in fact that despite having to cover operating expenses from investment income, St. Paul's ended 2019 in a better financial situation than it began the year.

Despite St. Paul's being a non-profit whose mission is not to make money, the aim should be to close the gap between operating expenses and income by bringing in more income which largely comes from parishioner support through the weekly plate giving and annual pledges.

Fr. Wilson also outlined that a goal in 2019 was to hire a parish administrator and a youth ministry director -- both of which were achieved. The parish administrator Jackie Kamakate was hired part-time (less than 20 hours per week) and José Daniel Pinell was hired as the youth minister. The hope was Daniel would stay for two years as the ordination process continued with the Diocese of South Florida. However, Daniel was called to apply for a position in South Florida earlier than expected. He was selected for this position and therefore had to resign from his post at St. Paul's in December 2019. The search for a new Family and Youth Ministry director is underway.

Fr. Wilson thanked the clergy: Rev. Ann Jensen, Rev. Christian Harding and Deacon Carolyn Bolton, as well as Stephen, who serves at St. Paul's while he goes through the discernment process. Fr. Wilson also acknowledged the contributions of St. Paul's music director Chris Kula and the parish's various lay volunteers including: members of the vestry, choir, altar guild, family ministry, acolytes, ushers, readers, coffee hour hosts and Prayers of the People writers.

Fr. Wilson acknowledged the work of several of the church ministries including: St. Paul's Episcopal School, Clausen House, St. Paul's Towers, the Pantry of Hope and the social justice ministry.

Fr. Wilson also called out the fact that St. Paul's Episcopal Church hosted the Diocesan confirmations in 2019 with seven confirmands from St. Paul's Episcopal Church and several other from other parts of the Diocese in the East Bay and beyond. He shared that several of the families not affiliated with St. Paul's Episcopal Church remarked on the "cathedral-like" qualities of the church sanctuary and Fr. Wilson called out the importance to the Diocese of St. Paul's Episcopal Church playing a role like this in the East Bay as the Diocese looks for ways to build a presence for Diocesan activities away from Grace Cathedral in San Francisco.

Fr. Wilson closed by encouraging members of the parish to continue supporting the church and to look forward to the 150th anniversary celebrations and activities being planned for 2020.

Recognition of Service

Prior to the recognition of service, ushers handed out hard copies of the packet associated with the Annual Parish Meeting, which included: the agenda for the 2020 annual meeting, church bylaws, minutes from the 2018 Annual Meeting, 2019 committee and ministry reports, 2019 financials, 2020 budget and the 2020 Annual meeting ballot for vestry and deanery appointments.

Fr. Wilson then acknowledged outgoing vestry members, Irene Plunkett who served as senior warden and Pamela Kruse-Buckingham who was clerk/secretary upon the completion of their three-year terms. Irene was not present, but Pam was there so received a gift.

Vestry Election

Fr. Wilson explained that the annual meeting is held in part, during the church service in order to ensure a quorum so there can be a vote on the vestry and deanery appointments.

Fr. Wilson then turned to nominations for vestry members. He began with Will Cowart, who is currently serving as jr. warden having stepped in to complete the term of former vestry member. As a result, Will was being nominated to serve his own full three-year term. Will was present to accept the nomination. Ann Gregory and Sharon Pilmer were also nominated. It was noted that Sharon has previously served on the vestry two previous times. She was present to accept her nomination, but Ann was not. The nominations were moved and seconded and approved by acclamation. Fr. Wilson indicated that he had selected Allison Sass to serve as sr. warden, the only vestry position the Rector is allowed to select without a vote.

Deanery Delegate Election

Nominations for the Deanery Delegation were turned to next. Melanie Blake and Tom McGarrell were nominated. Melanie was present to accept, Tom was not as he went home ill. Both nominations were moved and seconded and approved by acclamation. Fr. Wilson called for nominations/volunteers to serve in the third delegate position. None were made and so the vestry will appoint a third delegate. Three alternate delegates were nominated during the meeting after Fr. Wilson called for nominees/volunteers. They are Sandra Anderson, Jeanette Dinwiddie-Moore and Kevin. The alternate delegate nominations were moved, seconded and approved by acclamation.

Fr. Wilson invited the congregation to attend the continuation of the Parish Annual Meeting in the parish hall after the completion of the service where they could get additional details on the reports from the various committees and ministries.

HOLY COMMUNION

In Parish Hall

The meeting reconvened in the Parish Hall.

Approval of the 2019 Annual Meeting Minutes

Fr. Wilson continued the 2020 Annual Meeting from the Parish Hall by explaining that he would ask for committee and ministry members to share any additional details on their reports before and ask for approval of the 2019 Annual Meeting minutes. He then asked if there were any questions.

Carolyn Knapp inquired about a missing 2019 report from the youth and family ministry team. Fr. Wilson explained that the report was not done ahead of Daniel's departure and he did not do this report on Daniel's behalf because he was not involved in all aspects of that ministry's work during the year. However, he did report that some of the work that was agreed upon in 2019 would focus on members of the recent class of confirmands assisting with the Pantry of Hope in 2020 by preparing meals once a month in an effort to help the young people put their faith into action and come together outside of social interactions. Deacon Bolton spoke up to say that this was the case and the work would begin in February and Julia Caputo was one of the confirmands already scheduled to participate.

Reports

Deacon Bolton then took the opportunity to add to the written report for she submitted for the Pantry of Hope as she had to leave before the meeting would adjourn. She began by thanking everyone for their support with the 2019 Christmas dinners. She said that the St. Paul's community had done a tremendous job rallying and bringing their own friends and family to support the effort. As a result, more seniors were served. She received hand-written notes in Korean and Cantonese thanking the St. Paul's Episcopal Church volunteers. She said she would not be able to thank everyone individually, but she was grateful, and she called out Carolyn and Robert Knapp and Fr. Wilson and his family for their generosity and noted that many members of the St. Paul's Episcopal School faculty and staff also participated. She reminded everyone that it's a myth think seniors are surrounded by loved ones at the holidays. When in fact, many would not have had a meal or any company if not for this effort. She said St. Paul's was "small in size, but big in heart."

She also thanked Arnett Moore for helping with the administration of the Pantry of Hope. She explained how the flood in 2019 had decimated the Pantry location and supplies, but thanks to the donations and support of the parish, the Pantry was able to get back up and running. The break in service caused by the flood has resulted in a decline in participants served, but the word is getting out that the Pantry is back up and running and Deacon Bolton expects a return to full service. She noted that a recent donation of \$700 from the Girls Scout Troop associated with St. Paul's Episcopal School had facilitated the purchase of a replacement refrigerator.

Deacon Bolton also added her acolyte report saying that she expected to be able to have acolytes at every service beginning at the end of February thanks to the addition of 8 new acolytes and she is working to identify youth preachers for the coming year with line of sight to at least one.

She closed by indicating that she does not intend to retire as the Diocese expects when one turns 72. She will instead request the permission of the Bishop to continuing serving in her current capacity. Deacon Bolton then left the meeting.

Robert Knapp asked a question about the \$16,000 line item for the parish administrator, expressing concern that this was a low figure. Fr. Wilson explained that there is mutual agreement that the parish administrator not work more than 20 hours a week. At this level, benefits are not part of the compensation package which is a significant savings.

Robert Knapp also asked about a line item in the music fund. Fr. Wilson explained it was funding for a position music director Christopher Kula decided not to fill.

Robert Knapp asked why there was no report from the jr. warden in the report. Vestry member Will Cowart who served as jr. warden in 2019 explained that the reports were provided throughout the year in the monthly minutes and largely focused on needs of the physical plant. In 2019 those were

largely the flood in the Pantry of Hope and working with St. Paul's Episcopal School on making an entry handicap accessible.

Victoria Wells Larson asked Will Cowart to produce a report so there could be an overview in the Annual Meeting minutes for 2020.

George Strait raised a question about the lease agreement between St. Paul's Episcopal Church and St. Paul's Episcopal School. He expressed concern about the below market rate rent and wanted to know when the lease would be up.

Victoria Wells Larson explained that the lease was a forty year lease and the terms would be up for negotiation again in 2045.

Paula Hawthorn added that this discussion occurs every few years and while the rate is extremely discounted, the financial arrangement reflects the fact that the school is part of the church mission and its mission reflects St. Paul's values.

Carolyn Knapp added that she was part of negotiating the existing lease terms and that the school also covers half of the mortgage payments associated with the retrofit of the sanctuary and other campus buildings and this should be considered when thinking about the "fairness" of the existing lease terms.

Fr. Wilson asked to table the discussion of the lease agreement terms and announced the vestry leadership. He indicated that Bill Davis would serve as jr. warden and Erica Terry Derryck as clerk/secretary. He said the vestry would report later on who the new treasurer would be. He also indicated that there may be two new vestry members joining if we have resignations.

Turning back to the conversation about the lease, Fr. Wilson added that St. Paul's Episcopal School often incurs expenses for improvements to church property in their entirety. He said we should expect this conversation to continue, especially since the Head of School Josh Stern is stepping down. Victoria Wells Larson added that the school's long-term business manager is retiring at the end of the school year and Fr. Wilson said the school is also in search of a new chaplain.

He said Lisa Strait is representing St. Paul's Episcopal Church on the St. Paul's Episcopal School board and explained that every few years the discussion of the church and school relationship comes up. Recently there was a conversation on the school board about the possibility of dropping Episcopal from the school name which was included as a term in the current lease agreement but is not something the church can mandate the school keep as it is an independent body. However, a change of this nature could have become grounds for voiding the lease agreement which would have subjected the school to market rate (based on the time the lease was signed) rent (approx. \$375,000 a year vs. \$16,000 a year). The discussion did not continue.

Alida Ducey Fisher requested that this topic of conversation be brought up again as she is unfamiliar with the values and make-up of St. Paul's Episcopal School and wants to ensure that maintaining this ministry in manner is appropriate especially given the needs of Oakland's public schools and St. Paul's Episcopal Church's commitment to the Oakland community.

Doug Jensen added that he had been part of the school's marketing group to determine the pros and cons of using Episcopal in the school name and there was no benefit to a name change.

Sharon Pilmer asked what written records existed to document the agreements between the church and the school since a lot of the issues raised appear to be part of the “tribal” and “institutional” memory of the church but should also be in written documentation. Fr. Wilson indicated that there are binders and some digitized records which include the lease terms, but he could not speak to whether everything that had been discussed was included.

James Kadleck asked a question about how many years were left on the mortgage related to the retrofit. Fr. Wilson said he believed it was six years but was unsure of the exact amount still due.

Sharon Pilmer asked why the mortgage balance had not changed and was it because we’re only paying interest? No response was given.

Scott Buckingham asked for a report on the historical relationship between the school and the church to help determine what our future business relationship should be.

Robert Knapp asked that all the vestry minutes be posted to the church website and called on Tom McGarrell to be recognized for his stewardship of the congregation’s members. He noted that it goes beyond the name tag system. Fr. Wilson added that Tom McGarrell alerts him when a parishioner has been absent and reaches out to them as well.

Fr. Wilson then asked Sandra Anderson to give the treasurer’s report. She explained that she was serving as treasurer as a result of the current treasurer being unable to perform the duties and the church bylaws requiring the previous treasurer to resume the duties in this scenario. This has resulted in Sandra Anderson serving for four or five years as treasurer.

As a result of her changed personal circumstances (new emergency teacher role, she is going back to school earn her full credential) she didn’t have the same amount of time to devote to role but given the expertise and institutional knowledge of the church finances, there has been increased reliance on the accountant Joan. In addition, the Finance and Investment committees were not convened, so Sandra could focus her reduced volunteer time on the weekly plate count with support from Lisa Strait and Irene Plunkett. She indicated that many of the treasurer’s normal duties like making weekly deposits to Bank of the Bay feel to Fr. Wilson. She felt there was still a high level of fiduciary oversight coming from the vestry which reviews the financials at every meeting. In addition, there is an annual meeting for the church vestry with the church’s investment firm which switched from Morgan Stanley to Merrill Lynch when Tom McGarrell was treasurer.

Sandra Anderson said she was very concerned about the lack of pledges so far for 2020.

Sharon Pilmer asked if the pledges were larger last year.

Sandra Anderson said for 2020 only \$47,000 had been pledged so far, less than half of the previous year’s pledges at this time and she said there needed to be a push to get everyone to pledge. She added that roughly 10 families are responsible for over half of the income from pledges which puts the church in a vulnerable position should one of those families leave or change their giving. Sandra indicated she would be willing to support being a part of a stewardship committee, if one was organized by the new treasurer as she recommends so this responsibility doesn’t fall to one person.

Pam Kruse-Buckingham seconded this approach and asked for support with the current stewardship effort.

Paula Hawthorn noted that in years past calls were made by volunteers to encourage pledges without divulging how much had been pledged. Saundra Anderson explained that Fr. Wilson insists on not knowing the amounts pledged by parishioners but does know if a pledge was made.

James Kadleck said he remembered this effort of making calls and appreciated it and asked who had organized it in the past. Sharon Pilmer responded she had.

As the 2020 person heading up the stewardship activity for this year, Pamela Kruse-Buckingham passed around a sign-up sheet for volunteers to make calls.

Alida Ducey Fisher asked if there was a way to know if you pledged already and whether it made sense to ask for donations/pledges on the church Facebook page.

A parishioner encouraged the church to publicize that pledges can be paid with auto-deductions from a bank account and that the response time from the church was slow when he called to confirm if he and his partner had pledged.

Erica Terry Derryck asked to work with Alida Ducey Fisher on language for any online solicitation to avoid fraud (It was noted that there was fraud with the church bank account and the Fr. Wilson's email earlier in 2019.) and ensure that the Facebook page continues to serve as a "feel good" site for church news and celebration.

Robert Knapp asked about what he thought was a difference in what Fr. Wilson reported as the gain in income from investments and what was in the written materials provided at the meeting. Fr. Wilson explained where to see the two line items in the report which were closer to the total reported.

Marion Sayer reiterated that it had been a gift.

Bryan Stanke asked whether we still had oil and gas leases and how they were doing. Fr. Wilson said the gift of this small amount of leases was still in the church portfolio and had not performed well in 2019. It fluctuates in performance.

Victoria Wells Larson said that Tom McGarrell as treasurer had investigated whether it made sense to sell and Fr. Wilson added the decision was it did not and noted that an offer had been made to buy the church interest, but it was for less than the value of what the lease was generating in income.

Dylan Versteeg clarified Bryan Stanke's question by asking if it was aligned with our mission to have investments of this nature. Saundra Anderson added that it's the nature of an investment like this to wane over time given that the oil reserves are finite.

George Strait asked for a motion to thank Saundra Anderson for her work as treasurer.

Bryan Stanke asked how parishioners could help and provide input and expertise when it comes to investments and church finances.

Saundra Anderson said one way was to support the 150th anniversary efforts and to volunteer with the new treasurer when he/she is appointed.

Will Cowart called out that it's a challenge to balance the financial needs with the mission and that the vestry must be mindful of doing what's in the best interest of the mission in the here and now and in the future.

Fr. Wilson said in response to an earlier question from Robert Knapp that the December financials were not posted online or in the newsletter because a correction needed to be made and because this December meeting would be occurring.

Fr. Wilson noted that he represents St. Paul's Episcopal Church with six different organizations, all of which has development teams and committees, while the church relies on volunteers. He said even with full-time, paid support many organizations are still struggling for gifts so it's feasible that despite reports, people aren't as well off as may be being reported.

Sharon Pilmer added that people are also getting requests from lots more sources and feel overwhelmed.

Fr. Wilson said it's important to build beyond the 10 families who make up 47 percent of the giving so we don't overtax them.

Robert Knapp said he'd encourage the vestry to get help beyond the vestry because there is a lot of untapped financial expertise in the congregation.

Will Cowart said there is a lot of financial know-how on the vestry and reassured the group that close attention was paid to the financials.

Erica Terry Derryck said we should be mindful that the circumstances that led to the decision not to convene the Finance and Investment committees was not necessarily permanent and therefore could be put back in place by the new treasurer.

Allison Sass asked for an update in the 150th anniversary plans.

George Strait and Sandra Anderson said the planning was underway and that there would not be a 2020 Feb dinner as there had been insufficient time to plan, but there would be an event in Feb 2021.

George Strait asked for donations, especially airline miles saying the committee was trying to create experiences. He indicated a cousin affiliated with the city of New Orleans, LA could donate hotel rooms and meals, but not during Mardi Gras or Jazzfest.

Will Cowart then gave an update on the family ministry 150th efforts which will be a picnic in September 2020 with donated sandwiches from Specialites. Sergio Prieto is partnering with him on the effort. He added there will be participation in the Oakland Pride festivities as well.

Alice Brilmeyer asked about whether there would be a need for a coffee hour that Sunday.

Will Cowart also said that there was a push to have Faith Quest in the summer as was tested in the summer of 2019.

George Strait added that Jeanette Dinwiddie-Moore and Irene Plunkett were also planning spiritual day of activities and the church would be doing some activities around Thanksgiving as part of the sesquicentennial celebration year.

Fr. Wilson said there would be a catered lunch on Sunday, Feb 2 following the service to kick off the sesquicentennial year-long celebration. Several people indicated they were not aware of the luncheon and asked that the event be shared on the Facebook page.

Alida Ducey Fisher agreed to post the news to the Facebook page.

Robert Knapp asked to clarify the agenda as there was confusion about the meeting agenda and whether all items had been covered because of a typo on the meeting agenda which referenced the 2017 Financial Statements and the 2018 Budget as a result of having been copied and pasted without being updated.

There was then a motion to close the meeting. Cheryl seconded and the meeting was adjourned.

Closing and adjournment at 1:16pm

Faithfully submitted,
Erica Terry Derryck

Attachments follow

ST. PAUL'S EPISCOPAL CHURCH
ANNUAL PARISH MEETING
JANUARY 19, 2020
COMMITTEES AND MINISTRIES REPORTS

NEWSLETTER, *submitted by Kate Ebi, Newsletter Editor*

The Good News is published eleven times per year. It includes a message from the rector, music schedule, and various other articles and pictures. Contributions are always welcome; either articles, pictures, or a combination of both. E-mail them to Kate Eby at kgeby1@gmail.com.

SOCIAL JUSTICE COMMITTEE, *submitted by Paula Hawthorn*

In the year 2019, the Social Justice Ministry, led by Dylan Versteeg, sponsored 3 events. Descriptions of those events are below. Our tentative plans for 2020 include more forums and activities. If you are interested in becoming a part of this ministry, please see Dylan or the other committee members: Deacon Carolyn, Robert Knapp, Carolyn Knapp, Stephen Tiffenson, Jeannette Dinwiddie-Moore and Paula Hawthorn.

Oct 20, Empowerment Through Language

St. Paul's Social Justice Ministry sponsored a highly informative forum 20 October after the 10 am service on the English as a Second Language (ESL) initiative at Primera Iglesia Presbiteriana Hispana in the Fruitvale District of Oakland. This program is open to anyone wishing to learn basic English. It serves both recent immigrants and established residents from the Hispanic neighborhoods.

Tony Montalvo, a director of the program, joined us, as did Susan Tilden of St. Paul's who currently teaches a class every other Tuesday evening 7-9. The two shared the basics of the ESL program and spoke of the successes and challenges. Both mentioned the great satisfaction they get from helping others learn English and, often, helping them navigate issues in their lives. About twenty parishioners sought information and shared their own experiences with language learning. We decided to organize volunteer language aides to go to Susan's class and work in small groups as part of her overall lesson plans. November 5th will be our first session. Everyone can do this! No Spanish is necessary! If you would like to help folks eager to learn English empower their lives, contact Robert Knapp at 510 658-6547 or rcknapp2@gmail.com and check out the short video produced by the College Avenue Presbyterian Church, a co-partner in the ESL project: <https://vimeo.com/292398956>

Sept 21 Peace Awards Ceremony

On September 21st, the International Day of Peace, St. Paul's hosted the Peace Awards event sponsored by True Vine Ministries', *Soldiers Against Violence Everywhere* <https://www.save-oakland.com/> Our own Paula Hawthorn spearheaded the annual event, this time inviting S.A.V.E. to enjoy St. Paul's hospitality. The award winners were a spectacular cross-section of social justice inspired people working very hard to make a difference in Oakland. These are the Oaklanders and their important work that the awards recognized: Zimbabwe Davis has created a number of venues where community and police can come together to build bridges for better understanding and cooperation; Larry Edmond, a successful business consultant, has volunteered his considerable abilities and contacts to fight violence and assist the homeless in Oakland; Melvin Cowan works with local politicians and police, as well as creating grassroots initiatives that focus on developing leadership willing to focus on social justice issues; Almaz Yhidego uses her public administration

skills to help African diaspora residents meet a wide-range of problems in their interface with an American life, culture, and bureaucratic habit; Antoine Towers, whose life trajectory included foster care, juvenile hall, boys' homes, jail, and the penitentiary, is a community activist who brings from his own experiences a passion for helping people grow in harmony and so solve problems together. About fifty people listened, applauded and were excited to validate the importance of these awardees' work as they strive to make Oakland a safer and better place for everyone. St. Paul's was proud to host such an exciting awards ceremony!

Nov 17, Celebrating Episcopal Relief & Development Sunday

"Testify!" was the message our guest preacher, Sean McConnell, Episcopal Relief & Development's Director of Engagement for the last six years, gave us on November 17th. The text of Luke's gospel has Jesus describing an apocalypse, Jesus also sees the "dreadful portents" as "an opportunity to testify" to God's presence in the world and the promise of eternal life. Sean encouraged us to testify by continuing our work with the Pantry of Hope, stand-ins against gun violence, helping new immigrants learn English, and, of course, supporting the work of Episcopal Relief & Development (www.episcopalrelief.org) through praying, learning, and giving.

During the Forum after the 10 a.m. service, parishioners had an opportunity to see many examples of the work the organization does in partnership with local Anglican organizations such as the Episcopal Church in Liberia to create lasting change, particularly in the areas of women's rights, support for children under six, and promoting community resilience in the face of climate change. We were able to ask Sean questions about these and about the disaster relief efforts of Episcopal Relief & Development. Our sessions ended with an inspiring video message from Presiding Bishop Michael Curry about the One Thousand Days of Love campaign. Get ready to hear more about it in 2020.

PRAYERS OF THE PEOPLE 2019

"But when you pray, go into your room, close the door and pray to your Father, who is unsee (Matthew 6:6-8).

Writing Prayers of the People is contemplative. We try to find that quiet place in our hearts and minds to hear what the word of God is saying to us. Reflecting on the scriptures and contemplating the prayer can happen anywhere – on BART, a plane, a car, in the woods, on the beach or in a quiet place at home. As we complete our second year of this ministry at St. Paul's, we are hopeful that the Prayers of the People have enriched your lives and the worship experience. This year, we welcome Cortland as a new writer. Each of us writes prayers about six times a year and we take a break during the summer (July and August). If spending more time with God in prayer and contemplation is one of the things you would like to do, we invite you to join us in this ministry as we would love to have you. Just let one of the clergy know or you can contact me, Jeanette Dinwiddie-Moore, (510) 531-3355 or dinwidd@gmail.com.

Prayerfully,
Pamela Buckingham
Alice Gaines
Madyé Parish
Matthew Whitney
Jeanette Dinwiddie Moore

ALTAR GUILD, submitted by Ann Del Simone

Altar Guild is a ministry with responsibility to prepare the Church for all services. Members work to assist Fr Wilson and enhance worship at St Paul's. Working in teams, members prepare for two Eucharistic services at 8 o'clock and 10 o'clock each Sunday morning in the main sanctuary. Weekly duties include setting the altar for

each service, cleaning up after services, tending candles and flowers, posting hymns, marking lesson readings, ensuring proper color of hangings, maintaining vestments worn by clergy and those who serve at the altar, checking supplies, and caring for linens The Altar Guild is also responsible for setting up for baptisms, weddings, funerals, and decorating for all church holidays.

Altar Guild at St Paul's works in four teams to cover the weekly duties and services. The teams rotate weeks, so Altar Guild members generally work one out of four weeks, although for months with five weeks, one team will work an extra week at least once per year. The group is flexible to accommodate members who travel or are unable to work for periods of time. Team Captains are: Alice Brilmayer, Pamela Kruse-Buckingham, Ann Del Simone and Paula Hawthorn. Team members are: Helen Devlin, Maria Paull, Annette Blue, Indira Balkissoon, Susan Tilden, Allan Eng, Pat Barton, Erica Terry Derryck, and Tonia D'Amelio. Thank you to each of you for sharing your gifts and for your service to the Church.

In 2019, the Altar Guild continued with its noted duties, working with other parish groups to provide for coordinated services. In 2020, the St. Paul's Altar Guild would love to have new members...many hands make light work and will help maintain our flexibility for scheduling. We will provide training and you will work with experienced members until you feel comfortable working on your own. The Altar Guild is a way to work "quietly behind the scenes" and to get an inside look at and understanding of what goes on at the altar. Plus, it's a great group of people!

For more information or to begin working with Altar Guild, please contact Ann Del Simone (telephone 510-685-2975 (c); 510-653-0412 (h); anndelsim@msn.com), any Altar Guild member, or the church office. You are welcome to stop at the sacristy any time the door is open. We invite you to join us!

MUSIC DEPARTMENT,

FRIENDS OF MUSIC AT ST. PAUL'S 2019 YEAR END REPORT

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 2019 supported creation of the beautiful music we enjoy every week and on special days, provided much-needed funds for the parish budget, donations to cover the extra costs for music at special services, and brought thousands of people through our doors for services and concerts.

Many thanks to St. Paul's parish for supporting Music at St. Paul's!

Respectfully submitted,

Victoria Larson, Trustee, Friends of Music at St. Paul's

Friends of Music: Sharon Pilmer, Richard Larson, Tom McGarrell, Bill Davis, Michael Page, Ben

Clausen, Josh Black, Christine Dukey, Philip Saunders, Christopher Kula, John Prescott, Charles Blue, Elizabeth Jenkins, Amy Kessler, Ann Gregory, MacKenzie Covington, Alice Brilmayer, Lauren McNulty, Paul Sporer, Tonia D'Amelio, Joan Davis, Stefanie Charren, Shelia Fisher, Liz Hook, Dylan Versteeg, Melanie Blake, Pamela Buckingham, Scott Buckingham, Kent Lewandowski, and many others.

WHAT WE DO: MUSIC FOR WORSHIP

Worship is the core of our parish ministry. The driving force of the work of FOM is to support and enhance the music central to the worship experience. Directly or indirectly, FOM is part of, or integral to, the music of the liturgical services of our parish.

2019 Services: 83 services, approx. 7,000 people, including Choral Eucharist, Compline, First Sunday Evensong, special services for Holy Week, Good Friday, Easter, Christmas, and more. (2018: 82 services)

WHAT WE DO: CONCERTS

FOM solicits, arranges, and produces musical events at St. Paul's, seeking appropriate music groups to perform concerts. FOM negotiates contracts, provides on-site management, assists with setup, and acts as on-site hosts.

2019 Concerts: 17 concerts, 12 groups, approx. 4,200 people (2018: 20 concerts, 12 groups).

WHAT WE DO: RAISE MONEY

FOM solicits funds for the general fund and for the David Farr Recognition Fund, through concert fees, donations, and fundraising events.

The David Farr Recognition Fund (DF Fund): Donations to the DF Fund are designated to cover music-related costs for special services, including Holy Week, Easter, and the beautiful Christmas Eve concert and service we enjoyed a few weeks ago.

2019: See SPEC Income statements.

WHAT WE DO: PUBLICIZE ST. PAUL'S

Through the efforts of FOM, people all over the Bay Area hear and see the name "St. Paul's Church." With press releases, posters, emails, and advertising for services and for concerts, FOM spreads the word that St. Paul's exists: The parish is alive and well, and is a place to look for a great community and music (in liturgy and in concerts).

- Emails sent monthly, plus for special events, to approx. 600 people, all who have asked to be informed of music events at St. Paul's.
- Postcards of upcoming music events distributed at church services and music events.
- Post event listings in print and on the web for music events at St. Paul's.
- Create ads, posters, fliers, banners, for St. Paul's music events.
- Post Information on the St. Paul's website re music, incl. weekly, monthly, and special services, etc.

CONCERT GROUPS

- The Yale Whiffenpoofs with College Prep Choir: 1 concert.
- Prometheus Symphony Orchestra: 5 concerts
- East Bay Harmony Chorus: weekly rehearsals, 1 concert.
- San Francisco Choral Artists (SFCA): 3 concerts.
- San Francisco Girls Chorus School: 1 concert.
- Voci Women's Vocal Ensemble with Piedmont East Bay Children's Concert Choir: 1 concert.
- Christine Dukey, soprano (new): 1 concert.
- Bella Musica (new): 1 concert.
- Kitka Women's Vocal Ensemble: 2 concerts.
- St. Paul's Chancel Choir: 1 concert.

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

I was assigned to St. Paul's Episcopal Church seven years ago by the Bishop, and requested an extension for another two years this year and he granted that request. In 2012 the Bishop selected me as the Archdeacon of the East Bay. As Archdeacon, I serve directly under the authority of the Bishop, and I am accountable to the Bishop. I work directly with the Bishop on assigned special projects.

Being assigned to St. Paul's, I am under the direction and authority of The Rev. Dr. Mauricio Wilson. As a Deacon, I serve all people, particularly the poor, weak, the sick, and the lonely. I am also to study the Holy Scriptures, to seek nourishment from them, and to model my life upon them. I am to make Christ and his redemptive love known by my word and example, to those among whom I live and work and worship. I am to interpret to the Church the needs, concerns and hopes of the world.

The following are proposed ministries of the church

LEMs – recruiting new members and training. This is a continuous goal; this year we ended with seven active LEMs.

Pastoral care team has been reorganized [and we badly need volunteers](#). Arranged to have shut in members receive communion and regular visits.

Training of Acolytes and recruitment — Training of Acolytes will be scheduled at least once a month. This is an ongoing process. We have recruited [five](#) new acolytes.

Preach at least quarterly — I preached every quarter

I worked closely with Fr. Wilson to meet the needs of those knocking at St. Paul's doors for resources, food and pastoral care. We've worked with over 175 individuals a month. We still have some challenging individuals who needed immediate help. We were fortunate this year again to receive a donation of warm coats to give out to individuals.

We had two mini manicure nail cleaning for individuals coming to the pantry on Sundays. Individuals were so grateful for the nail cleaning, where one senior mentioned, it felt like she was on a beach.

We are still looking to work with a mental health agency during 2019, because we are finding more individuals with some mental health problems, which is beyond our services.

I want to especially thank Teresa Lindberg and Laura Suma who cooked dinner for the thirty residence at the St. Mary's Winter Shelter. They cooked dinner every first Friday from December

To April with the exception of missing one Friday. Good job, and much appreciation.

SENIOR RESOURCES, *submitted by The Ven. Carolyn Bolton*

Senior Resources, an outreach program of Covia Senior Services, continues to follow through with the vision of Responsiveness to the individual needs of seniors within the Alameda County offering a wide range of programs that focus on preventing social isolation, increasing food security, and community health.

The flexibility of the program and its mandate to identify and fill gaps in services to seniors has allowed it to flourish this year. Housed in St. Paul's Church, we receive calls daily ranging from requests for housing, food, and meal on wheels; requests for assistance with the cost of utilities, medication, funerals beds, and transportation; inquiries on how to find a caregiver, what adult programs are available, assisted living options, how to navigate Medicare, Medi-Cal and other health services and many additional questions.

Many times, St. Paul's and Senior Resources have worked collaboratively in assisting those in need. Senior Resources has noted an increase in the number and frequency of individuals coming directly to the office for services. We have served over 1,105 individuals this past year 1250 care bags which are given to individuals who need food but don't have cooking facilities.

Senior Resources sponsors a Exercise class a Senior Luncheon held once a month at the Parish Hall (the luncheon serves 76-90 adults). The senior lunch gives seniors a change to get out to socialize once a month with other cultures. They experience exercise, different foods, dancing, puppetry and a fun experience. Wow, as one senior commented.

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

The Pantry of Hope is going into its ninth year of ministry. It offers wholesome food resources and items free of charge to community members in need. The pantry is designed to those who may just need a bit of extra help to make it through the end of the month. Items range from canned and dry goods to fresh meats, fruits, vegetables, clothing and socks. The pantry is located on the first floor of the office building of the church and opens on the 2nd and 4th Sundays of the month.

The Pantry was closed for the first six months of 2019 due to the flooding caused by the heavy rains. Unfortunately all the equipment, appliances and shelving was damaged beyond repair and the food items and canned goods could not be salvage. Because of the damage the pantry was moved to a different location with new shelving and equipment.

The program is still in collaboration with Covia Senior Resources, St. Paul's Episcopal Church and St. Paul's Episcopal School which adopted The Pantry of Hope as a service project.

I want a special thanks to the following:

Members from Soroptimist International of Oakland who volunteer on Sundays, and helped to prepare and deliver Thanksgiving bags to seniors and delivered dinners on Christmas.

Special thanks to the St. Paul's School Girl's Scouts for assembling care bags each month. Also donating \$700.00 to purchase a new refrigerator.

Special thanks to Carolyn and Robert Knapp, Erica Terry-Derryek and family, John Simmons and grand son, Virginia Clark and Trudy Hsu, Alice Brilmayer, Sergio Prieto and family, Wilkson-Morris family, Tom McGarrell, Eric Harris and family, assisting with Thanksgiving and Christmas deliveries.

Very special thanks to Tom McGarrell, Anna Carter Mahaffey, Dylan Versteeg who volunteer at the Panty of Hope on the Sunday's when it's open.

Special thank you to St. Paul's members whose individual names might not be mentioned within this report who have given of their time and talents. The Pantry thank you.

Employees from Covia Senior services who assisted with deliveries for Thanksgiving and Christmas.

A very special thanks to Greg Ward, Sergio Martin, Teresa Lindberg and Laura Suma team who made sure the pantry participant have healthy lunches on Sundays.

I want to thank all who provided financial support and donated items to make sure our shelves are full each week.

There was a spaghetti dinner sponsored by the Rev. Wilson and Ven. Bolton for the food pantry and over \$500.00 in donations was collected. Thank you to all who donated and enjoyed the spaghetti.

Accomplishments:

The Pantry of Hope Served 1,150 in 2019:
Prepared 110 Bags for Thanksgiving and delivered
Delivered 210 Dinners to seniors for Christmas

Thank you again.

COFFEE HOUR, *submitted by Alice Brilmayer*

We are blessed with 19 teams, families, and individuals who provide refreshments for fellowship after the 10:00 a.m. service. We're currently scheduled through June of this year.

We can always use a few more teams. As of this writing, we have two Sundays unaccounted for. If you'd like to add your cooking skills to this ministry, speak to Alice Brilmayer. We have an exciting and busy potluck schedule for the first half of the year. Please note that this year we are combining Black History Potluck and Women's History Luck into one event. Plus, Pentecost will be a cake and champagne reception.

- January 26 – Feast of the Conversion of St. Paul (special lunch)
- March 1 – Black and Women's History Month Potluck

- April 23 – Easter Potluck
- May 31 – Pentecost Holy Spirit Potluck (champagne and cake reception)
- June 14 – Pride Potluck

ACOLYTES, *submitted by The Ven. Carolyn Bolton*

Purpose: To actively assist the celebrant in the worship of God at the altar, and other ceremonies.

Key Activities: The acolytes serve as crucifers, torchbearers and thurifers during services, depending on the type of service. Love, faithfulness and loyalty are the virtues they seek to perfect. Acolytes are continuing to work in harmony with their services on the altar. Scheduled practices are held on the 2nd Sunday of each month after the 10:00 a.m. service.

The following have served as acolytes in 2019: Annette Blue, Sandra Anderson, Scott Buckingham, Sergio Garcia, Kimara and Kiandra Wilson Morris, Harriet Gregory, Odessa & Shafer and Dando, Harriett and Clark Gregory, Bella and Michael Cowart-Kadleck. We had three new Acolytes starting training in 2019.

A special thank you to Kimaura, Kiandra and Harriett for serving when needed. Another thank you to Sergio for training to be a Thurifer

2020 Goals: Continue to recruit additional acolytes to serve on Sundays and work on recruiting more Acolytes, in progress goal.

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

Thanks to all our dear friends who have served as ushers this year, and they are:

Alan Eng
 Tom McGarrell
 Scott Buckingham
 Ann Del Simone
 Yuri Sikkema
 Dylan Versteeg
 John Simmons
 Aida Alvarez
 Jesse Alvarez
 James Mooney

As co-leaders, Ray and I, are especially appreciative of their willingness to step up and fill in when a team is shorthanded.

We are thankful for the many unsung heroes who serve as ushers at the early service, and we are also very grateful for the many parishioners who have willingly supported us as element bearers.

Currently all our teams are not fully staffed, and we need new members. Please give prayerful consideration to joining this very important ministry.

TREASURER’S REPORT, *submitted by Sandra Anderson, Treasurer*

Another year of mixed blessings! We are well situated from an Assets on the Balance Sheet perspective, especially compared to other parish's in the Diocese yet we continue to be challenged from an operational budget perspective.

We rely primarily on pledges to fund our budget—both pledge commitments and actual pledges received have declined since 2015 and this trend continues. Currently, our deficit has been funded via Vestry authorized transfers from our Merrill Lynch Investment Account.

Like all businesses, personnel related expenses comprise the majority of our operating budget, followed by administrative expenses (copier, telephone, equipment lease, etc), utilities, insurance taxes and ongoing maintenance (janitorial/gardener, etc.)

The financial reports are provided.

The FINANCE and INVESTMENT COMMITTEES have been dormant. Our current structure is that these committees are both headed by the Treasurer.

The original focus of the Finance Committee is to review the month in, month out income and expenses of the parish as it relates to the budget, a task that duplicated because the Vestry does this same review each month in which they meet.

Additionally, this Committee in years past helped prepare the annual budget for the succeeding year. In recent years our budget is bare-bones and thus we look at prior year expenses based on the bookkeepers reports and project any Diocesan increases and the budget goes to the Vestry for discussion and a vote. The process usually takes 2.5 months.

The Investment Committee was organized in the past to regularly review each monthly portfolio account statement from our broker dealer within days of its receipt. The review includes performance, suitability of investment product, and transaction activity. Comments are shared with the Treasurer and through him/her to the Vestry at its monthly meetings. The monthly portfolio account statement is separately sent to each Vestry member prior to Vestry meetings by the Rector as pre-meeting material.

Currently, the Vestry reviews these reports at its regularly scheduled meetings and annually our Investment Advisor attends a Vestry meeting to explain their investment approach, the markets and to answer questions. The Faust Group at Merrill Lynch, San Francisco is our registered investment advisor. Mary Faust heads the Faust Group, she is a CPA and has over thirty years' experience in the financial services industry. The Parish's investment portfolio account was transferred from Morgan Stanley to Merrill Lynch in August 2016.

Coincidentally, a majority of the members of the Investment Committee were also serving on the Vestry and/or the Finance Committee, so these separate meetings were not maintained after 2017.

St. Paul's Episcopal Church
Balance Sheet
As of December 30, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
ASSETS			
CHECKING & BANKING			
1101 · Community Bank - 7815	38,202	25,743	12,459
1102 · RDF Checking - CBB -5638	1,380	1,149	231
1109.8 · Costco Citi Card Clearing x7302	-2,458	-96	-2,362
1109.9 · Card Services Clearing x0428	-190	-50	-140
Total CHECKING & BANKING	<u>36,934</u>	<u>26,746</u>	<u>10,188</u>
ACCOUNTS RECEIVABLE / PREPAIDS			
1201 · St. Paul's Episc.School-current	6,570	114	6,456
1208 · Other Accounts Receivable	298	574	-276
Prepaid Expenses			
1221 · Prepaid Insurance	0	1,989	-1,989
1225 · Other Prepaid Expenses	1,201	0	1,201
Total Prepaid Expenses	<u>1,201</u>	<u>1,989</u>	<u>-788</u>
Total ACCOUNTS RECEIVABLE / PREPAIDS	<u>8,069</u>	<u>2,677</u>	<u>5,392</u>
INVESTMENTS			
Merrill Lynch			
1305.1 · Merrill Lynch Cash	52,374	572,910	-520,536
1305.2 · Merrill Lynch Investments	2,340,036	1,671,259	668,777
Total Merrill Lynch	<u>2,392,410</u>	<u>2,244,169</u>	<u>148,241</u>
Other Funds			
1320.2 · Diocesan Endowment Fund	86,926	86,926	0
Total INVESTMENTS	<u>2,479,336</u>	<u>2,331,095</u>	<u>148,241</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>11,446,466</u></u>	<u><u>11,282,645</u></u>	<u><u>163,821</u></u>

St. Paul's Episcopal Church
Balance Sheet
As of December 30, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
LIABILITIES & EQUITY			
Liabilities			
ACCOUNTS PAYABLE.			
2301 · Rector's Discretionary Fund	3,202	1,832	1,370
2306 · Bolton Arch Deacon's Disc.Fund	1,146	1,046	100
2310 · Curate Discrtn Fund	0	286	-286
2355 · Holy Days Collections	0	290	-290
Passthroughs			
2351 · 150th Anniversary	-3,154	0	-3,154
Total Passthroughs	<u>-3,154</u>	<u>0</u>	<u>-3,154</u>
Total ACCOUNTS PAYABLE.	<u>1,194</u>	<u>3,454</u>	<u>-2,260</u>
DEFERRED REVENUE			
2401 · Prepaid Pledges	800	500	300
2404 · Prepaid Rents	555	8,840	-8,285
2405 · Prepaid Space Deposits	900	300	600
2406 · Prepaid Space Deposits next yr	2,415	2,525	-110
2418 · Prepaid weddings	0	1,400	-1,400
Total DEFERRED REVENUE	<u>4,670</u>	<u>13,565</u>	<u>-8,895</u>
HOLDING FUNDS			
2503 · Organ Restoration Fund	5,055	5,000	55
2522 · Music Development Fund Income	11,279	5,281	5,998
2523.2 · Evensong Expenses	-1,143	0	-1,143
2514 · Altar Guild Fund	1,016	916	100
2540 · David Farr Recognition	39,664	48,316	-8,652
2550 · Memorial Fund	68,718	86,251	-17,533
Total HOLDING FUNDS	<u>124,589</u>	<u>145,764</u>	<u>-21,175</u>
2805 · Mortgage, Union Bank	565,000	565,000	0
Total Liabilities	695,453	727,783	-32,330

St. Paul's Episcopal Church
Balance Sheet
As of December 30, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
Equity			
TEMPORARILY RESTRICTED FUNDS			
Vestry Restricted Funds			
3311 · Building Fund	240,594	275,517	-34,923
3311.1 · School Obligation towards Loan	36,350	0	36,350
3311.2 · Church Obligation towards loan	-30,255	0	-30,255
3315 · Nancy/Virginia Bradford Mem.Fun	150,000	150,000	0
3318 · New Initiatives DevelopmentFund	49,675	50,000	-325
Total Vestry Restricted Funds	<u>446,364</u>	<u>475,517</u>	<u>-29,153</u>
Donor Restricted Funds			
3335 · Pantry of Hope	16,338	15,336	1,002
3336 · Bags - Homeless	3,694	3,694	0
Senior Resources Fund			
3322.2 · Senior Resources Heath Bequest	37,692	37,692	0
3322.8 · S.R. Disbursements/Expenses	-1,650	0	-1,650
Total Senior Resources Fund	<u>36,042</u>	<u>37,692</u>	<u>-1,650</u>
3321 · Axel Nelson Fund	44,000	44,000	0
3325 · Deacon Expense, A Nelson Offset	-3,000	0	-3,000
Total Donor Restricted Funds	<u>97,074</u>	<u>100,722</u>	<u>-3,648</u>
Total TEMPORARILY RESTRICTED FUNDS	<u>543,438</u>	<u>576,239</u>	<u>-32,801</u>
PERMANENTLY RESTRICTED FUNDS			
Donor Restricted Funds			
3401 · Columbarium Fund	6,600	6,197	403
3411 · Diocesan Endowment Funds	86,926	86,926	0
3412 · Building Endowment Fund	77,062	77,062	0
Total Donor Restricted Funds	<u>170,588</u>	<u>170,185</u>	<u>403</u>
Vestry Designated Endow. Funds			
3451 · Walston Endowment Fund	636,898	571,278	65,620
3459 · Bradford Endowment Fund	1,000,000	1,000,000	0
Total Vestry Designated Endow. Funds	<u>1,636,898</u>	<u>1,571,278</u>	<u>65,620</u>
Total PERMANENTLY RESTRICTED FUNDS	<u>1,814,086</u>	<u>1,747,660</u>	<u>66,426</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	280,085	-56,765	336,850
Net Income	-173,923	0	-173,923
Total Equity	<u>10,757,613</u>	<u>10,561,061</u>	<u>196,552</u>
TOTAL LIABILITIES & EQUITY	<u>11,453,066</u>	<u>11,288,844</u>	<u>164,222</u>

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
Through December 30, 2019

	Actual	Budget
Income		
CONTRIBUTIONS & DONATIONS		
4101 · Pledges	136,191	200,000
4102 · Plate	60,706	50,000
4105 · Special Offerings	2,811	3,000
4110 · Worship Music	3,250	3,000
4159 · - Less PayPal & CrCard Fees	(312)	(250)
Total CONTRIBUTIONS & DONATIONS	202,646	255,750
INVESTMENT INCOME		
4201 · Interest/Dividends Investments	32,403	62,542
4203 · Diocesan Endowment Fund	5,790	7,000
4204 · Gas & Oil Lease	6,803	10,500
4206.9 · Less Advisory Fees	(21,632)	(18,000)
Total INVESTMENT INCOME	23,364	62,042
SPACE USE		
4301 · Apartment	15,000	15,000
4301.5 · Apartment Expenses	(1,344)	(1,000)
4302 · Covia Community Services	7,121	7,104
4302.5 · Covia - CR to Epis School School Lease	(1,900)	
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
4304 · Dio Cal Office Space	550	3,300
4305 · Community Music Events	13,978	10,500
4305.9 · Less Expenses of Space Usage	(120)	
4306 · Church Use - non-music	1,325	7,000
Meeting Space		
4307.1 · Club Meetings	1,745	2,000
4307.2 · Site Use Events	1,924	500
Total Meeting Space	3,669	2,500
Total SPACE USE	85,181	91,300
FUND RAISING		
4401 · Rummage/Garage Sale	748	1,000
4404 · Misc. Fund Raising	0	1,000
4406 · Scrip Rebate	68	20
Total FUND RAISING	816	2,020
FUND TRANSFERS		
4605 · Bequests	15,438	
Total FUND TRANSFERS	15,438	
Total Income	327,445	411,112

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
Through December 30, 2019

	<u>Actual</u>	<u>Budget</u>
Expense		
PERSONNEL		
Clergy		
5100 · Rector Salary & Housing	102,380	102,380
5102 · Rector Diocesan Benefits	35,743	35,743
5103 · Rector Pension	18,428	18,428
5104 · Rector Expense Reimbursement	1,644	2,000
5105 · Rector Professional Development	2,835	2,000
5107 · Supply Clergy	827	2,000
5109 · Offset for School Chaplancy	(14,000)	
Total Clergy	<u>147,857</u>	<u>162,551</u>
Music		
5120 · Music Director Salary	25,172	31,170
5121 · MD P/R Taxes	1,926	2,385
5124 · Music Development Donations	5,998	
5125 · Choir Salaries	23,127	22,500
5126 · Choir P/R Taxes	1,769	1,721
5126.1 · Outside Choir	485	
5128 · Organist	1,000	
5129 · Supply Organist/Conductor	250	500
Total Music	<u>59,727</u>	<u>58,276</u>
Administration		
5130 · Parish Administrator Salary	12,500	47,000
5131 · PA Taxes	956	3,596
5132 · PA Diocesan Benefits	0	13,390
5133 · PA Pension	0	4,230
5134 · Outside Labor	7,786	
5137 · Bookkeeper Wages	6,999	6,500
5138 · Bookkeeper Taxes	535	490
Total Administration	<u>28,776</u>	<u>75,206</u>
C&Y Ministries		
5140 · C&Y Ministries Salary	29,792	25,000
5141 · C&Y Ministries Taxes	2,104	1,913
5142 · C&Y Ministries Benefits	18,044	
5143 · C&Y Ministries Pension	2,269	
5145 · Nursery Attendent Salary	0	1,872
5146 · Nursery Attendent Taxes	0	143
Total C&Y Ministries	<u>52,209</u>	<u>28,928</u>
Facility Maintenance		
5150 · Sexton Salary - 20 hr	16,687	16,688
5151 · Sexton P/R Taxes	1,277	1,277
5156 · Housekeeper Salary - 16 hr	11,820	11,820
5157 · Housekeeper P/R Taxes	904	904

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
Through December 30, 2019

	Actual	Budget
Total Facility Maintenance	30,688	30,689
5199 · Workers Comp Insurance	1,872	1,800
Total PERSONNEL	321,129	357,450
WORSHIP		
5301 · Altar/Liturgical Supplies	4,682	3,700
5302 · Altar Flowers	1,430	2,600
5302.1 · Flowers Donations	(1,843)	(2,500)
Worship Music		
5351 · Instrumentalists	75	0
5352 · Sheet Music	195	250
5353 · Organ & Piano Maintenance	(250)	1,200
5355 · Music Director Miscellaneous	78	600
Total Worship Music	98	2,050
Total WORSHIP	4,367	5,850
FAITH FORMATION		
5402 · Youth Education	1,231	1,500
5403 · Adult Education	323	500
Total FAITH FORMATION	1,554	2,000
CHURCH GROWTH		
Leadership Development		
5501.1 · Vestry Expenses, net	1,892	2,080
5501.2 · Laity Training/Education	0	300
Total Leadership Development	1,892	2,380
Hospitality & Fellowship		
5503.1 · Adult Fellowship	0	250
5503.2 · Coffee Hour, etc.	1,222	1,300
Hospitality & Fellowship - Other	219	
Total Hospitality & Fellowship	1,441	1,550
5504 · Newcomers	0	400
5505 · Stewardship	77	3,500
Communications		
5509.1 · Newsletter Production	0	200
5509.3 · Paid Advertising	624	500
5509.4 · Online Communications	638	700
5509.5 · Brochures & Flyers	0	500
5509.6 · Signage	268	1,500
Total Communications	1,530	3,400
Total CHURCH GROWTH	4,940	11,230

St. Paul's Episcopal Church
Profit & Loss Y-T-D vs Budget
Through December 30, 2019

	<u>Actual</u>	<u>Budget</u>
OUTREACH		
5604 · Outreach Expenditures	4,729	5,000
5608 · Deanery Dues	250	250
Total OUTREACH	<u>4,979</u>	<u>5,250</u>
ADMINISTRATIVE EXPENSE		
6201 · Bank,Credit Card, Payroll Fees	1,752	800
6202 · Professional Services	166	800
Copier		
6203.1 · Equipment Lease	8,972	8,916
6203.2 · Copy & Supply Costs	9,826	12,264
Total Copier	<u>18,798</u>	<u>21,180</u>
6206 · Office Supplies & Expenses	3,380	3,100
6207 · Postage	0	1,000
6208 · Telephone	6,465	3,700
6209 · Office Equipment & Software	988	2,000
6215 · Computer Expenses	1,305	
Total ADMINISTRATIVE EXPENSE	<u>32,854</u>	<u>32,580</u>
PROPERTY EXPENSE		
Maintenance & Repair		
6302.1 · Elevator Contract & Repairs	900	1,500
6302.2 · Building Supplies	0	1,000
6302.3 · Gardening	3,482	3,200
6302.5 · Janitorial Supplies & Expenses	1,649	1,750
6302.7 · Minor Maintenance & Repair	7,368	4,000
6302.8 · Safety Issues	240	
6302.9 · Outside Janitorial Service	522	
Total Maintenance & Repair	<u>14,161</u>	<u>11,450</u>
Utilities		
6303.1 · Gas & Electric	12,725	14,500
6303.2 · Water & Sewer	2,796	1,400
6303.3 · Waste Removal	6,781	6,400
Total Utilities	<u>22,302</u>	<u>22,300</u>
Insurance Taxes Security Safety		
6304 · Property Taxes	3,650	4,200
6305 · Insurance - Prop/Liab/D&O	14,143	12,500
6307.4 · C2R2 Background Checks	0	250
Total Insurance Taxes Security Safety	<u>17,793</u>	<u>16,950</u>
Total PROPERTY EXPENSE	<u>54,256</u>	<u>50,700</u>
DIOCESAN EXPENSE		
6402 · Assessment	77,295	77,295
Total DIOCESAN EXPENSE	<u>77,295</u>	<u>77,295</u>
Total Expense	<u>501,374</u>	<u>542,355</u>
Net Income	<u>(173,929)</u>	<u>(131,243)</u>

Vestry approved: 12/17/2019

St. Paul's Episcopal Church
2020 Budget
 January through December 2020

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget
INCOME					
CONTRIBUTIONS & DONATIONS					
4101 · Pledges	\$ 175,379	\$ 138,483	\$ 200,000	\$ 136,191	\$ 175,000
4102 · Plate	37,113	59,256	50,000	60,706	50,000
4103 · Special Offerings					
4103.2 · Worship Music	3,877	2,505	3,000	3,250	3,000
4103 · Special Offerings - Other	3,506	4,095	3,000	2,811	3,000
Total 4103 · Special Offerings	7,383	6,600	6,000	6,061	6,000
4104 · - Less PayPal & CrCard Fees	(330)	(390)	(250)	(312)	(250)
Total CONTRIBUTIONS & DONATIONS	219,545	203,949	255,750	202,646	230,750
INVESTMENT INCOME					
4201 · Interest/Dividends Investments	63,065	77,814	62,542	32,403	62,542
4203 · Diocesan Endowment Fund	6,819	5,721	7,000	5,790	7,000
4204 · Gas & Oil Lease	8,722	7,108	10,500	6,803	10,500
4206.9 · Less Advisory Fees	(17,923)	(23,566)	(18,000)	(21,632)	(18,000)
Total INVESTMENT INCOME	60,683	67,077	62,042	23,364	62,042
SPACE USE					
4301 · Apartment	15,000	15,000	15,000	15,000	15,000
4302 · ECS Spaces -ECS_Cr to SPES	6,504	6,829	7,104	7,121	7,104
Diocal	1,650	3,850	3,300	550	-
4302.99 - Less expenses for space use	(3,453)	(6,574)	(1,000)	(3,244)	(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	29,660	30,366	30,360	30,366	30,360
Total School Lease	46,196	46,902	46,896	46,902	46,896
Meeting Space					
4304.2 · Club Meetings	1,285	1,980	2,000	1,745	2,000
4304.3 · Outside Events	-	6,521	500	1,924	500
Total Meeting Space	1,285	8,501	2,500	3,669	2,500
4305 · Community Music Events	10,689	13,127	10,500	13,858	10,500
4306 · Weddings	\$ 3,275	6,659	7,000	1,325	7,000
Total SPACE USE	\$ 81,146	94,294	91,300	85,181	88,000

Vestry approved: 12/17/2019

St. Paul's Episcopal Church
2020 Budget
 January through December 2020

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget
FUND RAISING					
4401 Garage & CD sales	\$ 942	168	1,000	748	1,000
4404 · Misc. Fund Raising		-	1,000	-	1,000
4406 · Scrip Rebate	\$ 126	152	20	68	20
Total FUND RAISING	\$ 1,068	320	2,020	816	2,020
FUND TRANSFERS					
4605 - Bequests				15,438	
Total FUND TRANSFERS				15,438	
TOTAL INCOME	\$ 362,442	\$ 365,640	\$ 411,112	\$ 327,445	\$ 382,812
GROSS PROFIT	\$ 362,442	\$ 365,640	\$ 411,112	\$ 327,445	\$ 382,812
EXPENSES					
PERSONNEL					
Clergy					
5100 · Rector Salary & Housing	\$ 95,204	\$ 98,537	\$ 102,380	102,380	\$ 105,656
5101 · Rector Diocesan Benefits	29,445	32,815	35,743	35,743	38,245
5102 · Rector Pension	17,522	17,737	18,428	18,428	19,018
5103 · Rector Expense Reimbursement	2,643	2,249	2,000	1,644	3,000
5104 · Rector Professional Development	630	2,051	2,000	2,835	3,000
Rector Total	145,444	153,389	160,551	161,031	168,919
5107 · Supply Clergy	423	1,415	2,000	827	900
Total Clergy	185,271	182,223	162,551	161,858	169,819
Music					
5120 · Music Director Salary	23,750	25,833	\$ 30,000	25,172	\$ 32,167
5121 · MD P/R Taxes	1,847	1,976	2,295	1,926	2,461
5122 · MD Diocesan Benefits			-	-	-
5123 · MD Pension			-	-	-
5124.2 · Music Development Donation	6,250	3,750	-	5,998	-
Total Music Director	31,847	31,559	32,295	33,096	34,628
5124 - Bell Choir Dir and Supply Org	900		-		-
5125 · Choir Salaries	21,208	19,566	22,500	23,612	22,500
5126 · Choir P/R Taxes	1,620	1,266	1,721	1,769	1,721
Total Choir	23,728	20,832	24,221	25,381	24,221
5129 · Supply Organist/Conductor	1,035	2,050	500	1,250	500
Total Music	56,610	54,441	57,016	59,727	59,349

Vestry approved: 12/17/2019

St. Paul's Episcopal Church
2020 Budget
 January through December 2020

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget
Director of Y & C Ministry and Chaplaincy					
Director of Y&C Ministries		-	55,000	29,792	65,000
Director of Y&C Ministries P/R Taxes		-	4,208	2,104	4,973
Director of Y&C Ministries Diocesan Benefits	-	-	36,083	18,044	18,740
Director of Y&C Ministries Pension	-	-	2,291	2,269	5,850
Chaplaincy Coordinator Offset			-	(14,000)	(40,000)
5140 · Nursery Attendant Salary	656	-	1,872	-	1,200
5141 · Nursery Attendant P/R Taxes		-	143	-	92
Total Youth and Children Ministries	656	-	99,597	38,209	55,854
Administration					
5130 · Parish Administrator Salary	46,035	45,508	15,000	12,500	16,099
5131 · PA Taxes	3,323	3,299	1,148	956	1,232
5132 · PA Diocesan Benefits	11,048	11,240	-	-	-
5133 · PA Pension	4,153	4,096	-	-	-
5134 - Outside Labor	392	3,589	-	7786	-
Total Parish Administrator	64,951	67,732	16,148	21,242	17,331
5137 · Bookkeeper Wages	5,696	6,079	6,600	6,999	6,811
5138 · Bookkeeper Taxes	436	465	490	535	521
Total Bookkeeper	6,132	6,544	7,090	7,534	7,332
Total Administration	71,083	74,276	23,238	28,776	24,663
Facility Maintenance					
5150 · Sexton Salary	15,503	16,061	16,688	16,687	17,222
5151 · Sexton P/R Taxes	1,186	1,229	1,277	1,277	1,317
Total Sexton	16,689	17,290	17,964	17,964	18,539
5156 · Housekeeper Salary	11,022	11,377	11,820	11,820	12,199
5157 · Housekeeper P/R Taxes	843	870	904	905	933
	11,865	12,247	12,725	12,725	13,132
Total Facility Maintenance	28,554	29,537	30,689	30,689	31,671
5199 · Workers Comp Insurance	1,695	1,521	1,800	1,872	2,200
Total PERSONNEL	\$ 343,869	341,998	374,891	321,131	343,557
WORSHIP					
5301 · Altar/Liturgical Supplies	2,946	2,452	3,700	4,682	3,700
5302 · Altar Flowers	1,739	1,692	2,600	1,430	2,600
5302.1 · Flowers Donations	(2,947)	(1,443)	(2,500)	(1,843)	(2,500)

Vestry approved: 12/17/2019

St. Paul's Episcopal Church
2020 Budget
 January through December 2020

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget
Worship Music					
5351 · Instrumentalists	-	-	-	75	-
5352 · Sheet Music	-	187	250	195	250
5353 · Organ & Piano Maintenance	364	-	1,200	(250)	1,200
5355 · Music Director Miscellaneous	1,508	1,241	600	78	600
Total Worship Music	1,872	1,428	2,050	98	2,050
Total WORSHIP	3,610	4,129	5,850	4,367	5,850
FAITH FORMATION					
5402 · Youth Education	959	1,343	1,500	1,231	1,500
5403 · Adult Education	464	1,515	500	323	500
5404 · Parish Conferences/Retreats	-	-	-	-	-
Total FAITH FORMATION	1,423	2,858	2,000	1,554	2,000
CHURCH GROWTH					
Leadership Development					
5501.1 · Vestry Expenses, net	2,505	3,728	2,080	1,892	2,080
5501.2 · Laity Training/Education	174	-	300	-	300
Total Leadership Development	2,679	3,728	2,380	1,892	2,380
Hospitality & Fellowship					
5503.1 · Adult Fellowship	1,046	301	250	-	250
5503.2 · Coffee Hour, etc.	649	1,651	1,300	1,441	1,300
Total Hospitality & Fellowship	1,695	1,952	1,550	1,441	1,550
5504 · Newcomers	-	-	400	-	400
5505 · Stewardship	2,193	44	3,500	77	3,500
Communications					
5509.1 · Newsletter Production	-	-	200	-	200
5509.3 · Paid Advertising	456	624	500	624	500
5509.4 · Online Communications	610	550	700	638	700
5509.5 · Brochures & Flyers	-	-	500	-	500
5509.6 · Signage	253	253	1,500	268	1,500
5509.10 · Other Communications Expenses	-	-	-	-	-
Total Communications	1,319	1,427	3,400	1,530	3,400
Total CHURCH GROWTH	7,886	7,151	11,230	4,940	11,230
OUTREACH					
5604 · Outreach Expenditures	5,463	2,841	5,000	4,729	5,000
Total OUTREACH	5,463	2,841	5,000	4,729	5,000

Vestry approved: 12/17/2019

St. Paul's Episcopal Church
2020 Budget
 January through December 2020

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget
ADMINISTRATIVE EXPENSE					
6201 · Bank,Credit Card, Payroll Fees	1,267	1,055	800	1,752	800
6202 · Annual Audit	72	646	800	166	800
Copier					
6203.1 · Equipment Lease	8,973	9,993	8,916	8,972	8,916
6203.2 · Copy & Supply Costs	10,586	10,719	9,318	9,826	7,380
Total Copier	19,559	20,712	18,234	18,798	16,296
6206 · Office Supplies	1,467	2,505	3,100	3,380	3,100
6207 · Postage	561	662	1,000	-	1,000
6208 · Telephone	4,431	5,200	3,700	6,465	3,700
6209 · Office Equipment & Software	279	629	2,000	988	2,000
6215 - Computer Expenses	44	190		1,305	
6210 · Offset by Direct Donation	327			-	
Total ADMINISTRATIVE EXPENSE	28,007	31,599	29,634	32,854	27,696
PROPERTY EXPENSE					
Maintenance & Repair					
6302.1 · Elevator Contract & Repairs	1,021	1,249	1,500	900	1,400
6302.2 · Building Supplies	-	-	1,000	-	1,000
6302.3 · Gardening	3,054	3,656	3,200	3,482	3,300
6302.5 · Janitorial Supplies	1,486	1,486	1,750	1,649	1,750
6302.7 · Minor Maintenance & Repair	9,808	8,679	4,000	7,608	4,000
6302.9 · Outside Janitorial Services	-	689	-	522	-
Total Maintenance & Repair	15,369	15,759	11,450	14,161	11,450
Utilities					
6303.1 · Gas & Electric	13,221	12,636	14,500	12,725	15,400
6303.2 · Water & Sewer	2,635	2,204	1,400	2,796	2,600
6303.3 · Waste Removal	5,945	6,494	6,400	6,781	6,400
Total Utilities	21,801	21,334	22,300	22,302	24,400
Insurance Taxes Security Safety					
6304 · Property Taxes	3,213	3,779	4,200	3,650	4,400
6305 · Insurance - Prop/Liab/D&O	9,578	11,652	12,500	14,143	12,500
6309 Expenses Reclassified	-	(4,022)		-	
6307.4 · C2R2 Background Checks	-	64	250	-	250
Total Insurance Taxes Security Safety	12,791	11,473	16,950	17,793	17,150
Total PROPERTY EXPENSE	49,961	48,566	50,700	54,256	53,000

St. Paul's Episcopal Church
2020 Budget
 January through December 2020

	2017 Actual	2018 Actual	2019 Budget	2019 Actual	2020 Budget
DIOCESAN EXPENSE					
6401 · Deanery Pledge	250	250	250	250	250
6402 · Assessment	68,376	74,306	77,295	77,295	77,712
Total DIOCESAN EXPENSE	68,626	74,556	77,545	77,545	77,962
TOTAL EXPENSE	508,845	513,698	556,850	501,376	526,294.62
NET ORDINARY INCOME	\$ (146,403)	\$ (148,058)	\$ (145,738)	\$ (173,931)	\$ (143,483)
NET INCOME	\$ (146,403)	\$ (148,058)	\$ (145,738)	\$ (173,931)	\$ (143,483)

2021 VESTRY NOMINATIONS

FLARNIE ADAMS



Since about 2015, I have had the joy of belonging in our community at St. Paul's. You may have seen me at the 8AM service, at potluck luncheons, playing bells in the bells choir, or lending a hand at the Pantry of Hope. Software engineering is my passion and profession. "Seek first to listen" is my aim. It would be an honor to support our St. Paul's community by serving in the vestry.

Thanks,
Flarnie

SCOTT BUCKINGHAM



I was raised in the Catholic faith as a child by two wonderfully honest and loving parents, but never felt God personally in my youth. I was an avowed Atheist into my late twenties, until a relationship with a Christian employer opened my eyes to the love and truth of Christ. This experience lead me on a journey of deep self-exploration which in turn lead my wife Pam and I together as life partners in love and faith. Pam and I raised our three girls in Washington State in the Congregational Church and became stronger in our faith over the years. When

Pam and I relocated to California after our daughters were raised, employment kept us from having a new spiritual home, but not a strong desire for one. With a change in employment, we started attending St. Paul's and have been a part of the Episcopal family since. Pam and I have been happy to serve and blessed by the many opportunities to do so over the years. My faith drives me to do what I can for my church, community, and the whole of humanity in the spirit and name of Christ. My service in the church has included Alter Guild, usher, acolyte, LEM, Deanery, among other duties and projects. I believe with my whole heart and mind in the love of Christ for all of us and am honored and happy to serve the St. Paul's community again on Vestry.

Peace,
Scott Buckingham

LANE CERIC



Hello friends - My name is **Lane Ceric** and I am a cradle Episcopalian that has attended St. Paul's for 18 years. I live with my husband, Enes, and our teenage son, Ismet, here in Oakland. I grew up in Southern California but have been in the Bay Area since graduating from UC Berkeley many years ago. I have been employed at Wells Fargo for the past 20 years and currently manage a team focused on Workforce Management. The traditions of the church, the parishioners at St. Paul's, and the communities we build and serve are very dear to me. I would honor the responsibility to serve on vestry. Thank you for your consideration. "See" you on Sunday!

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	2,540,420	2,290,036	250,384
Total Merrill Lynch	<u>2,597,422</u>	<u>2,392,410</u>	<u>205,012</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>2,684,348</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	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>11,693,894</u></u>	<u><u>11,412,387</u></u>	<u><u>281,507</u></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.	3,275	19,933	-16,658
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>	16,150
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>	12,003
Total TEMPORARILY RESTRICTED FUNDS	554,030	525,877	28,153
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>	-123
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>	0
Total PERMANENTLY RESTRICTED FUNDS	1,648,788	1,648,911	-123
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>	0
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

Expense	202 Actual	Annual Budget
<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

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	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)

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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

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St. Paul's Episcopal Church
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	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

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	-	-	-	-

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	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

St. Paul's Episcopal Church
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	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	-	-	-	-	-

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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)