

# St. Brendan's Episcopal Church Vestry Meeting

March 13, 2023

---

NOTE: This meeting was held live and via Zoom

## Attendees

John Appledorn; Chris Botti; Neil Galone (Zoom); Kate Heston; Ruth Horton; Dan Moore; Sandy Nagy; Lauren Ramakrishna; Tom Waseleski; Mother Robin; Guest: Tim Austin

## Agenda

### Opening and Prayers

- Senior Warden Tom Waseleski opened the meeting at 6:34pm.
- John offered the opening prayer.

### Minutes Approval

- February 2023 minutes were approved.
  - Motion to approve from Ruth. Kate seconds. Unanimous vote to approve.
  - Notice for the record of additional action items addressed electronically since the last meeting:
    - None

### Action/Discussion Items

- Roof Appeal - Tim
  - Tim updated the Vestry on the current roof appeal numbers. We have raised \$45,000 and still have checks coming in. More than 50 contributors so far.

- With a projected cost of \$95K for the roof, gutters, and fascia, we will likely end up with a \$15-\$20K surplus in our roof appeal. As discussed with the parish, we need to utilize those surplus funds for other capital projects at the church.
- Tim will put in an application for the state grant fund. We will send our application to the Bishop, who then takes all applications from the diocese and bundles them to send to a committee composed of members of all five PA dioceses, and they pass out the funds. Max of \$10-12K to a project.
- Tim asked the Vestry to consider projects we might use the capital funds and grant money (if we receive it) to work on.
- The Vestry agreed to set “revitalizing the parking lot” as our first choice project.
  - Dan produced a quote he received for the parking lot work totalling \$62,000. **ACTION ITEM:** He will solicit at least two more quotes.
- During the capital funds surplus discussion, the Vestry discussed a number of other project hopes for St. Brendan’s:
  - HVAC System Upgrade (if needed)
    - Mother Robin would like to investigate how effective our current HVAC system is at purifying the air and if there are any upgrades that could make the air safer for Brendanites who are currently only coming on Mask-Up Sunday, but might like to come during other times as well.
    - Ruth suggested contacting Climate Systems, which handles our HVAC, to ask them about testing, upgrading, etc.
    - Vestry also agreed that we would need to quantify how many people would actually amend their attendance based on HVAC upgrades before we could make a decision to do the project.
  - Outdoor Chapel
    - The Vestry reopened the discussions about restoring the outdoor chapel, and discussed the previous Vestry’s thought to build a labyrinth.

- This project might require some expansion of the area to accommodate seating and labyrinth. Would need to clear it out, replace the posts for the seats (termite damage), and ensure the outdoor chapel is accessible.
- Tim noted that if we have an outdoor chapel, we could consider Saturday evening service during the warmer months.
- Accessibility Issues
  - Lauren noted that there are accessibility issues through the church (indoor and outdoor) that need addressing.
- Restrooms
  - The restrooms upstairs require a major overhaul to both appear better but also function better.
  - Should have diaper changing stations in both bathrooms.
  - Bathrooms need to be handicap accessible.
  - Doors should be easier to open.
  - Both bathrooms need more room. Might need to give up the closet where we keep posters and signs, move the door into the nursery, and have the nursery accessed off the social hall. Would require an architect's input.
  - Since Tedco is in the building working on the water damage task, we can ask them to give us a ballpark of what this would cost.
- Front Door Facelift
  - Need new kick plates and new veneer at least.
- Sanctuary Ceiling
  - Fix the crack in the ceiling in the sanctuary and the lights that aren't working.
- Tim suggested a 5-year capital project calendar to help outline when we can work on capital projects.

- Vestry could consider BFF money for outdoor chapel, labyrinth, HVAC, front doors.
- Update on Water/Mold Damage Work
  - Little bit of mold was found right in the area where the leak happened. Not significant. Remediation is on and drywall is up.
  - **ACTION ITEM:** Tom will speak to Molly about the carpet project plans because is a major rental in the sanctuary and social hall soon, so the social hall can't be torn up or have displaced furniture in it while the renters are there.
- Status of Job Openings - Mtr. Robin
  - Nursery Coordinator
    - Annemarie Mallon will help interview the two candidates.
    - Mtr. Robin said the first priority this week is coordinating the interviews.
  - Children and Youth Ministry Coordinator
    - Had one person apply, but she pulled out because it was too far to drive (from Jeanette).
    - Tom and Mtr. Robin are working diligently to solicit applications through the Handshake app. Also posted at Pittsburgh Theological Seminary.
- Potential Sunday Morning Rental
  - The Vestry discussed a rental inquiry that would have renters in multiple rooms in the basement during the Sunday morning 10am service and Sunday School.
  - The Vestry agreed after discussing (and reading thoughts provided by the Sunday School Coordinators), that we should not allow the rental to occur downstairs during Church/Sunday School time.
- Bishop Ketlen Solak's Visit on April 23
  - Mtr. Robin will get with Annalisa to start planning the service. We will have one baptism, two confirmations, and one reception.

- Kate will lead hospitality for that day.
- Mtr. Robin said we should invite the Bishop to the Women's Luncheon on the 22nd.

## Area of Responsibility Reports

- Priest-in-Charge (Mother Robin)
- Senior Warden (Tom) - see attached
- Junior Warden (Dan) - see attached
  - Dan discussed bids received to paint the stucco that faces Rochester Rd. Three quotes ranged from \$1750-\$4200. The \$1750 bid is from CertaPro Painters. It has a 2-year warranty. They will clean the stucco and apply two coats of paint.
  - Kate moves to accept the CertaPro bid to paint the stucco and pay using the BFF Fund.
    - John seconds.
    - Unanimous vote to approve.
- Adult Formation (John) - see attached
  - Modern Episcopalians group found discussion on reconciliation and anointing of the sick very good and rewarding. Thought maybe we could offer on a broader basis to the rest of the community. **ACTION ITEM:** John will talk to Mother Robin and Deacon Darrell about that.
- Clerk/Finance (Lauren) - see attached
  - Ruth asked where the \$41K insurance for the water damage is located in the budget report. **ACTION ITEM:** Lauren will ask Roger.
- Communications/Tech (Sandy) - see attached
  - Sandy discussed our systems with Orbi, and they suggested we should purchase a new satellite: \$120 with tax and shipping

- Bob and Jen can weigh in on how many we would need (1 or 2), and then can use the funds that are designated in the budget because it should fall within that amount.
- Tom: In casual conversations with Bob and Jen, we should find out if they do any sort of web stuff and would potentially want to help with our communications work.
- Lauren: Would be helpful to have a centralized location where we can put photos that people take at St. B events.
- Fundraising/Membership (Chris) - see attached
  - Monitoring visitors and newcomers during hospitality hour—request that Vestry members monitor visitors and facilitate them connecting with others.
  - Shrove Tuesday raised \$840.
  - Chris said that Donna Aiello asked about resurrecting the speaker series. They weren't highly profitable, but maybe we could make them so. We don't have great ideas about how to get speakers. Donna mentioned they had a singer come to her living community space. We did something similar a few years ago and raised about \$2,000.
  - Lauren mentioned a fundraising idea previously discussed: to work with a restaurant to take some of the profits on a certain day.
- Outreach/Children & Youth (Ruth) - see attached
  - C&Y would like to know if they need Vestry approval for the VBS program. Vestry agreed that we don't need to approve the program; just the priest should.
  - Outreach: Garden of Hope
    - Diocese not doing the garden grants this year. Applications were due December 31, 2022 for this year.
    - Annemarie would like to put in a timed sprinkler system. Would cut down on the need for volunteers. They do have \$400 in their designated fund, but they are going to spend a good part for soil, plants, and seeds.

- She thinks sprinkler, extra hoses, and hose splinter would be about \$100.
  - Ruth moves to use \$100 from BFF to help install a timed sprinkler system for Garden of hope. Sandy seconds. Unanimous vote to approve.
- Justice ministry is discontinuing their online forums. Justice Ministry might try to find speakers for the Speaker Series.
- Tom asked if someone can move the big plastic bin that was used to collect the coats and hats.
- Inreach/Hospitality (Kate) - see attached
  - Survey will go out to try to find out who is willing to volunteer for hospitality. (Will also gather names for other things)
  - Golf outing: Last year we talked about doing a mini golf outing as a family activity and inreach project.
  - Discussed periodically running an 8am/10am joint hospitality hour in between the services.
- Worship (Neil) - see attached
  - Neil is going to go back to the Worship Committee to talk about what specific things need to be addressed in the services to make worship more accessible.
    - Might want to get some large print BCPs (Dan suggested checking with the diocese for surplus items they have. Chris also suggested looking into the Prayer Book Society)
  - Donna sent an email wondering who trains the readers. She was contacted by someone who wants to be a reader. **ACTION ITEM:** Neil will talk to Mtr. Robin about it.
  - Ruth asked about the Gospel plan for Palm Sunday (is Mother Robin reading the whole Gospel, or will congregants read the parts). Neil said Darrell is working on that. Ruth asked Neil to find out if Darrell is working on the plan for 8am too or if the 8am-goers need to develop the plan.

## Other Business

- Vestry Tracking Sheet (Lauren)
  - **ACTION ITEM:** Vestry homework: Look it over and respond to Lauren with comments.

## Closing

### Adjournment

- John offered the closing prayer.
- The meeting was adjourned at 8:50pm.

Respectfully submitted,

Lauren Ramakrishna

**Next Meeting: April 10, 2023 at 6:30pm**



## Senior Warden's Report March 13 , 2023

Since our last meeting, I've had meetings with Mother Robin, the workers who are remediating the water/mold damage due to the sprinkler pipe break, Kenyon Roofing on the roof project and parishioners who want to improve our wi-fi connectivity. I also helped to move the St. Sebastian painting out of St. Brendan's.

The March 1 deadline has passed for applicants for **Nursery Coordinator**. We have two applicants and Mother Robin will assemble the interview team, contact the candidates and hold interviews.

On the **Children & Youth Ministry Coordinator** opening, we had one applicant but she later withdrew because of the long commute between St. Brendan's and her home in Jeannette.

On March 2, I phoned Marie Deem, the dean of Student Academic Support Services at LaRoche University, who advised St. Brendan's to post the job opening on Handshake.com, which circulates work opportunities to all of its students and to students at other colleges. I contacted Duquesne University and Carlow University and was told the same by their officials. Mother Robin has since opened a Handshake account for St. Brendan's and posted our info with those schools. I then went to the Pittsburgh Theological Seminary website, opened the employment portal of Placement Resources and Services and posted the information about our opening. The application deadline remains April 15.

The **Bylaws Committee**, chaired by Michael Donadee, is set. Its other members are: Cameron Grosh, Anelisa Tarrant, Ann Vinski, Jim Evanochko and Mary Bertucci. Mike is planning to hold the first meeting in a week or two.

I was able to have news briefs on St. Brendan's activities published in three weekly editions of the **Sewickley Herald** and a photo of the pancake supper printed in the March 2 edition of the **North Allegheny Journal**.

More specifically, in the last three weeks, I:

- Met with **Mother Robin** on Feb. 22 and March 1. Among the topics discussed were the addition of Thursday office hours between 11 a.m. and 3 p.m.; the importance of pastoral visits to parishioners who are ill or otherwise unable to come to church; and making sure no construction involving the roof and water damage projects occurs on church property between Maundy Thursday, April 6, and Holy Saturday, April 9. There will be no construction activity on Sundays.

- Along with Dan Moore, Ruth Horton and Mike Wick, met on Feb. 24 with Brian of **Kenyon Roofing** regarding the roof project.

- With vestry member Sandy Nagy, husband Rich and their trailer, moved the large **St. Sebastian painting** on Feb. 25 to Our Lady of Mt. Carmel Parish. Received a thank-you note March 10 on St. Brendan's donation of the canvas, which will be used in St. Sebastian R.C. Church in Ross.

- With Dan and Ruth, did a walk-through on Feb. 27 with reps from **Tedco** Construction Corp. regarding the upcoming work on water and mold damage.

- Did a walk-through March 3 with Sandy Nagy and Bob and Jen Mankowski to check wifi signals in the church in the hopes of **improving connectivity** in various locations.

- On March 9-10, met with Dan and Ruth, then Katie and Ellen, on **carpet choices** for the parish hall, library, hallway and nearby offices as part of the Tedco work.

- Vestry members are reminded that the diocese requires them to complete the necessary criminal **background checks and online training**. Joyce Donadee can direct anyone to the appropriate web links.

Respectfully submitted,

Tom Waseleski  
Senior Warden

**St. Brendan's Finance Report**  
March 2023 Meeting  
(February 2023 Numbers)

**THE BOTTOM LINE**

Both **Income** and **Expenses** are a **net positive** against the YTD budget at the end of February 2023.

**INCOME**

**TOTAL INCOME**

- February 2023 total income: **\$35,427.66**
- YTD 2023 total income: **\$58,026.95**
- YTD Budget Difference: **\$13,104.97** more than target budget

**CONTRIBUTIONS**

- February contributions totaled **\$27,575.25**
- YTD contributions are **\$48,379.16**, a net positive of **\$9,720.50** against the YTD budget.

**FUNDRAISING**

- February 2023 fundraising earnings (after expenses): **\$5,857.41**
- YTD 2023 total fundraising income: **\$6,287.16**
- YTD Budget Different: **\$2,537.18** more than target budget

**RENTALS**

- February rental income totaled **\$1,995.00**
- YTD rental income is **\$3,360.00**, a net positive of **\$860** against the YTD budget.

**EXPENSES**

**TOTAL EXPENSES**

- January 2023 total expenses: **\$22,180.53**
- YTD total expenses: **\$45,359.67** which is **under budget** for the year by **\$1,901.05**.

**EXPENSES THAT ARE CURRENTLY OVER THEIR INDIVIDUAL YTD BUDGETS**

- Pension: **\$157.66**
- Electricity: **\$77.08**
- Gas: **\$27.34**
- Water: **\$284.45**
- Insurance–Property: **\$810.34**
- Maintenance–Equip–Bldg: **\$819.67**
- Music Maintenance: **\$310**
- Copier Lease: **\$35.75**

- Audit & Payroll Service: **\$21.95**
- Misc.: **\$50.00**

### **BALANCE SHEET NOTES**

#### ROOF REPLACEMENT FUND

- At the end of February 2023, this fund contains **\$49,322.01**

### **NOTES FROM OUR TREASURER, ROGER BOTTI**

- “The checking account’s high balance is due to the contribution for the roof projection. I have included an activity report for the roof fund as part of this report.”
- “I will have some comprehensive recommendations for money markets and certificates of deposit next month.”

Respectfully submitted,  
Lauren Ramakrishna

*St. Brendan's Episcopal Church*  
**Income and Expense Statement**  
GENERAL FUND 01, February 2023

03/07/2023 09:57 PM

Page: 1

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
<b>INCOME</b>					
<b>CONTRIBUTIONS - OPERATING</b>					
Pledge	\$26,150.03	\$46,165.72	\$35,492.00	\$10,673.72	\$212,952.00
Pledge - Past Period	0.00	0.00	166.66	(166.66)	1,000.00
Voluntary Giving	1,031.22	1,597.44	2,166.66	(569.22)	13,000.00
Plate	379.00	601.00	833.34	(232.34)	5,000.00
Special Offering	15.00	15.00	0.00	15.00	0.00
<b>Subtotal Contributions - Operating</b>	<b>27,575.25</b>	<b>48,379.16</b>	<b>38,658.66</b>	<b>9,720.50</b>	<b>231,952.00</b>
<b>FUNDRAISING &amp; EVENTS</b>					
<b>FUND RAISING</b>					
Hol. Arts & Craft Income	0.00	100.00	1,666.66	(1,566.66)	10,000.00
<b>GIFT CARDS</b>					
Gift card sales	925.00	1,875.00	7,500.00	(5,625.00)	45,000.00
Cost of gift cards sold	(879.75)	(1,773.00)	(7,083.34)	5,310.34	(42,500.00)
<b>Subtotal Gift Cards</b>	<b>45.25</b>	<b>102.00</b>	<b>416.66</b>	<b>(314.66)</b>	<b>2,500.00</b>
<b>OTHER FUNDRAISING</b>					
Other fundraising income	5,783.61	6,396.61	1,666.66	4,729.95	10,000.00
Other fundraising expense	(721.45)	(886.45)	0.00	(886.45)	0.00
Football Pool Income	1,000.00	1,000.00	0.00	1,000.00	0.00
Football Pool Expense	(250.00)	(425.00)	0.00	(425.00)	0.00
<b>Subtotal Other Fundraising</b>	<b>5,812.16</b>	<b>6,085.16</b>	<b>1,666.66</b>	<b>4,418.50</b>	<b>10,000.00</b>
<b>Subtotal Fundraising &amp; Events</b>	<b>5,857.41</b>	<b>6,287.16</b>	<b>3,749.98</b>	<b>2,537.18</b>	<b>22,500.00</b>
<b>INVESTMENT INCOME</b>					
Bank Interest	0.00	0.63	13.34	(12.71)	80.00
<b>RENTAL INCOME</b>					
Rental Income-Other	1,995.00	3,360.00	2,500.00	860.00	15,000.00
<b>TOTAL INCOME</b>	<b>35,427.66</b>	<b>58,026.95</b>	<b>44,921.98</b>	<b>13,104.97</b>	<b>269,532.00</b>
<b>EXPENSES</b>					
<b>GENERAL EXPENSES</b>					
<b>SALARIES&amp;RELATED EXPENSE</b>					
<b>SALARIES</b>					
Salary - Priest	\$3,795.66	\$7,591.32	\$7,600.00	\$8.68	\$45,600.00
Salary - Admin. Assistant	2,691.07	5,274.15	5,364.84	90.69	32,189.00
Salary - Music Director	1,295.66	2,591.32	2,600.00	8.68	15,600.00
Salary-Youth & Child Coor	0.00	0.00	1,695.00	1,695.00	10,170.00
Salary - Nursery	0.00	0.00	250.00	250.00	1,500.00
<b>Subtotal Salaries</b>	<b>7,782.39</b>	<b>15,456.79</b>	<b>17,509.84</b>	<b>2,053.05</b>	<b>105,059.00</b>
<b>EMPLOYEE BENEFITS</b>					
Pension	1,004.25	2,008.50	1,850.84	(157.66)	11,105.00
Health & Life Insurance	1,000.00	2,000.00	2,000.00	0.00	12,000.00
<b>Subtotal Employee Benefits</b>	<b>2,004.25</b>	<b>4,008.50</b>	<b>3,850.84</b>	<b>(157.66)</b>	<b>23,105.00</b>
<b>ALLOWANCES</b>					
Car Allowance (Mileage)	0.00	0.00	83.34	83.34	500.00
Continuing Education	0.00	0.00	83.34	83.34	500.00
Discretionary Fund	0.00	0.00	41.66	41.66	250.00

*St. Brendan's Episcopal Church*  
**Income and Expense Statement**  
GENERAL FUND 01, February 2023

03/07/2023 09:57 PM

Page: 2

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Subtotal Allowances	0.00	0.00	208.34	208.34	1,250.00
Employer Taxes	381.16	754.05	754.16	0.11	4,525.00
Subtotal Salaries&related Expense	10,167.80	20,219.34	22,323.18	2,103.84	133,939.00
<b>OPERATING EXPENSES</b>					
Office Supplies	0.00	8.67	83.34	74.67	500.00
Computer-Software	0.00	0.00	283.34	283.34	1,700.00
Postage	0.00	0.00	66.66	66.66	400.00
Internet service	125.00	250.00	258.34	8.34	1,550.00
Bank fees/Safe Deposit	2.00	4.00	10.00	6.00	60.00
Website	0.00	0.00	53.34	53.34	320.00
Communication/Publicity	0.00	0.00	100.00	100.00	600.00
<b>UTILITIES</b>					
Electricity	477.63	910.42	833.34	(77.08)	5,000.00
Gas	622.00	1,244.00	1,216.66	(27.34)	7,300.00
Water	382.91	484.45	200.00	(284.45)	1,200.00
Subtotal Utilities	1,482.54	2,638.87	2,250.00	(388.87)	13,500.00
Refuse	65.35	127.70	160.00	32.30	960.00
Insurance-Property	0.00	2,202.50	1,392.16	(810.34)	8,353.00
Insurance - Emp & Officer	0.00	0.00	59.84	59.84	359.00
Supplies-Building	54.44	165.61	283.34	117.73	1,700.00
Maintenance-Equip-Bldg	78.44	1,986.33	1,166.66	(819.67)	7,000.00
Music Maintenance	360.00	360.00	50.00	(310.00)	300.00
Snow/Grass	991.00	991.00	1,166.66	175.66	7,000.00
Cleaning Service	295.00	590.00	666.66	76.66	4,000.00
Telephones	82.51	165.02	283.34	118.32	1,700.00
Mortgage pymt--Diocese	3,187.17	6,374.34	7,021.00	646.66	42,126.00
Copier Lease	226.21	452.42	416.66	(35.76)	2,500.00
Audit & Payroll Service	40.80	46.95	25.00	(21.95)	150.00
Fire Alarm Monitoring	0.00	0.00	133.34	133.34	800.00
Miscellaneous	50.00	50.00	0.00	(50.00)	0.00
Subtotal Operating Expenses	7,040.46	16,413.41	15,929.68	(483.73)	95,578.00
<b>PROGRAM</b>					
Altar	0.00	0.00	100.00	100.00	600.00
Worship	0.00	23.01	66.66	43.65	400.00
<b>MUSIC</b>					
Adult Choir Music	0.00	0.00	10.00	10.00	60.00
Children's Choir Music	0.00	0.00	3.34	3.34	20.00
Subtotal Music	0.00	0.00	13.34	13.34	80.00
<b>EDUCATION</b>					
Christian Ed - Adult	0.00	0.00	33.34	33.34	200.00
Education Children	0.00	0.00	83.34	83.34	500.00
Education Youth	0.00	0.00	33.34	33.34	200.00
Vacation Bible School	0.00	0.00	33.34	33.34	200.00
Subtotal Education	0.00	0.00	183.36	183.36	1,100.00
Supply Clergy	0.00	0.00	140.00	140.00	840.00
Evangelism	0.00	0.00	16.66	16.66	100.00

*St. Brendan's Episcopal Church*  
**Income and Expense Statement**  
 GENERAL FUND 01, February 2023

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Hospitality	0.00	(66.00)	33.34	99.34	200.00
New Member	0.00	0.00	16.66	16.66	100.00
Welcome Table	0.00	0.00	25.00	25.00	150.00
Safety and Security	0.00	0.00	29.16	29.16	175.00
Staff Development	0.00	0.00	83.34	83.34	500.00
Subtotal Program	0.00	(42.99)	707.52	750.51	4,245.00
Subtotal General Expenses	17,208.26	36,589.76	38,960.38	2,370.62	233,762.00
<b>ASSESSMENTS</b>					
Diocesan—Assessment	2,072.17	4,144.34	4,144.34	0.00	24,866.00
Diocesan—Growth	145.08	290.16	290.16	0.00	1,741.00
Subtotal Assessments	2,217.25	4,434.50	4,434.50	0.00	26,607.00
<b>CRIS ADVOCACY</b>					
Cris Advocacy	2,755.02	4,335.41	3,865.84	(469.57)	23,195.00
<b>TOTAL EXPENSES</b>	<b>22,180.53</b>	<b>45,359.67</b>	<b>47,260.72</b>	<b>1,901.05</b>	<b>283,564.00</b>
<b>EXCESS INCOME/EXPENSES</b>	<b>\$13,247.13</b>	<b>\$12,667.28</b>	<b>(\$2,338.74)</b>	<b>\$15,006.02</b>	<b>(\$14,032.00)</b>

	Current Year
<b>ASSETS</b>	
Checking Main-WVS	\$122,456.30
Checking - Cries - WSB	2,066.77
Checking-Altar Guild-WSB	1,822.41
Checking-PCCD Grant	744.01
Checking - Youth - WSB	5,085.27
Checking - Key Bank.	1,000.00
<b>SAVINGS ACCOUNTS</b>	
Passbook-Gen'l Fund - WSB	52,009.51
Passbook-Parish EmerFd-WS	10,077.18
Subtotal Savings Accounts	62,086.69
<b>RESTRICTED ACCOUNT</b>	<b>81,255.05</b>
<b>INVESTMENTS</b>	
<b>STOCKS &amp; MUTUAL FUNDS</b>	
Vanguard - Scholarship Fd	9,170.66
<b>OTHER ASSETS</b>	
Unsold Gift Cards	5,755.25
Subtotal Assets	291,442.41
<b>TOTAL ASSETS</b>	<b>\$291,442.41</b>
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
Designated Funding	
DF - Altar Flowers	\$1,496.76
DF - Community of Hope	204.02
DF - Justice	2,449.00
DF - Rental Deposit	190.00
DF - Memorial Garden	1,995.36
DF - Vegetable Garden	408.73
DF - Water Damage 2022	(177.50)
DF - Mission grant	850.00
DF - Quilt Raffle	860.00
DF - Miscellaneous	130.59
DF - PCCD Grant	643.83
Brendan's Friends & Family	24,489.21
DF - ESL	1,980.44
DF -Roof Replacement Fun	49,322.01
Subtotal Designated Funding	84,842.45
<b>TOTAL LIABILITIES</b>	<b>84,842.45</b>
<b>FUND BALANCE</b>	
Fund Balance	\$206,599.96
<b>TOTAL FUND BALANCE</b>	<b>206,599.96</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$291,442.41</b>



St. Brendan's Episcopal Church

Balance Sheet

03/07/2023 10:01 PM

GENERAL FUND 01, February 2023

Page: 1

		Current Year
<b>ASSETS</b>		
Checking Main-WVS		\$122,456.30
Checking-PCCD Grant		744.01
Checking - Key Bank.		1,000.00
<b>SAVINGS ACCOUNTS</b>		
Passbook-Gen'l Fund - WSB		52,009.51
<b>RESTRICTED ACCOUNT</b>		677.85
<b>OTHER ASSETS</b>		
Unsold Gift Cards		5,755.25
Subtotal Assets		<u>182,642.92</u>
TOTAL ASSETS		<u><u>\$182,642.92</u></u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Designated Funding		
DF - Altar Flowers		\$1,496.76
DF - Community of Hope		204.02
DF - Justice		2,449.00
DF - Rental Deposit		190.00
DF - Memorial Garden		1,995.36
DF - Vegetable Garden		408.73
DF - Water Damage 2022		(177.50)
DF - Mission grant		850.00
DF - Quilt Raffle		860.00
DF - Miscellaneous		130.59
DF - PCCD Grant		643.83
Brendan's Friends & Famiy		24,489.21
DF - ESL		1,980.44
DF -Roof Replacement Fun		49,322.01
Subtotal Designated Funding		<u>84,842.45</u>
TOTAL LIABILITIES		<u>84,842.45</u>
<b>FUND BALANCE</b>		
Fund Balance		\$97,800.58
TOTAL FUND BALANCE		<u>97,800.58</u>
TOTAL LIABILITIES AND FUND BALANCE		<u><u>\$182,643.03</u></u>

February 2023

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	84,553.45	0.00	35,427.66	22,180.53	0.00	97,800.58
02 - CRIES	2,701.63	0.00	0.00	634.97	0.00	2,066.66
03 - CAPITAL IMPROVEMENT	6,296.51	0.00	0.00	0.00	0.00	6,296.51
04 - ALTAR GUILD FUND	1,847.39	0.00	(24.98)	0.00	0.00	1,822.41
05 - YOUTH FUND	5,085.27	0.00	0.00	0.00	0.00	5,085.27
07 - SCHOLARSHIP FUND	9,170.66	0.00	0.00	0.00	0.00	9,170.66
08 - MORTGAGE FUND	18,060.20	0.00	0.00	0.00	0.00	18,060.20
11 - MEMORIAL GARDEN BURIAL	2,091.00	0.00	0.00	0.00	0.00	2,091.00
15 - PARISH EMERGENCY FUND	10,077.18	0.00	0.00	0.00	0.00	10,077.18
18 - MUSIC FUND	2,561.60	0.00	0.00	0.00	0.00	2,561.60
19 - VA - VESTRY CONTINGENCY	43,833.38	0.00	0.00	0.00	0.00	43,833.38
21 - VA - YARD SALE SURPLUS	33,765.78	0.00	(30,000.00)	0.00	0.00	3,765.78
22 - RENTAL SECURITY DEPOSITS	240.00	0.00	0.00	0.00	0.00	240.00
23 - VA - HOLIDAY HAPPENING	3,728.73	0.00	0.00	0.00	0.00	3,728.73
<b>Totals</b>	<b>224,012.78</b>	<b>0.00</b>	<b>5,402.68</b>	<b>22,815.50</b>	<b>0.00</b>	<b>206,599.96</b>

*St. Brendan's Episcopal Church*  
**Account Activity, February 2023**

03/07/2023 10:08 PM

Page: 1

Reference	Jrnl	Date	Month	Description	Debit	Credit
<b>01-2210-100</b>	<b>DF</b>	<b>-Roof Replacement Fun</b>			<b>Beginning Balance</b>	<b>9,830.01</b>
CONTRIB.	CO	02/01/2023	February 2023	Contributions 02/01/2023 - Roof Replacement Fund		500.00
CONTRIB.	CO	02/14/2023	February 2023	Contributions 02/14/2023 - Roof Replacement Fund		1,900.00
CONTRIB.	CO	02/22/2023	February 2023	Contributions 02/22/2023 - Roof Replacement Fund		4,930.00
CONTRIB.	CO	02/23/2023	February 2023	Contributions 02/23/2023 - Roof Replacement Fund		250.00
JE5908	GE	02/23/2023	February 2023	Roof Fund Transfer		30,000.00
4711	AP	02/24/2023	February 2023	Kenyon Roofing - Roof Replacement Deposit	22,333.00	
CONTRIB.	CO	02/26/2023	February 2023	Contributions 02/26/2023 - Roof Replacement Fund		1,500.00
CONTRIB.	CO	02/28/2023	February 2023	Contributions 02/28/2023 - Roof Replacement Fund		22,745.00
				Subtotal	22,333.00	61,825.00
				DF -Roof Replacement Fun	Current Balance	49,322.01
<b>Total Debits &amp; Credits</b>					<b>22,333.00</b>	<b>61,825.00</b>

St Brendan's Episcopal Church  
Communications Report  
March 13,2023

### Boosting our Wi-fi signal

Due to recent problems with bad connectivity during zoom calls, Tom Waseleski contacted Bob and Jen Mankowski, who have many technical skills, to come do an assessment of our wi-fi system and make recommendations on how we can boost our signal.

On March 3,2013, Tom Waseleski and I did a walk- through with Bob and Jen Malinowski. Bob and Jen made these ( temporary) suggestions to support our zoom meeting on Monday, March 13. They are:

1. Hardwire- We have a cable that can be temporarily plugged into the Orbi satellite sitting on the table below the video camera in the sanctuary. It should be long enough to get into the conference room safely without being a trip hazard. This cable would plug into a laptop with an ethernet port. This is the safest thing to do in terms of having a reliable connection. If there are connection issues using this solution, it would be indicative of a greater problem with the wi-fi service at the church. Bob and Jen can meet someone at the church Sunday afternoon to set this up.
2. Mobile hotspot- Sandy is going to test the mobile hotspot capability on her phone and try connecting to the hotspot from another device at the church. The wi-fi network created will only be as reliable as the cell service in the conference room.

FYI- there is a strong wi-fi signal in the sanctuary called SBE\_Stream, but no one (including Sean) knows the password. An action item is to hardwire the video camera in the sanctuary to the Orbi hub by the streaming laptop. After that connection is made, we will have more options available for a comprehensive solution because we wont need to worry about affecting the livestream.

When doing the walk-through, Bob and Jen found that there was an Orbi somewhere downstairs. Tom found the Orbi in the Sunday school office. Tom set up the Orbi (Temporarily) in mother Robin's office with direction from Bob & Jen. We were able to establish a full signal in the conference room. The Orbi will be returned downstairs after the vestry meeting. I was also able to set up a hotspot using my phone.

Tom talked with Jen and Bob about having a key to the church so they can come in and work on the wi-fi system when no one is at the church. Thus, they are not disturbing anyone.

Submitted by  
Sandra Nagy

**Begin forwarded message:**

**From:** Bob and Jen <bobandjenmankowski@gmail.com>

**Date:** March 13, 2023 at 2:50:05 PM EDT

**To:** Tom and Saundy Waseleski <twaseleski@comcast.net>, Sandra Darde <shelbie1982@icloud.com>

**Subject:** New Orbi satellite?

Hi Tom,

We have been reconsidering the idea of purchasing a new Orbi satellite. We don't know how long it will take to get the video camera hardwired. We contacted customer support at Orbi to check that the current system at the church will not be outdated anytime soon. We do not want to spend money on a new satellite and then need to buy a whole new system. Customer support told us that we should be fine for at least 2 years with the current Orbi system. That being said, we believe buying a new satellite is the way to go. A new Orbi SBS50 Satellite is currently on sale for 50% off the list price of \$250. A 10% off coupon can also be used. The price lands around \$120 with tax and shipping. What do you think? If you would like the idea, we can go ahead and make the purchase.

Please let us know your thoughts.

Thanks,

Bob & Jen

412-302-4244

## Adult Education – February 2023

### *Current offerings*

Tuesday mornings at 11:00 Deacon Darrell conducts a Bible Study group which currently is discussing the Acts of the Apostles. This group is an ongoing group which will continue meeting and discussing various books of the Bible. New members are always welcome and the group has recently added two new members.

On Thursday evenings at 6:00 Mother Robin conducts a Bible study group which is scheduled to meet until March 16 at which time they will have completed their study of the book entitled *How We Got the Bible* by Clinton E. Arnold.

### Modern Episcopalians

John Appeldorn has been facilitating this group on Monday mornings at 10:00. The group has completed their study of the book entitled ***Your Faith, Your Life: an invitation to the Episcopal Church*** by authors Jennifer Gamber and Bill Lewellis. The group has chosen to take a break until after the Bishop visits St. Brendan's in April. The members noted how much they learned about the Sacraments and Sacramental rites, especially the rite of reconciliation and the rite of the anointing of the sick. Some suggestions for the future are a study of the Book of Common Prayer, a study of the Our Father and other often used prayers, a study of some of the rituals and symbols of our worship celebrations, or the use of other books such as ***Welcome to the Episcopal Church*** by Christopher L. Webb, and ***Unabashedly Episcopalian: Proclaiming the Good News of the Episcopal Church*** by Rev. Andrew Boyle, Bishop of the Episcopal Diocese of Texas. John will discuss possible future offerings with Mother Robin and Deacon Darrell.

Group members also suggested that some type of broader presentation on the sacramental rites be considered.

### Preparation for Baptism, Confirmation and Reception into the Episcopal Church

Mother Robin and Deacon Darrell have been conducting catechesis sessions for those preparing for Baptism, Confirmation or Reception when the Bishop comes to St. Brendan's in April. These sessions are conducted from 9:00 to 9:45 Sunday mornings during Lent.

Children and Youth Report  
February 20, 2023

The food bank project had great participation from the parish. They hope to repeat the project in summer and fall.

Four of the Sunday School children are interested in becoming acolytes. These children are in second grade to fourth grade.

Families will be asked to create a display for a particular day of Holy Week. These posters, dioramas, etc. will be on display for all to see from Palm Sunday through Easter Sunday in the social hall.

We're beginning to plan a VBS program for the week of July 17. ***Does the Vestry need to give their approval?*** We'd like to send out "save the date" notices to families soon. The theme will be "Hero Central," a program that we did some years ago and was very popular with the children. Because we already own the program, we'll be able to keep the cost of VBS down. We may need to order a banner to advertise the program.

The next children's worship services are being planned for Sunday, March 26 and Sunday, April 23. There has been a high level of participation with the children and families.

Youth group continues to meet monthly. There are usually four or five of our youth in attendance at these meetings which include opportunities for food, fun, and fellowship. An Easter Sunday egg hunt for the young children is currently being planned by the youth.

Sunday School attendance remains strong. We usually have seven or eight children in the youngest group (the Lambs, Kindergarten through Grade 2) and two children in the older group (the Fish, Grade 3-5). Next year's classes will be more balanced by number as some children will move from the younger group to the older group.

A few new volunteers have stepped forward to help in Sunday School and/or the nursery.

Respectfully submitted,  
Ruth Horton

## Vestry Fundraising Report

March 13, 2023 (for February)

Fundraising for February was as follows:

### Rentals:

#### **2023 Budget Target - \$15,000**

**Year to date:** \$1,995– **Year to date budget** \$3,360. **Budget difference** \$860+

- # of Regular (weekly) Renters – 5
- # of single event rentals – 2

Donna Aiello, filling in for Marilyn Mulvihill, reported that she showed a potential regular renter the downstairs space on 3/10/23 and they would like to rent at least four downstairs spaces every Sunday morning from 9am – noon to hold religion classes. The group is called “Day” and would involve at least 10 vehicles and 30-40 people using the downstairs space at the same time as our Sunday School. The rental income would be \$270 per week. Tom Waseleski sent the info to vestry and this issue is on the agenda for the March 13<sup>th</sup> meeting.

### Grocery Cards: 2023 Budget target - \$2500

**Profit for Feb \$45.25; Year to date: \$102**

Sales needed to make budget each month: \$3750. – Profit \$416.66 needed per month to make budget of \$2500.

Month	Total Sales	Profit	YTD Budget Difference
Jan	\$950.	\$56.75	(-\$151.58)
Feb	\$925.	\$45.25	(-\$314.66)

- A large tri-fold poster was created to make the grocery card “salesperson” more visible each Sunday. It can be placed on the tall round table near Katie’s office and cards sold weekly from that spot. The poster can be found on or standing up behind the narthex table (with sign-up sheets). Once the work is done in the little kitchen, vestry persons will find the sales poster on the counter below the cabinet where cards are locked.
- A grocery card sales informational item was placed in **The Navigator** beginning March 3<sup>rd</sup>. It will remain a fixture there and with wording/graphic changed monthly.
- Vestry members should continue to announce grocery card sales each week at announcements.

### **BFF Fund - \$260 donated this month; \$900 to date for 2023 – Total BFF funds - \$24,489.21**

- A BFF logo was chosen and put in The Navigator. This will be a regular feature with periodic changes in text content.
- The logo also appeared in the bulletin to accompany BFF donations given on 2/26/23.
- The practice of sending thank you cards to BFF donors will be resumed beginning in March.



**Other Fundraising:**

**Budget: \$10,000**

**Actual to date: \$5812.16; Year to Date - \$6,287.16; YTD Budget Difference – \$2,537.18+**

**Final Book Sale #s:**

<b>Areas:</b>	<b>Sales - 2023</b>
Books	\$3417.66
Soup	857.00
Bake Sale	547.00
Hot Dogs	35.00
Post sales	30.00
Donations	155.00
Expenses	485.00
<b>Total profits</b>	<b>\$ 4,556.91</b>

**Pancake Supper:**

- **Profit - \$830**
- The Shrove Tuesday Pancake Supper was a resounding success with unprecedented attendance this year. Congratulations to Dan Moore and his team of church men for their efforts!

**Football Poll:**

**Poll for Playoffs and Super Bowl Sunday - Profit: \$575**

Tim Austin coordinated this very successful effort during the football season. Congrats to Tim!

**Future Fundraising:**

**Speaker Series:** Held a discussion with Donna Aiello about possible future fundraisers. The possibility of resuming in-person events like the previous speaker series was explored. **Vestry input is requested.**

**Respectfully submitted by Chris Botti**

## Hospitality/In Reach Report – March 2023

Prepared by Kate Heston

### Hospitality

After the last vestry meeting when Hospitality was discussed, I decided to create a survey on Google Forms which can be sent to the congregation to solicit volunteers for Hospitality Hosts. The survey can be found here: <https://forms.gle/WozEFVywwr17SXuu6> In the survey I also ask if there are other areas where anyone would be interested in volunteering and if anyone responds I will pass that information on the appropriate person/s. I will post a link to the survey in the Navigator, bulletin, and send an email blast to the email list serv.

Once I have collected survey results, I will put together a schedule for Hospitality Hosts.

**Question** – Will we/should continue Hospitality through the summer months? I don't recall if we had hospitality in the summer pre-COVID.

I will solicit volunteers for the **Bishop's Annual Visit on April 23** and we will plan to have a larger (but not a full meal) hospitality.

### Wednesday Potlucks During Lent

We have had two pot-luck supper so far. I understand that there were 5 that attended the first on March 1 and there were 12 on March 8.

We still need a volunteer to do Set-Up/Clean-Up on March 22, although I am happy to do it if needed.

**Set up** would entail making sure the tables are set, putting out plates, cutlery, napkins, making coffee, making sure that trash cans are available in the fellowship hall, supervising the laying out of the food.

**Clean up** would entail cleaning-up the coffee, loading/running the dishwasher and/or cleaning the dishes, wiping down the tables, running the vacuum in the fellowship hall (if needed), putting away any supplies, making sure the kitchen in in order and taking the trash to the dumpster.

### Looking Forward

Last year a Golf Outing and/or Mini Golf outing was discussed and I would like to revisit that idea or something similar. We were looking at it as a fundraiser, but I think that it would be nice to have a parish event that is just for fun, and if we make some money great, but it would be more of a social activity.

**Parish Picnic** is planned for **July 9**. The pavilion in North Park has been reserved. It will be potluck with the church providing chicken and beverages.

The stucco on right exterior side of the church that faces Rochester Road is dirty and stained. Has never been painted and is the first one sees of the church.

I have received 3 bids ranging from \$1,750.00 to \$4,200.00. I will have copies of the quotes for Vestry review but I recommend we approve CertaPro Painters bid not only because they are the cheapest but they submitted a detailed scope of work and provided references.

The April 1 clean up day is being promoted and as always, volunteers are at a premium. Have though recruited Tom Tweedie, Jacob Hill, and Caleb Erb-White three relatively new attendees. In addition, Ken Parsons has graciously agreed to clean the slate floor on March 31.

# Vestry Report – March 13, 2023

## Membership

### 1. Newcomers:

A Newcomers Committee was formed consisting of myself, Donna Aiello, Joyce Donadee, Saundy Waseleski, and Allyson Bairel. We met on Saturday, 3/4/23. Donna, Joyce and I were in attendance for this first meeting. The meeting covered the following topics:

- **Greeters procedures and forms** - Reviewed and revisions suggested. Committee members were assigned forms to revise. Donna will continue to do scheduling for greeters and will write up clear, concise procedures for greeters. A visitor log is being considered to track newcomers visits for pertinent information such as if info card is received; name tag requested; A greeters meeting will be scheduled after church on a Sunday pending completion of procedural guidelines.
- **Support for newcomers during worship** – Worship tips sheet was developed to be inserted in newcomers’ bulletins
- **Follow-up** after a newcomer’s first visit was discussed – further discussion needed in this area.
- **Newcomer support during Hospitality Hour** – Greeters will be asked to monitor newcomers so that they are invited to sit with someone. *Vestry members* are also asked to reach out when needed to newcomers during hospitality time.
- **Informational Activities** such as tours, brunches, small group meetings – The group was in favor of resuming brunch gatherings for newcomers. Saundy had expressed an interest in organizing these. Discussion and planning to occur. Donna expressed an interest in giving repeat newcomers a tour of the building on an informal basis. Small group meetings following the 10 am service will be considered if needed, depending on response to brunches.

### 2. Caring Cards Ministry:

- Two card supply boxes were assembled containing cards, stamps, address directory, return labels and written guidelines.
- “Volunteers” were recruited from both services. Nancy Bancroft and Ellen Groves will serve as card volunteers for the 8 o’clock service and Meg Overby and Sharon Hlwati for the 10 o’clock service. One more volunteer will likely be added to the latter service.

The ministry was initiated on 2/16/23 and six cards have been sent so far. Parishioners have spoken favorably about the ministry and some have suggested sending cards to a few absent members with whom they have spoken recently. Overall, a good start.

Respectfully submitted by Chris Botti

# Outreach Report

March 13, 2023

## Justice Ministry:

- To date they have given out about 70 boxes for the Homelessness project for Lent
- The collection for hats, mittens, and gloves ended. Those will be donated to the Neighborhood Resilience Project.
- The next Forum will be held on Thursday, April 20, and the topic is Human Trafficking in Western PA. They have decided that this will be the last forum and will be seeking other projects, possibly restarting the Speaker's Series.
- Annie Koch will be stepping down as the chair of the Justice Ministry, and Donna Aiello and Marilyn Muhlvihill will be co-chairs.
- On April 22, they will be assembling lunches at our church for folks in need and bringing them to NRP. They will invite parishioners to participate.
- On Sunday, March 5 and 12th, The Justice Ministry provided an opportunity to sign petitions asking legislators to pass some bills regarding gun violence. This was in response to the pastoral letter issued by the five bishops in the Commonwealth.

Garden of Hope – We are still waiting for the diocese to announce applications for the grant are available. There is a request that we install a sprinkler system on a timer. This would help lessen the number of volunteers needed for taking care of the garden.

North Hills Food Bank – There was a large donation following the collection run by the Sunday School. The focus for March will be on specific items they are in need of, such as salad dressing and peanut butter/jelly.

## CRIES donations in February:

Episcopal Relief and Development	\$330
Earthquake Victims in Syria through American Medical Society	\$1,500
Earthquake Victims in Turkey through Whitetulip Health Foundation	
Caring Foundation	<u>\$1,500</u>
Total	\$3,330

Their next meeting will be March 19, 2023.

Respectfully submitted,  
Ruth Horton

## Worship Committee - March 2023

Because there are 2 services each Sunday, and because of distance, I rarely attend either in person, I have asked three people to participate in a small committee to let me know of concerns or suggestions they feel appropriate from each of the 2 Sunday services. If Mother Robin and the Vestry agrees that these may be an opportunity, then we can follow up and resolve.

One member of the committee mentioned that they thought there was an opportunity to improve accessibility, and the other members agreed that there was an opportunity. They mentioned hearing impairments, visual limitations, cognitive issues and mobility issues. I am still in the process of pulling together more specific ideas from the group but would also appreciate input from Mother Robin, and from the Vestry, about whether you also feel, based on your experience, that there are accessibility opportunities to improve the worship experience for the congregation.

Any thoughts would be appreciated.