

St. Brendan's Episcopal Church Vestry Meeting

August 13, 2023

(not yet approved)

NOTE: This meeting was held live and via Zoom

Attendees

John Appledorn; Neil Galone; Ruth Horton; Dan Moore; Lauren Ramakrishna; Tom Waseleski; Kate Heston (via Zoom); Sandy Nagy (via Zoom)

Agenda

Opening and Prayers

- Senior Warden Tom Waseleski opened the meeting at 6:29 PM
- Ruth offered the opening prayer.

Minutes Approval

- June 12, 2023 minutes were approved.
 - Motion to approve from Ruth. Neil seconds. Unanimous vote to approve.
 - Notice for the record of additional action items addressed electronically since the last meeting:
 - None

Action/Discussion Items

- Treasurer's Office and Vestry - Tom
 - For personal reasons, Roger and Chris Botti stepped away from their roles as Treasurer and Vestry member, respectively.

- Next Treasurer
 - Ellen is acting as treasurer temporarily. Tom is searching for a replacement.
- Vestry Vacancy
 - Vestry decided to keep the spot vacant for the remainder of the term.
 - Current members will work together to cover the areas Chris handled.
 - Membership is running pretty smoothly now.
 - **ACTION ITEM:** Tom will ask one of the members who currently handles many of the membership tasks to take on a leadership role and report back to Tom if there are any notes or concerns that need communicated to the Vestry. Fundraising activities will need some coverage.
 - Oldies Concert - Dan will act as Vestry representative.
 - Stack'd - Lauren will take over.
 - Holiday Happenings - Ruth will act as Vestry representative.
 - BFF Fund - John will oversee communications.
- Mortgage Debt with Diocese - Tom
 - Diocese offered the following proposal: St. Brendan's will pay 75% of remaining mortgage debt, and the diocese will pay the other 25%. Our annual payments will reduce from \$42,988 in 2023 to new annual of \$24,553 (difference of \$18,435 per year). It's a 15-year term at 1.5% interest beginning Feb 1, 2024.
 - The Vestry discussed the roughly \$18K mortgage fund that sits dormant. Tom said it was formed years ago when parishoners offered additional payments to take down the mortgage. That money accumulated but was never spent. **ACTION ITEM:** Lauren will ask Ellen where the Mortgage Fund money lives and find out if we can move it to an interest-bearing account.
- Updating Mother Robin's LOA

- The Vestry discussed the confidential details of updating Mother Robin's LOA next year.
- Approval of New Lay Deputies
 - Diocesan convention is Nov 11. The Vestry voted to fill two vacancies left by members who concluded their 3-year terms (Cameron Grosh and Joyce Donadee). Phoebe Juel and Dean Peters are up for approval.
 - Neil moves to approve Phoebe and Dean. John seconds. Unanimous vote to approve.
 - **ACTION ITEM:** Tom will approach a couple of parishioners to find out if one is willing to act as an alternate. The Vestry can approve via email.
- Securing the Front Doors - Dan
 - Dan reported that he received an estimate for replacement of front doors with added key pad totaling \$21K.
 - Dan will also talk to a locksmith who may have ideas to refurbish the current lock system.
 - **ACTION ITEM:** Ruth will provide a contact at Guardian who Dan can talk to as well.
- Parking Lot Construction - Dan
 - Dan received the revised contract for the paving company today. He will go through it and sign it if it looks good.

Area of Responsibility Reports

- Priest-in-Charge (Mother Robin) - see attached
- Senior Warden (Tom) - see attached
- Junior Warden (Dan) - see attached
- Adult Formation (John) - see attached
 - John and Mother Robin discussed a quarterly combined social hour during which Mother Robin will discuss the Book of Common Prayer. **ACTION ITEM:** Mtr. Robin and John will coordinate with Kate.

- The Modern Episcopalians Group will use a book by an Episcopal bishop from Texas called “Welcome to the Episcopal Church.” The meetings will now take place at 7pm on Zoom, beginning in September.
- Tony Turo and Ann Vinsky are actively working on getting small groups together—6-8 people hosted in their homes or in church for 6 sessions in the fall and 6 sessions during Lent.
- Clerk/Finance (Lauren) - see attached
 - Lauren reviewed some of the program line items that are tracking near or over budget as outlined in the attached report. Vestry members weren’t able to account for the spending. **ACTION ITEM:** Lauren will contact Ellen to determine what was spent in the Safety and Security, Hospitality, Justice, and Worship line items.
 - Lauren noted that the annual budget planning will begin soon. **ACTION ITEM:** All Vestry members were charged with determining if there are specific notes the Finance Committee needs as they prepare to update the budget for 2024. Please report any expected changes to spending (mortgage, salaries, special programming, etc.) to Lauren as soon as possible.
- Communications/Tech (Sandy)
- Fundraising/Membership (TBD)
- Outreach/Children & Youth (Ruth) - see attached
- Inreach/Hospitality (Kate)
 - Next joint hospitality is scheduled for September 3. **ACTION ITEM:** Ruth will speak to the 8am congregants about hosting.
- Worship (Neil) - see attached
 - The Vestry discussed reported reactions to the new bells. Neil will continue to report reactions to Mtr. Robin.

Other Business

- None

Closing

Adjournment

- The meeting was adjourned at 8:34 pm.

Respectfully submitted,

Lauren Ramakrishna

Next Meeting: September 11, 2023 at 6:30pm (pizza at 6pm); Prayers - Tom

Overview of Action Items

Tom

- Designate a coordinator for the membership tasks.
- Find a candidate for alternative lay deputy.

Lauren

- Ask Ellen where the Mortgage Fund money lives and find out if we can move it to an interest-bearing account.
- Contact Ellen to determine what was spent in the Safety and Security, Hospitality, Justice, and Worship line items.

Ruth

- Get a contact at Guardian for Dan.
- Speak to the 8am churchgoers about hosting the next combined social hour.

John

- Coordinate with Kate and Mtr. Robin to arrange the Book of Common Prayer lessons at combined social hours.

All Vestry Members

- All Vestry members were charged with determining if there are specific notes the Finance Committee needs as they prepare to update the budget for 2024. Please report any expected changes to spending (mortgage, salaries, special programming, etc.) to Lauren as soon as possible.

Senior Warden's Report August 14, 2023

In the past month the vestry took a break from its regular schedule and did not meet in July. I hope everyone enjoyed the break and will make the most of the waning days of summer. Prior to Aug. 5 (when I am scheduled to be away), here were some of my activities for the month:

- Met with **Mother Robin** on July 13, 19 and Aug. 2.
- Asked several parishioners to consider being lay deputies for St. Brendan's to the diocesan convention. The positions run for three years and two seats became vacant this summer when Cameron Grosh and Joyce Donadee completed their terms. **Phoebe Juel and Dean Peters** graciously agreed to serve as our new deputies, pending vestry approval. Our other deputies are Anne Semmler and Ralph Tajak. If Dean is approved, we will need to find a replacement for him as a lay deputy alternate, a person who serves only when a deputy cannot attend the convention.
- Contacted two parishioners and asked them to consider becoming **St. Brendan's treasurer**. The first declined and the second is thinking about it. This, of course, follows Roger Botti's resignation as treasurer and Ellen Groves' willingness, at my request, to resume handling the duties for a temporary period.
- With considerable help from Tim Austin, our chief security steward, responded to the belated report by a parishioner that an **unruly intruder appeared inside St. Brendan's on Saturday, June 10**, and startled two sacristans. The intruder is a person that the Franklin Park Police have warned about for months due to her disruption of a service in a nearby church and her noisy appearance at a borough council meeting. Tim reported our incident to the police on the same day he heard of it, July 23.

The next day he and I discussed the need to warn our members and our renters about the intrusion via an e-blast. Tim wrote the bulk of the text in both emails and we sent them on July 25 and 26. A follow-up meeting was held at the church on Aug. 3 to discuss **front-door security concerns**. In attendance were Mother Robin, Junior Warden Dan Moore, Chief Security Steward Tim Austin, Rentals Coordinator Marilyn Mulvihill, Treasurer Ellen Groves, Music Director Daniel May and I. Dan said he will seek bids and prices on various doors and locking systems. A new round of updates was emailed to the congregation by me and to our tenants by Marilyn.
- Spoke to **Bob and Jen Mankowski** on July 24 about their plan **to improve the Wi-Fi signal in the social hall**. It will require running a wire through the wall between the hall and the printer in the hallway. Dan Moore offered to do the drilling.

Bob, Jen and I then discussed their desire to help with **posting more items to the church Facebook page**. I invited them to be proactive and contact various ministry leaders, based on

events listed in the Navigator's Log, to obtain info, art and/or photos of upcoming activities for FB posts. They seemed very eager to help in that way.

- Had **news briefs** on St. Brendan's activities published in the July 13, 20 and Aug. 3 editions of the Sewickley Herald.

I also took part in other parish activities: watered the Garden of Hope the week of July 2, attended the third meeting of Ralph Tajak 's Discernment Committee on July 23, led a Brendan's Boots walk through Sewickley Heights Park on Aug. 3 and posted flyers on various community bulletin boards for the upcoming Keely Singer concert.

PLEASE NOTE: **I will be away** Aug. 5-13, but back in time for the Aug. 14 vestry meeting. I should be available by email while gone.

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

Respectfully submitted,

Tom Waseleski
Senior Warden

St. Brendan's Priest-In-Charge Report for July (submitted August 14, 2023) (Summary)

Pastoral

- 1 letter of welcome for July
- Wednesday 6 pm Eucharist going well. Usually 4-5 folks.
- Church Office visits for July -12
- Phone visits: 25
- In home Eucharists: 4
- Sacrament of Reconciliation: 0
- Discernment committee for Ralph Tajak moving forward. Last meeting Sept. 10.
- In prep for Zoom class on Genesis. And partnering with John for quarterly after service liturgy talks

Liturgical

- Steady summer attendance. Rarely children.
- Sanctus Bells introduced. Mixed reaction.

Administrative

- Light summer administrative tasks (meetings with Tom, etc.)

Mtr Robin

St. Brendan's Finance Report
August 2023 Meeting
(July 2023 Numbers)

THE BOTTOM LINE

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

There are a few programs that have exceeded their allotted budgets. Please see page 2 of this report for those numbers.

INCOME

TOTAL INCOME

- July 2023 total income: **\$27,539.56**
- YTD 2023 total income: **170,782.34**
- YTD Budget Difference: **\$13,555.41** more than target budget

CONTRIBUTIONS

- July contributions totaled **\$23,265.10**
- YTD contributions are **\$135,305.31**, a net positive of **\$9,256.25** against the YTD budget.

FUNDRAISING

- July 2023 fundraising earnings (after expenses): **719.46**
- YTD 2023 total fundraising income: **\$8,149.09**
- YTD Budget Different: **\$4,975.84** less than target budget

RENTALS

- July 2023 rental income totaled **\$3,555.00**
- YTD rental income is **\$16,7338.00**, a net positive of **\$7,983.00** against the YTD budget.

EXPENSES

TOTAL EXPENSES

- July 2023 total expenses: **\$21,160.66**
- YTD total expenses: **\$156,503.45** which is **under budget** for the year by **\$8,909.07**.

EXPENSES THAT ARE CURRENTLY OVER THEIR INDIVIDUAL YTD BUDGETS

- Pension: **\$551.81**
- Office Supplies: **\$42.98**
- Electricity: **\$72.81**
- Water: **\$19.14**

- Insurance–Property: **\$1,734.94**
- Maintenance-Equip-Bldg: **\$2,941.42**
- Music Maintenance: **\$233.00**
- Copier Lease: **\$125.16**
- Misc.: **\$309.12**

PROGRAM EXPENSES THAT ARE OVER BUDGET OR CLOSE TO BUDGET

- WORSHIP - \$323.02 used of the \$400 budget
- HOSPITALITY - YTD spend is **\$224.70**, which is already over the \$200 budget
- SAFETY AND SECURITY - YTD spend is **\$464.19**, which is over the \$175 budget.
- SCHOLARSHIPS - **\$1,000** given this year, but this line item has a \$0 budget.

****NOTE: For programs that are over budget, any further spending must be brought to the Vestry for approval.**

NOTES

- The Audit Committee met a number of times in July and August to review the financials for St. Brendan's and fill out required forms for the diocese. The Vestry will need to review and approve their report so we can submit to the diocese.
- With Roger's departure, Ellen Groves has graciously offered to stand in as Treasurer for now.
- The finance committee will meet in the coming months to begin discussing next year's budget. If there are any areas of the budget that you think will need updating next year (because the budget wasn't adequate this year, or we know now about an incoming expense, etc.), please let me know.

Respectfully submitted,
Lauren Ramakrishna

St. Brendan's Episcopal Church
Balance Sheet
 GENERAL FUND 01, July 2023

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	Current Year
ASSETS	
Checking Main-WVS	\$110,750.65
Checking - Key Bank.	1,000.00
Money Market	
General Savings MM	28,492.74
BFF MM	23,681.21
Subtotal Money Market	52,173.95
OTHER ASSETS	
Unsold Gift Cards	4,655.00
Subtotal Assets	168,579.60
TOTAL ASSETS	\$168,579.60
LIABILITIES	
CURRENT LIABILITIES	
Designated Wash	
Altar Flowers	\$1,391.68
Community of Hope	204.02
Justice	1,798.06
Rental Deposit	190.00
Memorial Garden	1,995.36
Vegetable Garden	519.15
Evangelism	850.00
Quilt Raffle	860.00
Miscellaneous	190.41
Brendan's Friends & Family	24,206.21
ESL	1,980.44
Subtotal Designated Wash	34,185.33
Clearing account	1,000.00
TOTAL LIABILITIES	35,185.33
FUND BALANCE	
Fund Balance	\$133,394.38
TOTAL FUND BALANCE	133,394.38
TOTAL LIABILITIES AND FUND BALANCE	\$168,579.71

	Current Year
ASSETS	
Checking Main-WVS	\$110,750.65
Checking - Cries - WSB	3,737.11
Checking-Altar Guild-WSB	1,475.45
Checking - Key Bank.	1,000.00
Parish Emergency Fund	10,078.39
Money Market	
General Savings MM	28,492.74
BFF MM	23,681.21
Youth MM	5,085.35
Subtotal Money Market	<u>57,259.30</u>
Restricted MM	123,870.32
INVESTMENTS	
STOCKS & MUTUAL FUNDS	
Vanguard - Scholarship Fd	8,170.66
OTHER ASSETS	
Unsold Gift Cards	<u>4,655.00</u>
Subtotal Assets	<u>320,996.88</u>
TOTAL ASSETS	<u><u>\$320,996.88</u></u>
LIABILITIES	
CURRENT LIABILITIES	
Designated Wash	
Altar Flowers	\$1,391.68
Community of Hope	204.02
Justice	1,798.06
Rental Deposit	190.00
Memorial Garden	1,995.36
Vegetable Garden	519.15
Evangelism	850.00
Quilt Raffle	860.00
Miscellaneous	190.41
Brendan's Friends & Famiy	24,206.21
ESL	1,980.44
Subtotal Designated Wash	<u>34,185.33</u>
Clearing account	<u>1,000.00</u>
TOTAL LIABILITIES	35,185.33
FUND BALANCE	
Fund Balance	<u>\$285,811.55</u>
TOTAL FUND BALANCE	285,811.55
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$320,996.88</u></u>

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

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	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
INCOME					
CONTRIBUTIONS - OPERATING					
Pledge	\$13,824.69	\$128,404.83	\$124,222.00	\$4,182.83	\$212,952.00
Pledge - Past Period	0.00	0.00	583.31	(583.31)	1,000.00
Voluntary Giving	986.22	5,919.54	7,583.31	(1,663.77)	13,000.00
Plate	195.00	1,603.00	2,916.69	(1,313.69)	5,000.00
Special Offering	0.00	375.00	0.00	375.00	0.00
Insurance	8,259.19	8,259.19	0.00	8,259.19	0.00
Subtotal Contributions - Operating	23,265.10	144,561.56	135,305.31	9,256.25	231,952.00
FUNDRAISING & EVENTS					
FUND RAISING					
Hol. Arts & Craft Income	800.00	1,400.00	5,833.31	(4,433.31)	10,000.00
Hol. Arts & Craft Expense	(91.04)	(91.04)	0.00	(91.04)	0.00
Subtotal Fund Raising	708.96	1,308.96	5,833.31	(4,524.35)	10,000.00
GIFT CARDS					
Gift card sales	2,200.00	13,125.00	26,250.00	(13,125.00)	45,000.00
Cost of gift cards sold	(2,189.50)	(12,614.25)	(24,791.69)	12,177.44	(42,500.00)
Subtotal Gift Cards	10.50	510.75	1,458.31	(947.56)	2,500.00
OTHER FUNDRAISING					
Other fundraising income	0.00	6,640.83	5,833.31	807.52	10,000.00
Other fundraising expense	0.00	(886.45)	0.00	(886.45)	0.00
Football Pool Income	0.00	1,000.00	0.00	1,000.00	0.00
Football Pool Expense	0.00	(425.00)	0.00	(425.00)	0.00
Subtotal Other Fundraising	0.00	6,329.38	5,833.31	496.07	10,000.00
Subtotal Fundraising & Events	719.46	8,149.09	13,124.93	(4,975.84)	22,500.00
INVESTMENT INCOME					
Bank Interest	0.00	(660.27)	46.69	(706.96)	80.00
MISCELLANEOUS INCOME					
Miscellaneous Income	0.00	1,998.96	0.00	1,998.96	0.00
RENTAL INCOME					
Rental Income-Other	3,555.00	16,733.00	8,750.00	7,983.00	15,000.00
TOTAL INCOME	27,539.56	170,782.34	157,226.93	13,555.41	269,532.00
EXPENSES					
GENERAL EXPENSES					
SALARIES&RELATED EXPENSE					
SALARIES					
Salary - Priest	\$3,795.66	\$26,573.96	\$26,600.00	\$26.04	\$45,600.00
Salary - Admin. Assistant	2,641.42	18,429.17	18,776.94	347.77	32,189.00
Salary - Music Director	1,308.68	9,086.98	9,100.00	13.02	15,600.00
Salary-Youth & Child Coor	0.00	0.00	5,932.50	5,932.50	10,170.00
Salary - Nursery	200.00	600.00	875.00	275.00	1,500.00
Subtotal Salaries	7,945.76	54,690.11	61,284.44	6,594.33	105,059.00
EMPLOYEE BENEFITS					
Pension	1,004.25	7,029.75	6,477.94	(551.81)	11,105.00
Health & Life Insurance	1,000.00	7,000.00	7,000.00	0.00	12,000.00

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

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	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Subtotal Employee Benefits	2,004.25	14,029.75	13,477.94	(551.81)	23,105.00
ALLOWANCES					
Car Allowance (Mileage)	29.48	34.48	291.69	257.21	500.00
Continuing Education	0.00	0.00	291.69	291.69	500.00
Discretionary Fund	100.00	100.00	145.81	45.81	250.00
Subtotal Allowances	129.48	134.48	729.19	594.71	1,250.00
Employer Taxes	377.02	2,639.15	2,639.56	0.41	4,525.00
Subtotal Salaries&related Expense	10,456.51	71,493.49	78,131.13	6,637.64	133,939.00
OPERATING EXPENSES					
Office Supplies	0.00	334.67	291.69	(42.98)	500.00
Computer-Software	0.00	455.00	991.69	536.69	1,700.00
Postage	0.00	0.00	233.31	233.31	400.00
Internet service	125.00	875.00	904.19	29.19	1,550.00
Bank fees/Safe Deposit	2.00	14.00	35.00	21.00	60.00
Website	38.85	179.28	186.69	7.41	320.00
Communication/Publicity	0.00	190.00	350.00	160.00	600.00
UTILITIES					
Electricity	618.05	2,989.50	2,916.69	(72.81)	5,000.00
Gas	268.00	3,697.00	4,258.31	561.31	7,300.00
Water	59.66	719.14	700.00	(19.14)	1,200.00
Subtotal Utilities	945.71	7,405.64	7,875.00	469.36	13,500.00
Refuse	0.00	451.45	560.00	108.55	960.00
Insurance-Property	0.00	6,607.50	4,872.56	(1,734.94)	8,353.00
Insurance - Emp & Officer	0.00	0.00	209.44	209.44	359.00
Supplies-Building	244.30	990.48	991.69	1.21	1,700.00
Maintenance-Equip-Bldg	489.33	7,024.73	4,083.31	(2,941.42)	7,000.00
Music Maintenance	0.00	408.00	175.00	(233.00)	300.00
Snow/Grass	215.00	3,770.00	4,083.31	313.31	7,000.00
Cleaning Service	295.00	2,065.00	2,333.31	268.31	4,000.00
Telephones	83.02	577.27	991.69	414.42	1,700.00
Mortgage pymt--Diocese	3,617.96	20,170.92	24,573.50	4,402.58	42,126.00
Copier Lease	226.21	1,583.47	1,458.31	(125.16)	2,500.00
Audit & Payroll Service	6.15	77.70	87.50	9.80	150.00
Fire Alarm Monitoring	0.00	0.00	466.69	466.69	800.00
Miscellaneous	24.08	309.12	0.00	(309.12)	0.00
Subtotal Operating Expenses	6,312.61	53,489.23	55,753.88	2,264.65	95,578.00
PROGRAM					
Altar	0.00	0.00	350.00	350.00	600.00
Worship	0.00	323.02	233.31	(89.71)	400.00
Justice	0.00	240.92	0.00	(240.92)	0.00
MUSIC					
Adult Choir Music	0.00	0.00	35.00	35.00	60.00
Children's Choir Music	0.00	0.00	11.69	11.69	20.00
Subtotal Music	0.00	0.00	46.69	46.69	80.00
EDUCATION					
Christian Ed - Adult	0.00	153.43	116.69	(36.74)	200.00

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

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Education Children	0.00	0.00	291.69	291.69	500.00
Education Youth	0.00	0.00	116.69	116.69	200.00
Vacation Bible School	0.00	0.00	116.69	116.69	200.00
Subtotal Education	0.00	153.43	641.76	488.33	1,100.00
Scholarships	0.00	1,000.00	0.00	(1,000.00)	0.00
Supply Clergy	350.00	350.00	490.00	140.00	840.00
Evangelism	0.00	0.00	58.31	58.31	100.00
Hospitality	323.70	224.70	116.69	(108.01)	200.00
New Member	0.00	0.00	58.31	58.31	100.00
Welcome Table	0.00	100.00	87.50	(12.50)	150.00
Safety and Security	0.00	464.19	102.06	(362.13)	175.00
Staff Development	0.00	0.00	291.69	291.69	500.00
Subtotal Program	673.70	2,856.26	2,476.32	(379.94)	4,245.00
Subtotal General Expenses	17,442.82	127,838.98	136,361.33	8,522.35	233,762.00
ASSESSMENTS					
Diocesan--Assessment	2,072.17	14,505.19	14,505.19	0.00	24,866.00
Diocesan--Growth	145.08	1,015.56	1,015.56	0.00	1,741.00
Subtotal Assessments	2,217.25	15,520.75	15,520.75	0.00	26,607.00
CRIES ADVOCACY					
Cries Advocacy	1,500.59	13,143.72	13,530.44	386.72	23,195.00
TOTAL EXPENSES	21,160.66	156,503.45	165,412.52	8,909.07	283,564.00
TRANSFERS					
Transfer to Other Funds	\$29,341.52	\$28,186.52	\$0.00	(\$28,186.52)	\$0.00
Transfer from Other Funds	14,874.19	15,874.19	0.00	(15,874.19)	0.00
TOTAL TRANSFERS	44,215.71	44,060.71	0.00	(44,060.71)	0.00
EXCESS INCOME/EXPENSES	\$50,594.61	\$58,339.60	(\$8,185.59)	\$66,525.19	(\$14,032.00)

Accounting Fund Balances

July 2023

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	92,878.16	0.00	27,539.56	21,160.66	34,137.32	133,394.38
02 - CRIES	2,236.41	0.00	0.00	(1,500.59)	0.00	3,737.00
03 - CAPITAL IMPROVEMENT	6,296.51	0.00	0.00	0.00	0.00	6,296.51
04 - ALTAR GUILD FUND	2,571.55	0.00	100.00	1,196.10	0.00	1,475.45
05 - YOUTH FUND	5,085.35	0.00	0.00	0.00	0.00	5,085.35
07 - SCHOLARSHIP FUND	8,170.66	0.00	0.00	0.00	0.00	8,170.66
08 - MORTGAGE FUND	18,060.20	0.00	0.00	0.00	0.00	18,060.20
11 - MEMORIAL GARDEN BURIAL	2,291.00	0.00	0.00	0.00	0.00	2,291.00
15 - PARISH EMERGENCY FUND	10,078.39	0.00	0.00	0.00	0.00	10,078.39
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	8,259.19	0.00	42,328.44	94,421.01
21 - VA - YARD SALE SURPLUS	4,462.39	0.00	0.00	0.00	(4,462.39)	0.00
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	(3,728.73)	0.00
Totals	202,494.33	0.00	35,898.75	20,856.17	68,274.64	285,811.55

Adult Education – August 2023

In discussion with Mother Robin, we would like to propose that St. Brendan's would have a combined social hour at 9:00 once every three months. During that combined social hour, Mother Robin would give a presentation on the Book of Common Prayer. These presentations would provide the opportunity for us to not only become familiar with the content and history but also develop a greater appreciation of the Book of Common Prayer and its potential for our spiritual life. This would also help to build a stronger bond between the 8:00 and 10:00 congregations.

Mother Robin informed me that Ann Vinski and Tony Turo have approached her expressing their desire to have some small in-person education group sessions. She has asked them to give her some suggestions as to some topics that they would like to have addressed in these small groups. More information will be provided once these group sessions are developed.

The Modern Episcopalian group will resume in mid-September and will meet via zoom on Monday evenings at 7:00. We will be using the book **Welcome to the Episcopal Church: an introduction to its history, faith and worship** by Christopher L. Webb. Twelve copies of the book have been purchased and donated and will be made available in the Narthex in early September along with information about the zoom link and time. Written announcements about this will be in the Navigator two weeks prior to the first meeting and verbal announcements will be made during the 10:00 services.

Mother Robin is also in the process of developing a course on the history and development of the Book of Genesis that she hopes to make available in mid to late September.

Deacon Darrell continues to facilitate the Bible study group on Tuesday mornings at 11:00. The group is a shared reflection and is currently reviewing the Book of Genesis. The group currently has an average of 9-12 participants each week.

Children and Youth Report
August 14, 2023

Allison Kline and Saundy Waseleski met in early August to begin planning for the upcoming Sunday School year.

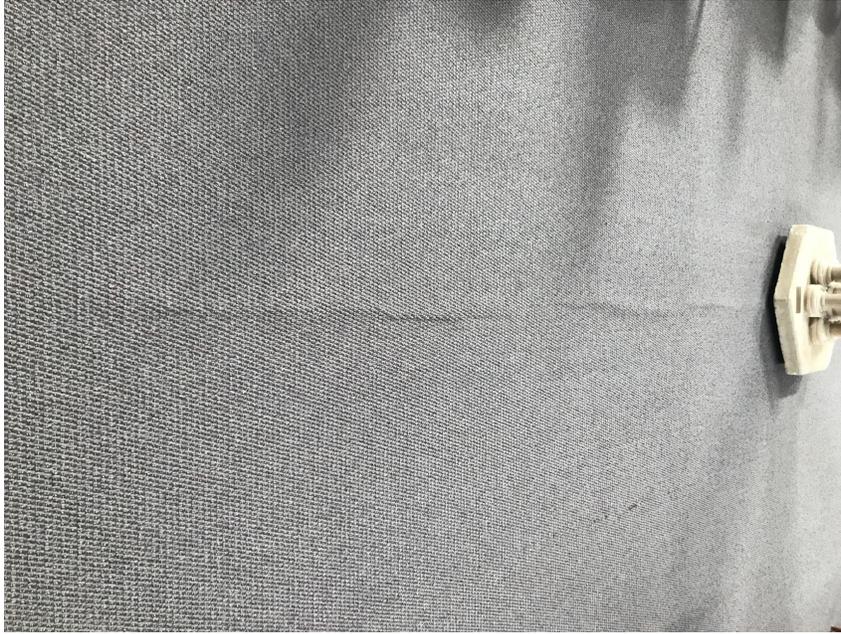
Following that meeting and some follow-up with Mtr. Robin, Saundy sent out an email to Sunday School parents with information about the upcoming school year. There was also an attached registration form. A calendar with important dates for the first part of the year was included.

Blessing of the Backpacks will be on Sunday, August 27 at the 10AM service.

A kick-off for Sunday School will be held September 10 at 9:30. There will be activities and a snack.

The first Children's Worship will be September 27.

.Respectfully submitted,
Ruth Horton



Thought I'd start with a few pictures.

First the sanctuary carpet with the appearance of an elevated seam. The carpet was glued when originally installed consequently it can't be restretched. I contacted a carpet company and they stated that there is no proven method to reglue, may make the situation worse.

Second photo the clogged newly installed gutters. Clogged with the maple tree "whirlybirds". Please keep in mind that the new gutters are a larger size, 6" versus 5", thus will accumulate more debris. Remember this picture when I ask for money to buy leaf guards in the fall.

Third photo, sanctuary lights. Two or three lights are burnt out. Northern Electric advised that they would replace all sanctuary lights for \$175.00 per light. All must be replaced due to the amount of equipment that would be required.

Parking lot repaving. Has been delayed trying to obtain certificates of insurance and .W9 forms. This has been completed. I noticed upon reviewing the contract that no payment terms were mentioned. A revised contract is expected shortly.

Church security. As everyone has been advised due to someone's non locking of the front door an unwelcome person entered the church. A meeting was held and it was decided that the front door locking mechanics be changed from keys to keypad. I received a quote for the door replacements - \$21,000.00. Going to have to come up with plan B. Have been in contact with a locksmith for options.

Landscaping issues. The front and right side was recently weeded and hedges trimmed. A section of the red maple tree as you enter the church fell. Mike and Julia Wick removed the affected area. Looking at the remainder of that tree and the only other remaining red maple which is half dead I contacted Hohman Landscaping, our lawn mowing contractor, for the removal of the two maple trees, a dead tree at the opposite side of the parking lot, and the cutting of the weeds in the outdoor chapel. \$1,680.00. I will solicit parishioner volunteers.

Outreach Report

St. Brendan's Justice Ministry will be providing a total of 50 filled backpacks students in 2 elementary schools in the Hill District. A list of items needed was published in the Navigator.

They will be making lunches for the NPR on September 23.

Garden of Hope – Many volunteers have put in time to weed and water, as well as harvesting and delivering the produce to the food bank. They are always very grateful for this.

North Hills Food Bank – A monthly update on which non-perishable items are particularly needed is published in the Navigator. Donations have been fairly consistent.

Respectfully submitted,
Ruth Horton

Worship Committee - August 2023

The Blessing of the Backpacks is scheduled for Sunday August 27

Sanctus Bells have been introduced to the congregation.

Vestry – Fundraising Summary

August 12, 2023

Below is a summary of current fundraising activities and suggestions for next steps in each area. Feel free to contact me if you have any questions.

1. Grocery Cards – Sale of Kuhns cards was discontinued in early July 2023 due to lack of sales. Giant Eagle sales continue though sales are below projected budget target (\$2500 for year). It is suggested that:

- Grocery card sales should continue to be promoted via weekly vestry announcements in church as well as continuing items in The Navigator and Bulletin. The latter can be changed seasonally or more frequently as needed to keep the item fresh to church members.
- Revisit the feasibility of continuation of this fundraiser at budget time – If continued, adjust the target accordingly based on 2023 sales/profits.
- If it is determined that grocery card sales be discontinued, church members should be notified in advance.

2. Oldies Concert – Scheduled for Thursday, September 7, 2023. Donna Aiello is chairing this event.

A vestry member should be appointed as an oversight person for this event so that Donna has someone to contact with questions and concerns.

3. Fundraiser at Stack'd – Scheduled for Thursday, September 27, 2023. St. Brendan's will make 20% of any lunch and dinner served that day when customers mention the church or show the server a flyer (on phone or physical piece of paper). Lauren Conley at Stack'd is the contact person (lauren@meropgh.com). She has provided the attached flyer to promote the event. The restaurant is in the Pine Tree Shops in Wexford at 12087 Perry Highway. Phone number is 412 497-2333.

Next steps:

- Determine if this fundraiser will move forward.
- Identify a person to chair it.
- Promote the event in The Navigator, Bulletin, Facebook, website and Grace Happens.
- Make in-church announcements.
- Encourage church members to post the flyer on their social media pages.
- Send an email blast the week of the event with the attached flyer

4. Holiday Happening – Scheduled for Saturday, November 18, 2028. Donna Aiello is chair.

Planning is well under way and many vendors are scheduled. Donna has met with various church people who will be helping and plans in all areas continued to be refined on an ongoing basis.

A vestry member should be appointed as oversight person so that Donna has someone to contact with questions and concerns.

5. Pancakes with Santa – I discussed this fundraiser with Saundy Waseleski and we decided that it is probably best to cancel this event at this time. This is due to my vestry resignation, in addition to the foreseeable difficulties of having so many fundraisers in a relatively short time frame (ie, overlap in promotional activities between events, probable difficulty getting everything done since it would be held only 3 weeks following Holiday Happening, the Thanksgiving holiday, etc.). If anyone else is willing to

chair the event, I will readily share preplanning notes and ideas. If not, perhaps a similar event could be held prior to Easter (Pancakes with Easter Bunny), as there will not be as many fundraisers occurring at that time.

6. BFF Fund - While the Brendan's Family and Friends Fund is not a fundraiser per say, It does require some attention to keep it somewhat visible so that church members remember to use it when they'd like to honor or remember a friend or loved one by giving to the church. The fund was originally started in September, 2017, on the 30th Anniversary of the church as a way to acknowledge the occasion while obtaining some funds to address current building needs. At that time, the sound system in the social hall needed refurbishment (for under \$2,000) and vestry had been unable to address the issue for several years prior as there was no available funding source. BFF funds donated for the anniversary were used to address the sound system issues and to acquire many needed items for the church at that time (ie, microwave, kitchen shelving, flatware, large screen for sanctuary, etc). Over the years since, the fund has grown to be an income stream that vestry readily goes to when a building need arises. Large ticket items such as painting of the building, kids play equipment, air conditioners, elevator repair, social hall acoustic tiles, security film on windows/doors and more have been addressed via BFF. Prior to BFF, vestry had to simply kick the can down the road, so to speak, until the building need became an emergency and had to be addressed.

Vestry has talked at times about developing a capital building plan which would essentially look at building needs on a long-term basis, determine when specific building needs might occur over time, and set aside monies in a capital building fund to address these needs along the predetermined continuum. This is certainly a wise approach used by many businesses such as HOA's to anticipate and pay for building needs before they become emergencies. Until such a plan is developed at St. Brendan's however, BFF is our source of funding for building needs. At some point, perhaps the BFF concept could be applied to a long range capital building plan but until that happens, we need to keep funds flowing into the BFF as much as is possible.

Suggestions to promote and manage BFF include:

- Keep a promotional item in The Navigator and Bulletin weekly. Change it periodically to keep it fresh to church members.
- Acknowledge donations to BFF in a special way in the Bulletin similar to how donations of altar flowers appear. Make it look like the special gift that it is, rather than just a tag it at the end of the BFF promotional item. It should appear with logo by itself at the bottom or top of a page, rather than just as part of the weekly announcement list.
- Write thank you notes to BFF donors when appropriate.
- Hold a special BFF Anniversary drive around each May 16th – the anniversary of the church. In the past we have had drives for items the church needs such as acoustic tiles for the social hall. Celebrate the drive with a special hospitality hour sponsored by the vestry (ie, Ice Cream "Sundae"). This year we did not hold a BFF campaign since we had the very successful Raise the Roof Campaign. Care must be taken to not push too many causes at once.
- The BFF balance has typically been at least \$20,000 since I've joined vestry in January 2023. The fund should be kept in a money market or transferable savings account so that interest can accrue on this sum, rather than remain in the main checking account.

Other Fundraising Concerns:

1. Online payment systems:

It seems that every time we have a fundraiser, the question arises regarding whether we should offer some form of electronic payment system for customers. It just makes sense that people would likely spend more freely when they can pay with their credit card. Such a system would be useful to have available at fundraisers such as the book sale as well as perhaps the cookie portion of the Holiday Happening.

Electronic systems such as Venmo could also be investigated so that people could readily pay for items such as grocery cards.

Another area of need relates to making online purchases (of tickets) for events such as the upcoming oldies concert. For this event, we are having people pay for tickets through Tithe.ly then will hold the physical ticket for them at the ticket desk on the day of the concert. This is a cumbersome process which might deter people from attending our event. Tithe.ly may very well have a ticket purchasing component to it, but people running fundraisers may not have the time or the expertise to explore such capabilities while also chairing an event. Other online fund management systems such as Donorbox might be explored as they do provide online payment and ticketing options. This could be useful for future concerts or events such as the Speakers Series.

It seems that a small team of people could be formed to investigate the overall area of online sales and payments to investigate the feasibility and possible costs to the church. People with expertise in online payment systems as well as website design might be helpful with such a project. Input from our treasurer and parish administrator would also be needed to explore how electronic payments would integrate with our financial management software.

2. Planned Giving

This is another area where it might be helpful to form a team to investigate best practices and processes that the church might employ for members to make future donations possibly to preferred missions of the church via their will or trust. Our Scholarship Fund is an example of how planned giving has a long-range impact on a vital aspect of the church, our youth. A large portion of our church membership lies in the baby boomer generation, and it seems timely that such a process at least be explored.

I appreciate the honor of serving on the vestry of St. Brendan's over these past few months.

Respectfully submitted,

Chris Botti

Vestry – Membership Summary

August 12, 2023

The two primary components of this area of oversight are:

Newcomers – activities to support visitors and new members.

Caring Cards – Supportive cards sent to church members who are ill, grieving or experiencing other types of difficulties, as well as to any member who has been absent from church for a prolonged period.

Newcomers:

1. Newcomers Committee – Consisted of myself, Donna Aiello, Joyce Donadee and Saundy Waseleski. We met and worked on review and revision of procedures/materials for visitors such as greeter duties, church brochure, welcome folders, information card and other informative materials.

Next steps:

- It probably would be helpful to meet once or twice a year to review the effectiveness of current practices. We were considering going back to having visitors sign a guest book rather than completing the information card but hadn't proceeded with that change as yet.
- Review of our supply of informational pamphlets indicated that most are outdated, so it might be time to order some new ones. They can be distributed at the newcomer informational sessions or given to visitors if they indicate a need for specific information.

2. Greeters – There is a team of people who serve as greeters to perform tasks such as opening doors for congregants/visitors; providing information and materials; obtaining visitor contact information. Donna Aiello chairs the Greeter team and develops the schedule. At 8 o'clock, a supply of welcome folders is kept on the round table in the chapel. Ellen Groves or another "8-oclocker" will give welcome folders to visitors as needed.

Next step:

- Vestry members on duty have been helping with opening doors to greet church family and visitors and directing them to visitor table. If this has worked out, can this duty be added to the google doc outlining "vestry-on-duty" responsibilities? Greeters appreciate the vestry assistance.

3. Informational sessions for newcomers – These have taken the form of informal brunches at the homes of church members where visitors can talk informally about St. Brendan's and have questions answered. We also recently had an informational talk at the church after 10 am service where Mthr Robin, Darrell and other church people talked about various topics around the Episcopal Church in general and St. Brendan's in particular. It is probably sufficient to have these twice a year depending on the number of new members.

Next step:

- Reassess the need for another newcomer info session early in the new year – 2024. Our last one was held June 11, 2023.

Caring Cards:

Boxes containing card-sending supplies have been put together and given to designated Caring Card helpers at both the 8 and 10 o'clock services. Ellen Groves and Nancy Bancroft share the card sending duties for the 8 o'clock service. They keep their supply box in the sacristy and send out cards as needed. Megan Overby and Sharon Hlawati share the caring card duties at the 10 o'clock service and typically rotate possession of the box between them monthly.

A log of cards sent is kept for both services. Cards are placed next to the name tag boxes for people to sign before the service. Cards are often rotated around the social hall during hospitality time for signatures as well. Sometimes card helpers send out cards to members during the week on behalf of the congregation. This occurs sometimes for emergencies as well as for more sensitive times when recipients wouldn't necessarily want personal circumstances to be general knowledge as yet. Card helpers use their discretion in such instances. Cards are typically sent to people on the prayer list or for whom email blasts are sent when experiencing some difficulty. Sometimes, card recipients are identified via word-of-mouth. Megan will often check in with those recipients personally to see how they are doing and to check if they would like church family support through a card and prayers. In the case of a church member who has been absent for a prolonged period a "thinking of you" or "hello" card is typically sent on behalf of the congregation rather than obtaining multiple signatures. It has been an evolving process.

Next steps:

- Possibly add another helper at the 10 o'clock service.
- Possibly bring card helpers together to see how things are going and to review parameters for choosing card recipients, getting multiple signatures and when to send cards "on behalf" of the congregation.

Please let me know who will be assuming Membership oversight and I will be sure to send them files for all of the documents we have generated this year.

Thank you for the privilege of serving St. Brendan's through oversight of the area of Membership.

Respectfully submitted:

Chris Botti