

St. Brendan's Episcopal Church Vestry Meeting

December 12, 2022

NOTE: This meeting was held live and via Zoom

Attendees

Cameron Grosh; Donna Aiello; Ruth Horton; Mary Bertucci; Kate Heston; Lauren Ramakrishna; Sean Sweeney (Zoom); Mtr. Robin (Zoom)

Agenda

Opening and Prayers

- Senior Warden Cameron Grosh opened the meeting.
- Cameron offered the opening prayer.

Minutes Approval

- November meeting minutes are delayed. **ACTION ITEM:** Will approve by email once they are completed.

Action/Discussion Items

- Roof Grant Proposal Update - Cameron
 - Roof grant was submitted on time. Donna said it's usually a quick process. Donna thinks we may get asked how much we have spent on roof repairs over a certain period of time.
- Vestry Nominating Committee Update - Cameron
 - Mary, Donna, Cameron, Marilyn Mulvihill, Kathy Miller and Tammy Spoonhoward will sit on this committee. Mary will chair it. **ACTION ITEM:** Meeting should occur next week if possible.

- Setting Annual Meeting Date - Cameron
 - The Vestry discussed the date for the annual meeting and Vestry retreat based on availability for continuing Vestry members and Mtr. Robin. The Vestry decided to hold the annual meeting on January 22, 2023. The new Vestry will determine the retreat date (either January 28 or February 4).
- Children and Youth Coordinator and Nursery Director Update - Mtr. Robin / Donna
 - Donna said one person applied for the Nursery position. So far we don't have any applications for the Children and Youth Coordinator position.
 - Saundy, Allison, and Annemarie will continue volunteering to run the Children and Youth Services, but certainly expect us to actively work on getting a hire. Donna suggested we try another push in January after the holidays so we have a better chance of getting attention.
 - Donna went over the list of everything Saundy, Allison, and Annemarie do. They want a Vestry liaison for children and youth.
 - Donna noted that Saundy, Allison, and Annemarie have spent out-of-pocket money. Mary noted that year-to-date children's education has spent \$268, but they have a budget of \$500.
 - Donna reported that another need they have is to increase Sunday school teachers and nursery volunteers. The need for clearances is stopping some people because of the time needed. Cameron suggested having a certain date where we have computers set up in church and you can sit with someone and do your clearances and watch Safeguarding God's Children.
 - Maybe we should offer a tour of downstairs for all the new people.
 - Advertising the positions
 - Mtr. Robin sent the position out to the clergy list serve.
 - Advertised in Grace Happenings.
 - Mtr. Robin thought about reaching out to any church in the area.
 - Donna suggested asking senior wardens of other churches to put in their newsletters.

- Kate also mentioned there are Methodist churches that might advertise if we don't require specifically Episcopalian knowledge. Mtr. Robin mentioned Lutheran churches as well.
 - The Vestry discussed making changes to the position descriptions, which may help garner more interest:
 - Change "Nursery Director" to "Nursery Coordinator"
 - Make some of the key elements of the descriptions pop.
 - Change the wording of the C&Y position to let applicants know they don't have to be theologically savvy in just Episcopalian theology; can learn over time.
 - **ACTION ITEM:** Mary and Donna will work together on the tweaks to the position descriptions. Lauren will stay in the loop to get the knowledge about this into the next vestry.
- Rental Rate Review - Mary
 - Mary noted that we should increase rental rates because all of our operating expenses have gone up. Our rates haven't been updated since Aug 2018. The current rate for the social hall is \$300.
 - We let people use our A/V equipment. There's a \$100 deposit incremental for A/V plus a \$100 deposit for cleaning. Sean said we should look into getting a bigger deposit to cover any damages to the equipment.
 - **ACTION ITEM:** Mary and a couple of Vestry members will have a separate meeting about this issue. Mary will make suggestions for rate increases after getting input from Marilyn and Katie. We also need to determine what it means for existing renters based on their contracts.
 - Current contracts include a \$130 fee to use equipment and have an AV person on site. Both George Snyder and Sean have done it ad hoc a couple of times, but Sean noted that \$130 wouldn't cover an hour of a tech person's time. We should consider raising that rate as well.
- 2023 Budget Discussion / Pledge Update - Mary / Cameron / Everyone
 - Roger, our treasurer, put together a draft budget and shared it with the Vestry.

- Budgeted loss of \$19K next year. (We budgeted a loss of \$22K for 2022, but we will have a gain at the end of this year of \$2-\$5K.)
- Income Side
 - Pledges are now at \$208K, so our projected loss is already down after we update the budget with the new pledges (\$16K or so).
 - Other than pledges, budget is the same for every income item except rentals—increasing from \$12K to \$15K (already exceeded that in 2022).
 - We had a really aggressive fundraising target in 2022. Will remain the same in 2023: \$22.5K. (This year our total fundraising income has been almost \$18K.)
- Expense side
 - Nothing negotiable on the expenses side. Total salaries and expense budget will be \$5K less because Mtr. Robin doesn't need medical (we had budgeted for a full year of medical for clergy in 2022, so we won't next year).
 - Operating expenses go up by \$8K.
 - Program expense is budgeted at \$2K less because we are removing the Justice Ministry budget with a plan to cover that in CRIES.
- Cameron suggested we recommend to the next Vestry to have contingency plans in place in case the diocese doesn't provide a grant.
- Lauren asked if it might make sense to start stewardship earlier next year. We could begin in September rather than the end of the year to make it easier for budgeting.
- St. Brendan's By-Laws Discussion - Cameron / Everyone
 - Cameron reviewed the by-laws with some suggestions for changes.
 - The Vestry discussed altering the Vestry term from the current 3 years to 2 years with the option to serve 2 more years consecutively.

- Mtr. Robin noted that at her previous church the Vestry held 2-year positions with the option for each individual to extend 2 years. Mtr. Robin also expressed the importance of ensuring we find a way to balance asking for people's ministry and giving them the spiritual food they need to sustain that ministry throughout their terms. She wants to make sure we have a Vestry culture that's caring and loving, not just demanding.
- Vestry members discussed the difficulties faced because we often, in addition to traditional Vestry duties, take on a big share of the other work required for the Church (such as running hospitality because we don't have volunteers, as an example).
- Following a long discussion weighing the many pros and cons of a 3-year term vs. a 2-year term, the Vestry agreed to seek more information. Mtr. Robin suggested reaching out to the Bishop to find out if there are any resources to help vestries determine the best course, or if we can find out what other parishes in the diocese are doing.
- Will change the section about publishing the minutes to note that they can get published on the bulletin and/or the website.
 - **ACTION ITEM:** Sean will send Lauren instructions on how to do the publishing on the website in an easy way.
- Vestry agreed the Rector should not outright choose the Sr. Warden
- Vestry agreed to add a clause for removal of a Vestry member.
- Vestry agreed to adding a section that explains that the vestry must approve gifts.
- Vestry agreed to changes to the CRIES Advocacy section simply to give the Vestry option to change if absolutely necessary in a dire situation.
- Donna made suggestions to the section about nominating for vestry elections.

- Discussed keeping or removing the requirement of financial contribution in the last year.

Area of Responsibility Reports

- Adult Formation (John)
- Children and Youth
- Technology and Communications (Sean)
- Finance (Mary) - See attached
- Fundraising (Kate, with Donna and Lauren)
- Inreach and Newcomers (Kate, with Donna)
- Junior Wardens (Donna and Ruth) - See attached
- Outreach (Donna) - See attached
- Priest-in-Charge (Mtr. Robin)
- Senior Warden (Cameron)
- Worship (Neil) - See attached

Other Business

- Vestry Tracking Sheet (Lauren)
 - Add St. Sebastian picture
 - Add banner needs for the upcoming months. Donna noted that the Easter one has to get changed.
 - Add the children and youth positions.
 - Add hiring a communications person.
- Church Banners for Christmas
 - Donna mentioned that the Christmas banners aren't up yet.
 - **ACTION ITEM:** Mary volunteered to put up the banner.
- Donna will ask Neil if he talked to St. Sebastian church about the painting.
- Holiday Happenings Debriefing Meeting

- Donna will send notes to Vestry members from the debrief that contains helpful information about what worked and what didn't work.
- \$11,444.77 total income from the event. Vendors brought in \$1,450; cookies \$2,648; soup \$1,691; raffle \$4,100; St. Brendan's boutique \$520; admission \$580. 5/\$1 door prize tickets \$552.
- Thoughts for next year:
 - Raffle might be too much. Perhaps we can do a silent auction.
 - Need to have more than one person in charge—someone in charge of soup, someone in charge of vendors, someone in charge of cookies, etc.
 - Lots of positive remarks about the entertainment. Vendors commented that live music brings in more people.

Closing

Adjournment

- The meeting was adjourned.

Respectfully submitted,

Lauren Ramakrishna

Next Meeting: Monday, January 9, 2023 at 6:30pm

St. Brendan's Finance Report - November 2022

- **Review of budget status for 2023 - see assumptions below and spreadsheet in Reports folder**

November YTD financials

- We had positive net income in November of \$7,719, offsetting our previous YTD loss. We now have positive net income YTD of \$6,754.
- Based on our average monthly run rate, we should end 2022 with positive net income.

Income - YTD income is now showing 10.5K over budget.

- Pledge income was \$16.4K this month, about \$3K more than October. Our YTD pledge income is now \$3.4K under our YTD budget, with YTD total contributions now \$2.1K under our YTD budget.
- Fundraising & Events brought in \$8.1K in November and is now just \$2.8K under budget YTD, thanks to the Holiday Happenings event.
- Rental income was strong again with \$1.5K earned, now at \$19K for the year which is \$8K over our full year budget.
- Gift card sales are \$1.2K under budget YTD.

Expense - YTD total expenses are about \$16.5K under budget

- The expense favorability is due to having an interim priest and now a vacancy in Youth & Child Coordinator position (employee salaries and benefits are \$19K under budget YTD.)
- Program spend is almost \$3K under YTD budget.
- Operating expenses are about \$5.5K over budget YTD due to Maintenance-Equip-Bldg expense which includes expenses paid for new swing set and elevator maintenance that will be covered by BFF funds.
- Other operating expenses that exceed YTD budget by more than \$100:
 - Insurance (by \$1400) due to increase in rates
 - Water (by \$600 YTD, due to toilet running that has been fixed)
 - Copier Lease (by \$319)
 - Miscellaneous (by \$291) due to parting gift to Fr. Bill and \$111 books for Mother Robin that had not been budgeted.

2023 BUDGET ASSUMPTIONS

- As of now, we're forecasting a loss of about \$19K for 2023 which is a little less than our 2022 budgeted loss of \$22.3K (pending some information on Employer taxes)
- Total income budget is \$3K greater than 2022's:
 - Uses same budget for all line items except Rental Income which is forecasted to be \$3K greater than this year's budget (budget less than this year's YTD actual).
- Total expense budget is forecasted to be about the same as this year's budget (again, pending information on Employer taxes):
 - Total Salaries and Expense budget will be \$5K less than 2022 budget due to Mtr Robin not needing medical benefits
 - Operating Expenses will be \$8K more due to increases in mortgage, insurance and gas expense

- Program expense will be \$2K less due to removal of Justice Ministry budget, which will be funded by CRIES

St. Brendan's Episcopal Church
Income and Expense Statement
 GENERAL FUND 01, November 2022

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	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
INCOME					
CONTRIBUTIONS - OPERATING					
Pledge	\$16,406.52	\$185,026.42	\$188,720.62	(\$3,694.20)	\$205,877.00
Pledge - Past Period	0.00	0.00	916.63	(916.63)	1,000.00
Voluntary Giving	2,146.22	14,421.42	11,916.63	2,504.79	13,000.00
Plate	753.00	4,074.75	4,583.37	(508.62)	5,000.00
Special Offering	0.00	475.00	0.00	475.00	0.00
Subtotal Contributions - Operating	19,305.74	203,997.59	206,137.25	(2,139.66)	224,877.00
FUNDRAISING & EVENTS					
FUND RAISING					
Hol. Arts & Craft Income	10,200.00	13,780.00	9,166.63	4,613.37	10,000.00
Hol. Arts & Craft Expense	(2,006.81)	(2,157.23)	0.00	(2,157.23)	0.00
Subtotal Fund Raising	8,193.19	11,622.77	9,166.63	2,456.14	10,000.00
GIFT CARDS					
Gift card sales	0.00	21,255.00	41,250.00	(19,995.00)	45,000.00
Cost of gift cards sold	0.00	(20,222.25)	(38,958.37)	18,736.12	(42,500.00)
Subtotal Gift Cards	0.00	1,032.75	2,291.63	(1,258.88)	2,500.00
OTHER FUNDRAISING					
Other fundraising income	417.17	3,419.99	9,166.63	(5,746.64)	10,000.00
Other fundraising expense	(225.00)	(1,123.96)	0.00	(1,123.96)	0.00
Football Pool Income	0.00	3,110.00	0.00	3,110.00	0.00
Football Pool Expense	(200.00)	(200.00)	0.00	(200.00)	0.00
Subtotal Other Fundraising	(7.83)	5,206.03	9,166.63	(3,960.60)	10,000.00
Subtotal Fundraising & Events	8,185.36	17,861.55	20,624.89	(2,763.34)	22,500.00
INVESTMENT INCOME					
Bank Interest	0.00	27.24	73.37	(46.13)	80.00
MISCELLANEOUS INCOME					
Miscellaneous Income	0.00	38.72	0.00	38.72	0.00
RENTAL INCOME					
Rental Income-Other	1,467.50	19,296.50	11,000.00	8,296.50	12,000.00
TRANSFER FUNDS					
Transfer Funds	0.00	7,127.00	0.00	7,127.00	0.00
TOTAL INCOME	28,958.60	248,348.60	237,835.51	10,513.09	259,457.00
EXPENSES					
GENERAL EXPENSES					
SALARIES&RELATED EXPENSE					
SALARIES					
Salary - Priest	\$3,795.66	\$33,077.68	\$37,464.02	\$4,386.34	\$40,869.78
Salary - Admin. Assistant	2,678.06	29,523.70	29,506.62	(17.08)	32,189.00
Salary - Music Director	1,295.66	14,317.30	14,300.00	(17.30)	15,600.00
Salary-Youth & Child Coor	0.00	7,627.50	9,322.50	1,695.00	10,170.00
Salary - Nursery	0.00	0.00	1,375.00	1,375.00	1,500.00
Subtotal Salaries	7,769.38	84,546.18	91,968.14	7,421.96	100,328.78
EMPLOYEE BENEFITS					
Pension	1,004.25	9,683.70	11,077.00	1,393.30	12,084.00
Health & Life Insurance	946.00	10,406.00	19,077.63	8,671.63	20,812.00

St. Brendan's Episcopal Church
Income and Expense Statement
GENERAL FUND 01, November 2022

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	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Subtotal Employee Benefits	1,950.25	20,089.70	30,154.63	10,064.93	32,896.00
ALLOWANCES					
Car Allowance (Mileage)	0.00	261.25	458.37	197.12	500.00
Continuing Education	0.00	0.00	458.37	458.37	500.00
Discretionary Fund	100.00	(1,636.08)	229.13	1,865.21	250.00
Subtotal Allowances	100.00	(1,374.83)	1,145.87	2,520.70	1,250.00
Employer Taxes	377.02	5,281.97	4,064.50	(1,217.47)	4,434.00
Subtotal Salaries&related Expense	10,196.65	108,543.02	127,333.14	18,790.12	138,908.78
OPERATING EXPENSES					
Office Supplies	25.63	287.20	458.37	171.17	500.00
Computer-Software	0.00	455.00	550.00	95.00	600.00
Postage	0.00	392.80	366.63	(26.17)	400.00
Internet service	125.00	1,351.95	1,420.87	68.92	1,550.00
Bank fees/Safe Deposit	2.00	52.00	55.00	3.00	60.00
Website	0.00	0.00	183.37	183.37	200.00
Communication/Publicity	0.00	268.40	550.00	281.60	600.00
UTILITIES					
Electricity	344.28	3,971.77	4,583.37	611.60	5,000.00
Gas	607.00	4,859.00	5,041.63	182.63	5,500.00
Water	380.08	1,701.21	1,100.00	(601.21)	1,200.00
Subtotal Utilities	1,331.36	10,531.98	10,725.00	193.02	11,700.00
Refuse	59.95	563.25	880.00	316.75	960.00
Insurance-Property	2,085.25	8,364.00	6,960.25	(1,403.75)	7,593.00
Insurance - Emp & Officer	0.00	293.00	329.12	36.12	359.00
Supplies-Building	164.90	604.03	1,558.37	954.34	1,700.00
Maintenance-Equip-Bldg	876.56	14,355.28	6,416.63	(7,938.65)	7,000.00
Music Maintenance	0.00	200.00	275.00	75.00	300.00
Snow/Grass	215.00	5,340.00	6,416.63	1,076.63	7,000.00
Cleaning Service	295.00	3,245.00	3,666.63	421.63	4,000.00
Telephones	73.94	1,110.60	1,558.37	447.77	1,700.00
Mortgage pymt--Diocese	3,126.05	33,830.60	33,877.25	46.65	36,957.00
Copier Lease	226.21	2,611.42	2,291.63	(319.79)	2,500.00
Audit & Payroll Service	6.15	108.35	137.50	29.15	150.00
Miscellaneous	0.00	291.58	0.00	(291.58)	0.00
Subtotal Operating Expenses	8,613.00	84,256.44	78,676.62	(5,579.82)	85,829.00
PROGRAM					
Altar	0.00	0.00	550.00	550.00	600.00
Worship	0.00	171.46	366.63	195.17	400.00
Justice	0.00	1,877.38	1,833.37	(44.01)	2,000.00
MUSIC					
Adult Choir Music	0.00	48.00	55.00	7.00	60.00
Children's Choir Music	0.00	0.00	18.37	18.37	20.00
Subtotal Music	0.00	48.00	73.37	25.37	80.00
EDUCATION					
Christian Ed - Adult	0.00	102.47	183.37	80.90	200.00
Education Children	0.00	268.34	458.37	190.03	500.00

St. Brendan's Episcopal Church
Income and Expense Statement
 GENERAL FUND 01, November 2022

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Education Youth	0.00	0.00	183.37	183.37	200.00
Vacation Bible School	0.00	0.00	183.37	183.37	200.00
Subtotal Education	0.00	370.81	1,008.48	637.67	1,100.00
not in use	0.00	(21.32)	0.00	21.32	0.00
Supply Clergy	0.00	700.00	770.00	70.00	840.00
Evangelism	0.00	0.00	91.63	91.63	100.00
Hospitality	0.00	(66.00)	183.37	249.37	200.00
New Member	0.00	0.00	91.63	91.63	100.00
Welcome Table	0.00	0.00	137.50	137.50	150.00
Safety and Security	141.00	531.00	810.37	279.37	884.00
Staff Development	0.00	0.00	458.37	458.37	500.00
Subtotal Program	141.00	3,611.33	6,374.72	2,763.39	6,954.00
Subtotal General Expenses	18,950.65	196,410.79	212,384.48	15,973.69	231,691.78
ASSESSMENTS					
Diocesan--Assessment	2,139.25	23,531.75	23,531.75	0.00	25,671.00
Diocesan--Growth	149.75	1,647.25	1,647.25	0.00	1,797.00
Subtotal Assessments	2,289.00	25,179.00	25,179.00	0.00	27,468.00
CRIES ADVOCACY					
Cries Advocacy	0.00	20,004.91	20,613.78	608.87	22,487.72
TOTAL EXPENSES	21,239.65	241,594.70	258,177.26	16,582.56	281,647.50
EXCESS INCOME/EXPENSES	\$7,718.95	\$6,753.90	(\$20,341.75)	\$27,095.65	(\$22,190.50)

	Current Year
ASSETS	
Checking Main-WVS	\$66,304.87
Checking-PCCD Grant	7,625.28
Checking - Key Bank.	1,000.00
SAVINGS ACCOUNTS	
Passbook-Gen'l Fund - WSB	53,333.23
RESTRICTED ACCOUNT	
OTHER ASSETS	623.44
Unsold Gift Cards	4,264.00
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Subtotal Assets	133,150.82
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TOTAL ASSETS	\$133,150.82
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LIABILITIES	
CURRENT LIABILITIES	
Wash	\$35.00
Wash - Altar Flowers	1,292.51
Community of Hope	204.02
Wash - Justice	1,799.00
Wash - Rental Deposit	190.00
Wash - Memorial Garden	1,995.36
Wash - Vegetable Garden	408.73
Wash - Mission grant	850.00
Wash - Quilt Raffle	860.00
Wash - Miscellaneous	(317.68)
Wash - PCCD Grant	4,974.78
Brendan's Friends & Famil	24,829.21
Wash - ESL	2,142.80
Roof Replacement Fund	2,000.00
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Subtotal Wash	41,263.73
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TOTAL LIABILITIES	41,263.73
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FUND BALANCE	
Fund Balance	\$91,887.20
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TOTAL FUND BALANCE	91,887.20
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TOTAL LIABILITIES AND FUND BALANCE	\$133,150.93
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	Current Year
ASSETS	
Checking Main-WVS	\$66,304.87
Checking - Cries - WSB	341.88
Checking-Altar Guild-WSB	1,727.97
Checking-PCCD Grant	7,625.28
Checking - Youth - WSB	5,085.11
Checking - Key Bank.	1,000.00
SAVINGS ACCOUNTS	
Passbook-Gen'l Fund - WSB	53,333.23
Passbook-Parish EmerFd-WS	10,072.26
Subtotal Savings Accounts	63,405.49
RESTRICTED ACCOUNT	111,200.64
INVESTMENTS	
STOCKS & MUTUAL FUNDS	
Vanguard - Scholarship Fd	9,584.39
OTHER ASSETS	
Unsold Gift Cards	4,264.00
Subtotal Assets	270,539.63
TOTAL ASSETS	\$270,539.63
LIABILITIES	
CURRENT LIABILITIES	
Wash	\$35.00
Wash - Altar Flowers	1,292.51
Community of Hope	204.02
Wash - Justice	1,799.00
Wash - Rental Deposit	190.00
Wash - Memorial Garden	1,995.36
Wash - Vegetable Garden	408.73
Wash - Mission grant	850.00
Wash - Quilt Raffle	860.00
Wash - Miscellaneous	(317.68)
Wash - PCCD Grant	4,974.78
Brendan's Friends & Famil	24,829.21
Wash - ESL	2,142.80
Roof Replacement Fund	2,000.00
Subtotal Wash	41,263.73
TOTAL LIABILITIES	41,263.73
FUND BALANCE	
Fund Balance	\$229,275.90
TOTAL FUND BALANCE	229,275.90
TOTAL LIABILITIES AND FUND BALANCE	\$270,539.63

Accounting Fund Balances

November 2022

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	84,168.25	0.00	28,958.60	21,239.65	0.00	91,887.20
02 - CRIES	3,499.13	0.00	0.00	3,157.36	0.00	341.77
03 - CAPITAL IMPROVEMENT	6,296.51	0.00	0.00	0.00	0.00	6,296.51
04 - ALTAR GUILD FUND	1,862.78	0.00	0.00	134.81	0.00	1,727.97
05 - YOUTH FUND	5,142.83	0.00	(57.72)	0.00	0.00	5,085.11
06 - DISCRETIONARY FUND	0.00	0.00	0.00	0.00	0.00	0.00
07 - SCHOLARSHIP FUND	9,584.39	0.00	0.00	0.00	0.00	9,584.39
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	10,072.26	0.00	0.00	0.00	0.00	10,072.26
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	0.00	0.00	0.00	33,765.78
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
Totals	224,906.84	0.00	28,900.88	24,531.82	0.00	229,275.90

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2022 Current Annual Budget	2023 Proposed Proposed Annual Budget
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4000 INCOME

4050 CONTRIBUTIONS -
OPERATING

4101 Pledge 205877.00 205877.00

4103 Pledge - Past Period 1000.00 1000.00

4104 Voluntary Giving 13000.00 13000.00

4105 Plate 5000.00 5000.00

4106 Building Voluntary 0.00 0.00

4107 Special Offering 0.00 0.00

Subtotal Contributions -
Operating 224877.00 224877.00

4120 CONTRIBUTIONS-BLDG-
PLEDGE

4121 Contributions-Bldg-
Pledge 0.00 0.00

4130 DONATIONS

4131 Designated Donations 0.00 0.00

4300 FUNDRAISING & EVENTS

4310 FUND RAISING

4311 Yard Sale Income 0.00 0.00

4315	Mailings income	0.00	0.00
4318	Hol. Arts & Craft Income	10000.00	10000.00
	Subtotal Fund Raising	10000.00	10000.00
4320	GIFT CARDS		
4321	Gift card sales	45000.00	45000.00
4322	Cost of gift cards sold	-42500.00	-42500.00
	Subtotal Gift Cards	2500.00	2500.00
4330	OTHER FUNDRAISING		
4331	Other fundraising income	10000.00	10000.00
4332	Other fundraising expense	0.00	0.00
	Subtotal Other Fundraising	10000.00	10000.00
	Subtotal Fundraising & Events	10000.00	10000.00
4400	INVESTMENT INCOME		
4411	Bank Interest	80.00	80.00
4500	MISCELLANEOUS INCOME		
4520	Miscellaneous Income	0.00	0.00
4600	RENTAL INCOME		
4601	Rental Income-Youngworld	0.00	0.00
4602	Rental Income-Other	12000.00	15000.00
	Subtotal Rental Income	12000.00	15000.00
4700	TRANSFER FUNDS		

Increase based on 2022 rentals

4701	Transfer Funds	0.00	0.00
4703	Loan Forgiveness	0.00	0.00
	Subtotal Transfer Funds	<u>0.00</u>	<u>0.00</u>
	Subtotal Income	259457.00	262457.00
5000	EXPENSES		
5050	GENERAL EXPENSES		
5100	SALARIES&RELATED EXPENSE		
5109	SALARIES		
5110-001	Salary - Priest	40869.78	45600.00 \$3800 Monthly Salary for 12 months
5110-002	Interim Priest /benefits	0.00	0.00
5110-003	Assistant Priest	0.00	0.00
5111	Salary - Admin. Assistant	32189.00	32189.00
5112-001	Salary - Music Director	15600.00	15600.00
5112-002	Salary - Musician	0.00	0.00
5112-003	Salary-Youth & Child Coor	10170.00	10170.00
5113	Salary - Nursery	1500.00	1500.00
5114	Sexton	0.00	0.00
	Subtotal Salaries	<u>100328.78</u>	<u>105059.00</u>
5115	EMPLOYEE BENEFITS		

5116	Pension	12084.00	11105.01	based on 18% of Salary - Priest and 9% Salary - Parish Admin
5117	Health & Life Insurance	20812.00	12000.00	Benefits only for Parish Admin.
5118	Sunday School Director	0.00	0.00	
	Subtotal Employee Benefits	32896.00	23105.01	
5120	ALLOWANCES			
5121	Car Allowance (Mileage)	500.00	500.00	
5122	Continuing Education	500.00	500.00	
5123	Discretionary Fund	250.00	250.00	
	Subtotal Allowances	1250.00	1250.00	
5124	Seminarian Expense	0.00	0.00	
5130	Employer Taxes	4434.00	4434.00	Katie is contacting Diocese on this
	Subtotal Taxes&related Expense	4434.00	4434.00	
5500	OPERATING EXPENSES			
5510	Office Supplies	500.00	500.00	
5511	Computer-Software	700.00	700.00	
5512	Postage	400.00	400.00	
5513	Internet service	1550.00	1550.00	
5514	Bank fees/Safe Deposit	60.00	60.00	
5515	Website	200.00	200.00	
5516	Communication/Publicity	600.00	600.00	
5520	UTILITIES			
5521	Electricity	5000.00	5000.00	
5522	Gas	5500.00	7300.00	Rate Increase

5523	Water	1200.00	1200.00
	Subtotal Utilities	11700.00	13500.00
5524	Refuse	960.00	960.00
5540	Insurance-Property	7593.00	8353.00 Rate Increase
5541	Insurance - Emp & Officer	359.00	359.00
5550	Supplies-Building	1700.00	1700.00
5560	Maintenance-Equip-Bldg	7000.00	7000.00
5561	Music Maintenance	300.00	300.00
5562	Furnaces	0.00	0.00
5563	Snow/Grass	7000.00	7000.00
5564	Cleaning Service	4000.00	4000.00
5570	Telephones	1700.00	1700.00
5590	Mortgage pymt--Diocese	36957.00	42126.13 Yearly Increase
5592	Mortgage pmt/ West View	0.00	0.00
5610	Copier Lease	2500.00	2500.00
5620	Audit & Payroll Service	150.00	150.00
5621	Fire Alarm Monitoring	0.00	0.00
5649	Self-Study	0.00	0.00
5650	Miscellaneous	0.00	0.00
	Subtotal Operating Expenses	85929.00	93658.13
5700	PROGRAM		
5710	Altar	600.00	600.00
5711	Worship	400.00	400.00
5712	Justice	2000.00	0.00 To be funded through CRIES
5720	MUSIC	0.00	0.00

5721	Adult Choir Music	60.00	60.00	
5722	Children's Choir Music	20.00	20.00	
	Subtotal Music	80.00	80.00	
5730	EDUCATION	0.00	0.00	
5731	Christian Ed - Adult	200.00	200.00	
5732	Education Children	500.00	500.00	
5733	Education Youth	200.00	200.00	
5734	Vacation Bible School	200.00	200.00	
	Subtotal Education	1100.00	1100.00	
5735	J2A Program	0.00	0.00	
5736	Rite 13 Program	0.00	0.00	
5737	not in use	0.00	0.00	
5750	Supply Clergy	840.00	840.00	
5750-001	Supply Musician	0.00	0.00	
5751	Evangelism	100.00	100.00	
5752	Hospitality	200.00	200.00	
5753	New Member	100.00	100.00	
5754	Growth initiatives	0.00	0.00	
5755	Welcome Table	150.00	150.00	
5756	Safety and Security	884.00	884.00	
5757	Staff Development	500.00	500.00	
	Subtotal Program	6954.00	4954.00	
	Subtotal General Expenses	231791.78	232460.14	
5800	ASSESSMENTS			
5810	Diocesan--Assessment	25671.00	24866.00	Slight reduction

5820	Diocesan--ECUSA Mission	0.00	
5830	Diocesan--Growth	1797.00	1741.00 Slight reduction
	Subtotal Assessments	<u>27468.00</u>	<u>26607.00</u>
6000	CRIES ADVOCACY		
6010	Cries Advocacy	22487.70	22487.70
6011	Parish Emergency Fund	0.00	0.00
	Subtotal Cries Advocacy	<u>22487.70</u>	<u>22487.70</u>
6200	SEARCH		
6210	Search Expense	0.00	0.00
	Subtotal Expenses	<u>281747.48</u>	<u>281554.84</u>
	Income less Expenses	-22290.48	-19097.84

St. Brendan's Episcopal Church Rental Rates

www.StBrendans.org

Event space	Member of St. Brendan's Episcopal Church	All Others	Capacity
Rates are for 1-4 hours including set-up and clean-up by renter. There is an additional \$15.00 charge for each hour or partial hour.			
	Members of St. Brendan's hosting their immediate family members and/or friends	Non-members & Outside Organizations	
Required deposit:	\$100 deposit toward cleaning costs if necessary	\$100 deposit toward cleaning costs if necessary	
	Refunded if not donated to St. Brendan's Church	Refunded if not donated to St. Brendan's Church	
Required deposit:	\$100 deposit for use of Audio Visual Equipment	\$100 deposit for use of Audio Visual Equipment	
	Refunded if not donated to St. Brendan's Church	Refunded if not donated to St. Brendan's Church	
Social Hall and kitchen: Renters are allowed to reheat food only. (NO cooking permitted)	No charge for church members to use any of the facilities Donations are appreciated.	\$300.00	80 at tables 150 standing
Use of audio/video equipment in Social Hall (includes A/V person to set up and take down equipment)		\$130.00	
Narthex		\$50.00	
Nursery		\$50.00	
Sanctuary		\$200.00	Seats 150
Main Floor: narthex, sanctuary and social hall/kitchen, such as for recitals, weddings or receptions.		\$450.00	
Indoor chapel and Memorial Garden, weather permitting		\$50.00	Seats 30 indoors
Outdoor chapel		\$75.00	Seats 30
Library		\$50.00	Seats 10-12
Classroom ea.		\$40.00	Fewer than 20
Game room		\$40.00	Seats 20
Music room		\$40.00	Seats 50
Lower level except designated rooms.		\$125.00	

Updated: 8/1/18

Hospitality /In-Reach/ New Comers Report – December 2022

Hospitality/In-Reach –

Hospitality - We are still trying to get volunteers for Hospitality. It has been suggested that we go back to a plan of just assigning individuals or families to a Sunday for hospitality, but it seems like that was not a popular option in the past so we are still looking at ways in which we can spread it out so that it is not falling on just one or two and that it is still happening even when those regulars are not around.

In-Reach - With the holidays in December other than the regular and Christmas Eve services nothing additional was planned regarding in-reach.

The **Men's Group Breakfasts** continue monthly at Eat N' Park.

New Commers – Continuing to think of new ways to connect with visitors. Over the holidays there were a number of visitors and it is good to see that the new commers are returning.

Holiday Happening Proceeds 2022

Income		Cash box start	Expenses	Total profits
Tables	1,800.00		-350.00	1,450.00
Cookies	2,939.00	-200.00	-90.25	2,648.75
Door prizes	572.00	-20.00		552.00
Soup	2,425.00	-100.00	-633.20	1,691.80
Boutique	670.00	-150.00		520.00
Admission	830.00	-250.00		580.00
Raffle	4,140.00		-39.95	4,100.05
Boxed lunches	204.00	-50.00	-128.36	25.64
Donation-Austin for soup	102.60			102.60
Donation	50.00			50.00
Fred's Signs			-185.00	-185.00
Balance from 2021	150.00			150.00
Advertising-Citizen			-35.28	-35.28
Advertising-Trib			-245.32	-245.32
Voided check	39.53			39.53
TOTAL profits				11,444.77

TOTAL profits

11,444.77

Date 11-19-22

Cash used for cash boxes \$ 770

2 sizes of boxes \$20 and \$10

\$2.00 entrance fee charged

Table cost \$50

Budget 10,000

THOUGHTS/SUGGESTIONS for 2023 FROM 2022 HOLIDAY HAPPENINGS

COOKIE WALK:

Figure out a way to have cookies last longer. Suggestions:

- Limit the number of boxes a customer can buy initially
- Allow vendors just a small box before 9:00
- Allow helpers just a small box before 9:00
- Charge more for an overflow box (\$5? \$10?)
- Pay on the way out. Weigh boxes when they leave. If over a certain weight, pay more, or charge by weight

To get more cookies, invite people to stay after Sunday services to bake.

Some discussion that boxes may be too big.

SOUPS:

- Possibly eliminate carrot ginger. Make chicken noodle and or lemon chicken orzo
- Limit the number of soups people can buy. One person bought 18 quarts.
- If possible, make more soup.

RAFFLE:

- Must have tickets to sell at event. Print more – maybe 1,000

VENDORS:

- Charge more for vendor prize tickets; maybe 2 or 3 for \$1.00

GENERAL:

- Need more yard/road signs (10 or 15)
- Ask people on the way in how they heard of the event
- Discussion about reorganizing the layout. Maybe put vendor donor gifts in cookie room along one wall. Utilize downstairs?

TENTATIVE CREW LEADERS FOR NEXT YEAR*:

- Cookies – Ellen or Ruth or maybe someone new
- Soup – Kate Heston or Ruth
- Vendors – Donna
- Raffle – Angela or Linda or both
- Parking and signs – Tom Waseleski
- Advertising – Marilyn Mulvihill
- Decorating – Chris Botti
- Brendan's Boutique – Pat Carl
- Clean-up Crew – Roger Botti? John Appeldorn?

**This is just a suggested list. We can decide in spring who is willing to take on what tasks.*

AFTER-MEETING SUGGESTION: Marilyn suggested that, instead of the raffle, we hold a silent auction. She would start off donations by offering a week in her condo at Ft. Myers Beach Fl.

12.10.22

Junior Warden Report
December, 2022

The battery on the defibrillator kit is down to about 25%. A replacement battery costs \$300. These batteries are said to last 5 years.

Dan Moore and I both checked out the dishwasher that had had a leak. The filters were cleared, and it has run twice now without any leaks. Since there were issues with the store where the new ones had been ordered, that sale was cancelled. I would recommend holding off on the purchase of new ones unless we have another issue.

The parking lot lights were not turning on and off – just remaining on. Northern Electric, who installed the timer in April, came out to look at it. Since it was still under warranty they replaced it with no charge.

Some of the rebar stakes holding the tire stops in place in the parking lot were elevated. They were pounded back into the ground.

The elevator needed to be reset after an apparent power outage.

Dan Moore replaced the floor tiles the upper women's bathroom

Respectfully submitted,
Ruth Horton

OUTREACH REPORT: December 2022

JUSTICE MINISTRY:

- Meeting: The Justice Ministry will be meeting in January to discuss events for the coming year.
- Public Forums: Please mark your calendar for our next Forum via Zoom – The Surge of Hate Groups in Western PA – on Thursday, January 19 at 7 pm.
- Collection for Winter Clothes: We have collected 104 gently used winter coats along with some other items which we delivered to the Neighborhood Resilience Project.

ESL:

ESL students are getting jobs and moving on in some cases. One student who was a doctor in China had a job working in a lab at Pitt. Initially, she was placed in a lab where everyone spoke Chinese so she had no opportunity at work to improve her English. After attending ESL classes, she has been promoted and moved to a lab where everyone speaks English. She received another promotion a few months later and now has a new job at the medical school at Washington University in St. Louis.

HAITI:

Isaac is in the process of buying more barrels to fill with clothing for Haiti.

MIRYAM'S MEALS:

Once again, forty lunches for two facilities at Bethlehem Haven were provided for the month of November. Two people helped pack and one of them delivered the lunches. At that point, Miryam's will now evaluate and determine how they want to continue.

ADOPT-A-HIGHWAY:

The last clean up did not take place because of weather conditions; the next clean-up will take place sometime in March.

CRIES: Here are the November CRIES distributions:

Brothers Brother Foundation	\$ 310
Miryam's Kitchen	\$ 125
North Hills Food Pantry	\$ 700
Anchorpoint Counseling	\$ 434
Mercy Ships	\$ 590
HEARTH	\$ 434
Environmental Defense Fund (clean air/water, climate control)	<u>\$ 542</u>
Total.	\$3,135

Donna Aiello
12.17.22

Vestry Report - Worship
January 2023

The Christmas Season is being completed with the Epiphany on January 8. All went as planned. The Christmas Pageant deserves special recognition for all the work that was put into this great event.

Christmas Eve was exceptionally cold (well below 0°) but Brendanites still braved the cold to attend both the early and late services. It seemed like lots of people were sick in December, and sadly, Mtr Robin was ill on Christmas. Deacon Darrell stepped in and presided over a very nice service.

Will be planning a meeting with Mother Robin and the Altar Guild to prepare for Lent and Easter.