

# Meeting Minutes

St. Brendan's Episcopal Church

Vestry Meeting

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Date: May 8, 2023

Time: 6:30 p.m.

Meeting called to order by: Tom Waseleski

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Note: This meeting was held in person and via Zoom

## Attendees

John Appledorn; Neil Galone [by Zoom]; Ruth Horton; Dan Moore; Sandy Nagy; Tom Waseleski; Chris Botti; Mother Robin Jarrell

Guest – Roger Botti, Treasurer

## Agenda

### Opening and Prayer

- Senior Warden Tom Waseleski opened the meeting at 6:30 p.m..
- Mother Robin Jarrell offered the opening prayer.

### Approval of Minutes

Meeting minutes from April 10, 2023, were approved.

- John moved to approve, as written, the minutes from the April 10 meeting. Ruth seconded and there was a unanimous vote to approve

### Financial:

- Roger said payroll from March is still being finished.

He reviewed a series of financial recommendations (see details in his complete report) for the vestry to consider:

1. Close the restricted passbook savings accounts totaling \$81,257 at Westview Savings and move to a money market Account at First National Bank.
  2. The remaining savings account of \$54,765 at Westview savings Should be changed to a money market account.
  3. The Parish Emergency account passbook savings totaling \$10,077 Should be closed and moved into the Westview money market account.
  4. The youth checking account totaling \$5,085 should be closed with funds moved to the money market account.
  5. The PCCD checking account totaling \$744 should be closed. The funds should be transferred to the main account after the state audit is complete.
  6. The keybank checking account totaling \$1,000 should be closed. The funding should be transferred to Rev. Jarrell's discretionary Fund. This amount was approved by a previous vestry. Father Scott's discretionary account is still open at Westview savings and will be transferred to Rev. Jarrell.
- Motion was made by Dan to accept Roger's recommendations, John seconded the motion. All members voted to approve except for Chris Botti, who abstained.

### Discussion Items:

- Tom reported that the Kenyon Roof construction is complete. Dan said Kenyon left everything clean and did a great job on the roof.
- Tedco completed the water/mold damage restoration. Ruth said they did a fine job and suggested that we thank the Diocese for their recommendation.
- We have close to \$40,000 left over from the two projects. We will know more next week.

### Parking lot paving:

Tom reported that we were notified by the Diocese that there were so many applications for

The Parish Grants from the Advancement Society of the Episcopal Church, including

the Request for \$10,000 to redo the parking lot, that they will be held over for consideration in the October

round of applicants. St Brendan's other application for parking lot repair funds for \$20,000 from the

Diocesan Growth fund, will move forward on a separate track.

Dan said there are two new proposals on redoing the parking lot. One is to resurface the existing

Parking lot for \$24,000. The price is \$42,000 to grind up the parking lot and repave. The estimates came from a firm recommended by parishioner Mark Jennings.

**Action Item:** Dan to ask Mark Jennings his opinion on parking lot. Should we pave over the parking lot or we need to grind up existing driveway and pave?

## Children and Youth Ministry Coordinator vacancy

Tom said St. Brendan's has paused advertising the Children and Youth Ministry Coordinator vacancy. The April 15 deadline passed and no candidates applied.

**Action item:** He will organize a meeting of several people, including Mother Robin and Ruth (as children and youth vestry liaison) to discuss and strategize next steps..

## Zoom Meeting with Diocesan Treasurer

Mother Robin and Tom reported on their Zoom meeting with Roger and diocesan Treasurer Elaine Zevkovich on the future of St. Brendan's mortgage debt with the diocese. The current seven-year agreement expires at the end of February 2024. Elaine said that she wants to present several options to the diocese's Board of Trustees for reducing St. Brendan's payments. Once the trustees agree on a plan, it will be shared with St. Brendan's.

## Area of Responsibilities (see attachments)

### Priest in Charge Report - Mother Robin

#### Mask up Sunday:

- Mother Robin said Bob and Jen Mankowski, who attend in-person worship only on Mask-Up Sundays (the first Sunday of the month), wanted the vestry to consider if it should be continued. They said they did not want the church to keep to the policy if it was detrimental to the parish. A discussion followed. Smother Robin and Tom said they favored keeping the policy. Some vestry members said some people still need to be careful due to immunity health issues. Some wondered how attendance on Mask-Up Sunday compares to other Sundays. **Action item:** Mother Robin will check the attendance at the 10 o'clock service of all Sundays in the last 3 months.

#### Service dog training:

- Mother Robin said that a visitor has asked if St. Brendan's would allow a service dog to be brought to the 10 o'clock service as part of its training. Mother Robin asked for the opinion of the vestry. There were no objections.

### Senior Warden Report: Tom Waseleski

- Tom said he would like to order an outdoor banner to promote the 6 pm Midweek Eucharist on Wednesdays. The banner would cost about \$160. **Action Item:** Tom will contact Fred's Signs for the banner.
- Tom said the Justice Ministry will take the lead on organizing St. Brendan's participation in the Pittsburgh Pride Parade on Saturday, June 3.
- In response to an earlier Action Item, he directed the vestry to his report for an explanation of how the diocese calculates individual parishes' assessment payments.

#### **Jr Warden Report: Dan Moore**

- Would like approval to paint the handprint room, the last handprint was done in 2006. No objections.
- Dan said the timer that turns the parking lot light posts on and off has broken and cannot be fixed. Tom said he had just received a bill for a replacement timer from Northern Electrical. Dan was not aware and said he would look into it. **Action Item:** Dan will investigate the best way to repair the light timer.
- He said the dry erase board damaged from a renter a while ago should be removed from the Handprint Room. No objections.

#### **Adult Formation: John Appledorn**

- Darrell's Group will be the only one continuing over the summer.
- Mother Robin is going to try to get at least 5 people interested in a summer program.

#### **Children and Youth: Ruth Horton**

- Ruth reported there will be no Vacation Bible School this summer. Only two families were able to commit.
- Sunday school ends May 21.
- Due to there being no VBS, there is preliminary planning to have a special kick-off event for the beginning of the Sunday School year.
- A few more children would like to be acolytes. Anelisa will Train them. Currently we have four children serving as acolytes.
- Liz MacDonald is the new Nursery Coordinator. She will oversee volunteers for the Nursery.

#### **COMMUNICATION: Sandra Nagy**

- I had a suggestion we should put a Banner up with the times for Sunday Morning services and Wednesday Services. The vestry wanted to get a banner focusing on Wednesday service. We already have outdoor signs for Sunday services.

#### **Membership: Chris Botti**

- Chris said the church has enough greeters for now.
- She reported that Saundy Waseleski suggested we have a newcomers' informational session during hospitality hour. A good place to meet would be downstairs. Later on, a home-hosted brunch could be held for future newcomers.

**Fund raising: Chris Botti**

- Doing good with the rentals. Grocery cards have been selling a little better, but not as good as the past.
- Will have a meeting for holiday happenings soon.
- BFFF- 1 or 2 donations a month.
- May 16<sup>th</sup> will be St Brendan's Birthday. Would like to have Vestry make a payment in Support as a fundraiser.

Would like to have one more fundraiser before the end of summer.

**In reach and Hospitality: Kate**

- There will be a joint Hospitality hour to be held between the 8AM and 10AM Service on June 4<sup>th</sup> and September 3,2023. No Hospitality hours will be held after the 10AM services on these dates.

**Worship: Neil Galone**

- The Worship committee had a meeting about Easter week's services with suggestions for next year. Neil has spoken with Mother Robin on the recommendations.
- Pentecost- Pentecost service this year falls on the children's service date. We will wait until next year for the multi-language readings.
- Large print BCP- Katie is still looking for 3 or 4 books for St Brendan's to have available.

**Action Item Tracking:**

Tom – Find out the formula the Diocese uses for the assessment. Done

Lauren - Audit Committee approved. Have Roger come to the next vestry meeting to discuss his financial recommendations. Done.

Neil - contacted mother Robin about Easter week. Done.

Dan – Outdoor chapel area. Dan removed two seats. The rest are ok.

John - Spoke with Mother Robbin about some ideas for adult education, including a written document to explain the steps we take during services and sacramental education for adults. Done

Kate to check on food truck prices and availability.

1. Would we cover the cost or would the attendees pay?
2. Would we invite the community or others besides church members?
3. How long would we want the event to last?
4. How many trucks would we want?
5. Would we plan any other activities for the event?

Sandy - Find out if the Diocese has any set rules around posting photos to social media. Waiting for a return call.

**New action items:**

Mother Robin - Check the attendance of Sundays in the last 3 months.

Mother Robin - Will ask the service dog trainer what breed the service dog is? When the dog would attend?

Tom - Have a banner made for the Wednesday service at Fred's signs.  
The cost is about \$160.

Tom – Will set meeting for discussing next steps on filling Children & Youth Ministry Coordinator vacancy.

Dan - will investigate the best way to replace the outdoor lights timer.

Sandy - Find out if the Diocese has any set rules around posting photos to social media.  
Waiting for a return call.

### **Final Thoughts:**

The small refrigerator in the original kitchen had been moved back. Someone had put juice in it.

**Action item:** Ruth will find out who moved it back and who's juice is in it.

The donated freezer will go where the refrigerator was in the original kitchen.  
The small refrigerator will go downstairs.

### **Adjournment:**

Mother Robin closed the vestry meeting with prayer.

The Meeting was adjourned at 8:25PM.

Submitted by; Sandra Nagy 5/15/2023

## St. Brendan's Priest-In-Charge Report for April (submitted May 8, 2023) (Summary)

### *Pastoral*

- Welcome "system" working well. 2 correspondents (Edward Copeland and Fran Donato) so far. Both have been added to the Navigator.
- Wednesday 6 pm Eucharist started. Fairly well attended. Rosie Wood can make it!
- Office hours going forward: Wednesday 2-6. Thursday 11-4.
- Church Office visits for March: 10
- Phone visits: Susan, Meghan, Katie + 2 others.
- Discernment committee for Ralph Tajak forming. Will be 5 members (me chairing and Darrell as consultant) and meeting once a month in May, June, July and August. Sunday time of meeting TBA.
- Regular meetings with Anelisa on her next steps going forward with becoming a Verger.
- Sent out an email to find out who might be interested in a Summer class covering the first part of Genesis. In the works.

### *Liturgical*

- Liturgy for Bishop's visit went well (both services) meeting with the vestry 9:30 am and confirmands (Jacob, Zoe, Avery and family. Susan will be received at next years meeting. Cake at hospitality for everyone and Scott, Bishop Ketlen were the last to leave.
- Palm Sunday, Holy Week and Easter Sunday a great success. De-brief with worship committee went well. (see report from Neil)

Once again a huge thank you to: Annemarie, Saundy, Alison, and Anelisa for their work in making this Bishop visit/Children's Sunday a real success.

### *Administrative*

- Regular meetings with the Senior Warden continue.
- Zoom meetings: 3- Worship, Finance/Anelisa, Finance/Elaine from Diocese.
- Still looking for a Children and Youth Minister.
- Liz MacDonald as Nursery Coordinator going very well.

Mtr Robin

## Senior Warden's Report May 8, 2023

Since our last meeting, I have had two meetings with Mother Robin, monitored the first week of Kenyon's work to replace the roof, had a Zoom meeting with the bishop on plans for her visit, had a Zoom meeting with the diocesan treasurer on St. Brendan's debt and did a final walk-through on Tedco's work inside the church.

More specifically, I:

- Visited the church on the evenings of April 10-15, the first week of **Kenyon's work** on the roof. I wanted to monitor daily progress, ensure unhindered access to the main entrance (given the workers' supplies and equipment) and lock the doors after workers had left each day since we had offered them use of our restrooms. Kenyon completed the roof project in the last week of April. (The report by Junior Warden Dan Moore will have more details.)
- Assembled and worked with a crew of volunteers to **reset the social hall** on April 15, after Tedco finished installing the carpeting, so that the room would be ready for Sunday hospitality the next morning.
- Spoke at length by phone to **Liz MacDonald** prior to her first day, April 16, as Nursery Coordinator. We reviewed the duties of the job and the volunteer schedule.
- Met with **Mother Robin** on April 19 and May 3. Among the topics discussed were: a review of Holy Week services, refinement of plans for the bishop's visit, the need for greater promotion of the Wednesday Eucharist service, the continued importance of pastoral visits by the priest and the apportionment of Mother Robin's 28-hour workweek, particularly her number of hours spent in the church.
- Had a Zoom meeting on April 20 with **Bishop Ketlen Solak** and Mother Robin to review details for the bishop's visit on April 23.
- Participated in a Zoom meeting on April 27 with **Diocesan Treasurer Elaine Zevkovich**, Mother Robin and Parish Treasurer Roger Botti. The purpose was to get a preview from Elaine on possible options for refinancing St. Brendan's debt with the diocese after February 2024.
- Was informed on May 1 by the diocese that its bundled application for **parish grants from the Advancement Society** of the Episcopal Church, including St. Brendan's request for \$10,000 toward a parking lot makeover, will be bumped to the October round of consideration because an unexpected number of applications came in for the spring round. St. Brendan's other application for parking lot repair funds, \$20,000 from the diocesan Growth Fund, will move forward on a separate track.



- Did a walkthrough of the church interior May 2 with **Tedco** employees and vestry member Ruth Horton to inspect the work they had completed to remedy the water and mold damage caused by the sprinkler pipe leak in late December.

- Had **news briefs** on St. Brendan's activities published in the April 13 and May 4 editions of the Sewickley Herald.

- **Action item on how Parish Assessment is calculated:** In short, the assessment is based on income, not members or participants. According to the diocese's Preconvention Journal 2022, which can be found on the diocesan website, the Parish Assessment for 2023 is based on income data from Parochial Reports for 2021, 2020 and 2019. The assessment is calculated by using the lower of these two — the 2021 Normal Operating Income OR the average of the 2021, 2020 and 2019 Normal Operating Income, minus the federal government's PPP loan forgiveness received in 2021.

The formula assesses the first \$35,000 of Normal Operating Income at 5 percent, then Normal Operating Income greater than \$35,000 is assessed at 11 percent. Added together, they become the parish assessment. St. Brendan's 2023 assessment of \$24,866 is the ninth largest of the 33 parishes that pay one (three parishes don't). Our assessment represents 3.6 percent of the total \$679,180 in assessments paid to the diocese.

On a different matter, **Parish Type**, which helps to determine our number of lay deputies and clergy salary, takes into account "the size of the active congregation, available resources (both human and financial) and the scope and complexity of the ministry and parish programs," according to the diocesan website. St. Brendan's is one of eight Type 3 parishes on a scale that goes from Type 1 to Type 5.

\*\*\*\*\* 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 Finance Report

May 2023 Meeting  
(April 2023 Numbers)

### THE BOTTOM LINE

Both **Income** and **Expenses** are a **net positive** against the YTD budget at the end of April 2023, although expenses are nearing closer and closer to the budget amount (St. Brendan's has only spent \$1,560.15 less than YTD budget for expenses at close of April 2023).

Expenses increased substantially between March 2023 (\$13,012.24) and April 2023 (\$26,501.81). I've asked Roger to help explain the jump. I will add details here when I receive them with an updated timestamp.

Fundraising is now tracking less than budget. As a reminder, we have budgeted \$22,500.00 for Fundraising and Events income in 2023. So far we have brought in a total of \$6,521.91.

### INCOME

#### TOTAL INCOME

- April 2023 total income: **\$20,487.07**
- YTD 2023 total income: **\$101,895.24**
- YTD Budget Difference: **\$12,051.28** more than target budget

#### CONTRIBUTIONS

- April contributions totaled **\$17,838.57**
- YTD contributions are **\$87,702.64**, a net positive of **\$10,385.32** against the YTD budget.

#### FUNDRAISING

- April 2023 fundraising earnings (after expenses): **\$140.50**
- YTD 2023 total fundraising income: **\$6,521.91**
- YTD Budget Different: **\$978.05** less than target budget

#### RENTALS

- April 2023 rental income totaled **\$2,508.00**
- YTD rental income is **\$7,668.00**, a net positive of **\$2,668.00** against the YTD budget.

### EXPENSES

#### TOTAL EXPENSES

- April 2023 total expenses: **\$26,501.81**
- YTD total expenses: **\$92,961.29** which is **under budget** for the year by **\$1,560.15**.

## EXPENSES THAT ARE CURRENTLY OVER THEIR INDIVIDUAL YTD BUDGETS

- Pension: **\$315.32**
- Office Supplies: **\$42.88**
- Website: **\$12.56**
- Electricity: **\$22.47**
- Water: **\$147.27**
- Insurance–Property: **\$1,620.68**
- Maintenance-Equip-Bldg: **\$3,111.74**
- Music Maintenance: **\$308.00**
- Snow/Grass: **\$371.68**
- Copier Lease: **\$71.52**
- Audit & Payroll Service: **\$9.25**
- Misc.: **\$80.00**

### **PCCD Grant Auditing**

An accountant from the state's PCCD Grants Management Department contacted St. Brendan's to request documentation supporting the Interim Fiscal Report that Tim Austin submitted for Grant #35849 on May 6, 2022, including timeline information, invoices, accounting documentation, and consulting agreements. Through many back-and-forth communications, Tim (with help from Roger and Katie), worked tirelessly to attempt to secure and provide all of the requested documentation. As of the most recent communication prior to writing this report (May 4, 2023), we discovered that one of the outstanding issues in her request for documentation lies in an error setting up the separate account for the PCCD grant. While St. Brendan's set up a separate bank account to handle PCCD grant funds (which Tim learned was necessary during a Non-Profit Security Grant Fund Walkthrough Webinar), we actually needed to, in the words of the accountant, "set up an account indicator so you can run a GL or income statement in just PCCD." As of the last communication, Tim alerted the accountant about the error, and we are awaiting her instructions to move forward.

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

#### **Recommendations**

- 1- **The restricted passbook savings accounts totaling \$81,257 should be closed at Westview Savings and moved to a money market account at First National Bank. The account pays .6% interest which would generate \$300 per year for the Parish. In addition, the Vestry should approve the purchase of a \$30,000 13-month 4% CD at First National Bank. This would generate an additional \$1300 for the parish. The funding to purchase the CD would be from the vestry contingency funds which is in the \$81,255. The current passbook account made \$11.99 in interest in the first three months of 2023 based on the .05% interest rate. This change to First National Bank would generate an additional \$1550 for the parish.**
- 2- **The remaining savings account of \$54,765 at Westview savings should be changed to a money market account. This provides the ability to transfer money online as needed and increases our interest rate to .2%. This passbook account generated \$6.22 in the first three months of 2023.**

- 3- The Parish Emergency Account passbook savings totaling \$10,077 should be closed and moved into the Westview money market account. It will still be tracked separately. If funding is needed from the account, it will be transferred to the main checking account. This passbook account generated \$1.21 in interest during the first three months of 2023.
- 4- The youth checking account totaling \$5085 should be closed and the funds moved to the money market account. The funds will still be held separately, and funds will be transferred to the main checking account when needed. The youth checking account has written 5 checks in the last five years. There is not a need for a separate checking account. This account generated \$ .03 in the first three months of 2023. These changes recommended in items 2,3 and 4 would generate another \$150 for the parish as well as providing the parish the ability to transfer funds to and from our accounts online
- 5- The PCCD checking account totaling \$744 should be closed. The funds should be transferred to the main account after the state audit is complete.
- 6- The KeyBank checking account totaling \$1000 should be closed. The funding should be transferred to Rev, Jarrell's discretionary fund. This amount was approved by the previous vestry. Father Scott's discretionary account is still open at Westview savings and will be transferred to Rev. Jarrell.

#### **Justification**

Although First National Bank offers the highest return and would serve the needs of our parish, the Parish has a significant level of comfort with Westview Savings. In addition, the current state of the banking industry is a consideration when making this decision. Because of our relationship with Westview as well as the need for a higher interest rate on our long-term funding, a two-bank solution is acceptable. The placement of our long-term funding in a different bank would increase our earnings but also provide a level of protection should any issues occur in the banking industry. Our day-to-day operations will remain at Westview Savings at this time. It should be noted that FNB is a regional bank with 46 billion dollars in capitalization while Westview Savings is a small local bank with 360 million in market capitalization.

In regard to closing multiple accounts, the Audit Committee has recommended closing accounts not used on a routine basis during past audits. The recommendation was not implemented. The parish would have four checking accounts remaining. The accounts would be the main account, CRIES, altar guild, and a discretionary account for Rev. Jarrell at Westview Savings. There would be a money market account at Westview Savings and a money market at First National Bank. The scholarship fund remains with Vanguard. This consolidates our accounts from 10 to 7 and will increase our interest earnings and provide total online banking flexibility.

In addition, six months after the purchase of the \$30,000 CD the vestry should research the purchase of another \$30,000 CD. This would be after the roof, offices and other projects are complete and if the funding is available.

As long as a \$750 minimum balance is maintained at Westview Savings, there are no fees.

As long as a \$5000 minimum balance is maintained at First National Bank, there are no fees.

**The changes recommended above, if approved, will occur over the next couple of months. There is a rate analysis chart attached.**

**Respectively submitted by Roger**

Respectfully submitted,  
Lauren Ramakrishna

## Finance Report 5/7/2023

### Recommendations

- 1- The restricted passbook savings accounts totaling \$81,257 should be closed at Westview Savings and moved to a money market account at First National Bank. The account pays .6% interest which would generate \$300 per year for the Parish. In addition, the Vestry should approve the purchase of a \$30,000 13-month 4% CD at First National Bank. This would generate an additional \$1300 for the parish. The funding to purchase the CD would be from the vestry contingency funds which is in the \$81,255. The current passbook account made \$11.99 in interest in the first three months of 2023 based on the .05% interest rate. This change to First National Bank would generate an additional \$1550 for the parish.
- 2- The remaining savings account of \$54,765 at Westview savings should be changed to a money market account. This provides the ability to transfer money online as needed and increases our interest rate to .2%. This passbook account generated \$6.22 in the first three months of 2023.
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The changes recommended above, if approved, will occur over the next couple of months. There is a rate analysis chart attached.

Respectively submitted by Roger

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

05/03/2023 04:36 PM

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	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
<b>INCOME</b>					
<b>CONTRIBUTIONS - OPERATING</b>					
Pledge	\$16,337.35	\$82,723.76	\$70,984.00	\$11,739.76	\$212,952.00
Pledge - Past Period	0.00	0.00	333.32	(333.32)	1,000.00
Voluntary Giving	893.22	3,485.88	4,333.32	(847.44)	13,000.00
Plate	248.00	1,118.00	1,666.68	(548.68)	5,000.00
Special Offering	360.00	375.00	0.00	375.00	0.00
<b>Subtotal Contributions - Operating</b>	<b>17,838.57</b>	<b>87,702.64</b>	<b>77,317.32</b>	<b>10,385.32</b>	<b>231,952.00</b>
<b>FUNDRAISING &amp; EVENTS</b>					
<b>FUND RAISING</b>					
Hol. Arts & Craft Income	0.00	100.00	3,333.32	(3,233.32)	10,000.00
<b>GIFT CARDS</b>					
Gift card sales	2,850.00	6,615.00	15,000.00	(8,385.00)	45,000.00
Cost of gift cards sold	(2,709.50)	(6,278.25)	(14,166.68)	7,888.43	(42,500.00)
<b>Subtotal Gift Cards</b>	<b>140.50</b>	<b>336.75</b>	<b>833.32</b>	<b>(496.57)</b>	<b>2,500.00</b>
<b>OTHER FUNDRAISING</b>					
Other fundraising income	0.00	6,396.61	3,333.32	3,063.29	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
<b>Subtotal Other Fundraising</b>	<b>0.00</b>	<b>6,085.16</b>	<b>3,333.32</b>	<b>2,751.84</b>	<b>10,000.00</b>
<b>Subtotal Fundraising &amp; Events</b>	<b>140.50</b>	<b>6,521.91</b>	<b>7,499.96</b>	<b>(978.05)</b>	<b>22,500.00</b>
<b>INVESTMENT INCOME</b>					
Bank Interest	0.00	2.69	26.68	(23.99)	80.00
<b>RENTAL INCOME</b>					
Rental Income-Other	2,508.00	7,668.00	5,000.00	2,668.00	15,000.00
<b>TOTAL INCOME</b>	<b>20,487.07</b>	<b>101,895.24</b>	<b>89,843.96</b>	<b>12,051.28</b>	<b>269,532.00</b>
<b>EXPENSES</b>					
<b>GENERAL EXPENSES</b>					
<b>SALARIES&amp;RELATED EXPENSE</b>					
<b>SALARIES</b>					
Salary - Priest	\$3,804.33	\$15,186.98	\$15,200.00	\$13.02	\$45,600.00
Salary - Admin. Assistant	2,637.07	10,530.95	10,729.68	198.73	32,189.00
Salary - Music Director	1,304.32	5,186.98	5,200.00	13.02	15,600.00
Salary-Youth & Child Coor	0.00	0.00	3,390.00	3,390.00	10,170.00
Salary - Nursery	120.00	120.00	500.00	380.00	1,500.00
<b>Subtotal Salaries</b>	<b>7,865.72</b>	<b>31,024.91</b>	<b>35,019.68</b>	<b>3,994.77</b>	<b>105,059.00</b>
<b>EMPLOYEE BENEFITS</b>					
Pension	1,004.25	4,017.00	3,701.68	(315.32)	11,105.00
Health & Life Insurance	1,000.00	4,000.00	4,000.00	0.00	12,000.00
<b>Subtotal Employee Benefits</b>	<b>2,004.25</b>	<b>8,017.00</b>	<b>7,701.68</b>	<b>(315.32)</b>	<b>23,105.00</b>
<b>ALLOWANCES</b>					
Car Allowance (Mileage)	0.00	0.00	166.68	166.68	500.00
Continuing Education	0.00	0.00	166.68	166.68	500.00
Discretionary Fund	0.00	0.00	83.32	83.32	250.00



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

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Subtotal Allowances	0.00	0.00	416.68	416.68	1,250.00
Employer Taxes	377.02	1,508.09	1,508.32	0.23	4,525.00
Subtotal Salaries&related Expense	10,246.99	40,550.00	44,646.36	4,096.36	133,939.00
<b>OPERATING EXPENSES</b>					
Office Supplies	79.91	209.56	166.68	(42.88)	500.00
Computer-Software	0.00	455.00	566.68	111.68	1,700.00
Postage	0.00	0.00	133.32	133.32	400.00
Internet service	125.00	500.00	516.68	16.68	1,550.00
Bank fees/Safe Deposit	2.00	8.00	20.00	12.00	60.00
Website	119.24	119.24	106.68	(12.56)	320.00
Communication/Publicity	0.00	0.00	200.00	200.00	600.00
<b>UTILITIES</b>					
Electricity	370.41	1,689.15	1,666.68	(22.47)	5,000.00
Gas	521.00	2,387.00	2,433.32	46.32	7,300.00
Water	0.00	547.27	400.00	(147.27)	1,200.00
Subtotal Utilities	891.41	4,623.42	4,500.00	(123.42)	13,500.00
Refuse	65.35	255.40	320.00	64.60	960.00
Insurance-Property	2,202.50	4,405.00	2,784.32	(1,620.68)	8,353.00
Insurance - Emp & Officer	0.00	0.00	119.68	119.68	359.00
Supplies-Building	74.24	298.31	566.68	268.37	1,700.00
Maintenance-Equip-Bldg	2,612.44	5,445.06	2,333.32	(3,111.74)	7,000.00
Music Maintenance	0.00	408.00	100.00	(308.00)	300.00
Snow/Grass	1,714.00	2,705.00	2,333.32	(371.68)	7,000.00
Cleaning Service	295.00	1,180.00	1,333.32	153.32	4,000.00
Telephones	82.24	329.77	566.68	236.91	1,700.00
Mortgage pymt--Diocese	3,309.42	12,687.57	14,042.00	1,354.43	42,126.00
Copier Lease	226.21	904.84	833.32	(71.52)	2,500.00
Audit & Payroll Service	6.15	59.25	50.00	(9.25)	150.00
Fire Alarm Monitoring	0.00	0.00	266.68	266.68	800.00
Miscellaneous	0.00	80.00	0.00	(80.00)	0.00
Subtotal Operating Expenses	11,805.11	34,673.42	31,859.36	(2,814.06)	95,578.00
<b>PROGRAM</b>					
Altar	0.00	0.00	200.00	200.00	600.00
Worship	0.00	36.51	133.32	96.81	400.00
Justice	240.92	240.92	0.00	(240.92)	0.00
<b>MUSIC</b>					
Adult Choir Music	0.00	0.00	20.00	20.00	60.00
Children's Choir Music	0.00	0.00	6.68	6.68	20.00
Subtotal Music	0.00	0.00	26.68	26.68	80.00
<b>EDUCATION</b>					
Christian Ed - Adult	0.00	0.00	66.68	66.68	200.00
Education Children	0.00	0.00	166.68	166.68	500.00
Education Youth	0.00	0.00	66.68	66.68	200.00
Vacation Bible School	0.00	0.00	66.68	66.68	200.00
Subtotal Education	0.00	0.00	366.72	366.72	1,100.00
Supply Clergy	0.00	0.00	280.00	280.00	840.00

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

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Evangelism	0.00	0.00	33.32	33.32	100.00
Hospitality	0.00	(69.00)	66.68	135.68	200.00
New Member	0.00	0.00	33.32	33.32	100.00
Welcome Table	100.00	100.00	50.00	(50.00)	150.00
Safety and Security	74.19	269.19	58.32	(210.87)	175.00
Staff Development	0.00	0.00	166.68	166.68	500.00
<b>Subtotal Program</b>	<b>415.11</b>	<b>577.62</b>	<b>1,415.04</b>	<b>837.42</b>	<b>4,245.00</b>
<b>Subtotal General Expenses</b>	<b>22,467.21</b>	<b>75,801.04</b>	<b>77,920.76</b>	<b>2,119.72</b>	<b>233,762.00</b>
<b>ASSESSMENTS</b>					
Diocesan--Assessment	2,072.17	8,288.68	8,288.68	0.00	24,866.00
Diocesan--Growth	145.08	580.32	580.32	0.00	1,741.00
<b>Subtotal Assessments</b>	<b>2,217.25</b>	<b>8,869.00</b>	<b>8,869.00</b>	<b>0.00</b>	<b>26,607.00</b>
<b>CRIES ADVOCACY</b>					
Cries Advocacy	1,817.35	8,291.25	7,731.68	(559.57)	23,195.00
<b>TOTAL EXPENSES</b>	<b>26,501.81</b>	<b>92,961.29</b>	<b>94,521.44</b>	<b>1,560.15</b>	<b>283,564.00</b>
<b>EXCESS INCOME/EXPENSES</b>	<b>(\$6,014.74)</b>	<b>\$8,933.95</b>	<b>(\$4,677.48)</b>	<b>\$13,611.43</b>	<b>(\$14,032.00)</b>

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

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	Current Year
<b>ASSETS</b>	
Checking Main-WVS	\$187,958.30
Checking-PCCD Grant	744.01
Checking - Key Bank.	1,000.00
<b>SAVINGS ACCOUNTS</b>	
Passbook-Gen'l Fund - WSB	56,809.51
<b>RESTRICTED ACCOUNT</b>	
OTHER ASSETS	677.85
Unsold Gift Cards	1,250.00
<b>Subtotal Assets</b>	248,439.67
<b>TOTAL ASSETS</b>	\$248,439.67
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
<b>Designated Funding</b>	
DF - Altar Flowers	\$1,508.14
DF - Community of Hope	204.02
DF - Justice	2,363.96
DF - Rental Deposit	190.00
DF - Memorial Garden	2,195.36
DF - Vegetable Garden	408.73
DF - Water Damage 2022	40,840.93
DF - Mission grant	850.00
DF - Quilt Raffle	860.00
DF - Miscellaneous	130.59
DF - PCCD Grant	643.83
Brendan's Friends & Famiy	23,809.21
DF - ESL	1,980.44
DF -Roof Replacement Fun	78,387.32
<b>Subtotal Designated Funding</b>	154,372.53
<b>TOTAL LIABILITIES</b>	154,372.53
<b>FUND BALANCE</b>	
Fund Balance	\$94,067.25
<b>TOTAL FUND BALANCE</b>	94,067.25
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$248,439.78

	Current Year
<b>ASSETS</b>	
Checking Main-WVS	\$187,958.30
Checking - Cries - WSB	4,762.64
Checking-Altar Guild-WSB	2,180.41
Checking-PCCD Grant	744.01
Checking - Youth - WSB	5,085.35
Checking - Key Bank.	1,000.00
<b>SAVINGS ACCOUNTS</b>	
Passbook-Gen'l Fund - WSB	56,809.51
Test for General Savings	
Passbook-Parish EmerFd-WS	10,077.18
<b>RESTRICTED ACCOUNT</b>	81,255.05
<b>INVESTMENTS</b>	
<b>STOCKS &amp; MUTUAL FUNDS</b>	
Vanguard - Scholarship Fd	9,170.66
<b>OTHER ASSETS</b>	
Unsold Gift Cards	1,250.00
<b>Subtotal Assets</b>	<u>360,293.11</u>
<b>TOTAL ASSETS</b>	<u><u>\$360,293.11</u></u>
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
<b>Designated Funding</b>	
DF - Altar Flowers	\$1,508.14
DF - Community of Hope	204.02
DF - Justice	2,363.96
DF - Rental Deposit	190.00
DF - Memorial Garden	2,195.36
DF - Vegetable Garden	408.73
DF - Water Damage 2022	40,840.93
DF - Mission grant	850.00
DF - Quilt Raffle	860.00
DF - Miscellaneous	130.59
DF - PCCD Grant	643.83
Brendan's Friends & Famiy	23,809.21
DF - ESL	1,980.44
DF -Roof Replacement Fun	78,387.32
<b>Subtotal Designated Funding</b>	<u>154,372.53</u>
<b>TOTAL LIABILITIES</b>	<u>154,372.53</u>
<b>FUND BALANCE</b>	
Fund Balance	\$205,920.58
<b>TOTAL FUND BALANCE</b>	<u>205,920.58</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u><u>\$360,293.11</u></u>

April 2023

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	100,081.99	0.00	20,487.07	26,501.81	0.00	94,067.25
02 - CRIES	2,834.34	0.00	0.00	(1,928.19)	0.00	4,762.53
03 - CAPITAL IMPROVEMENT	6,296.51	0.00	0.00	0.00	0.00	6,296.51
04 - ALTAR GUILD FUND	1,845.41	0.00	335.00	0.00	0.00	2,180.41
05 - YOUTH FUND	5,085.35	0.00	0.00	0.00	0.00	5,085.35
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	3,765.78	0.00	0.00	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>209,672.13</b>	<b>0.00</b>	<b>20,822.07</b>	<b>24,573.62</b>	<b>0.00</b>	<b>205,920.58</b>

St. Brendan's Episcopal Church  
Account Activity, April 2023

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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>76,084.32</b>
CONTRIB.	CO	04/05/2023	April 2023	Contributions 04/05/2023 - Roof Replacement Fund		1,405.00
CONTRIB.	CO	04/05/2023	April 2023	Contributions 04/05/2023 - Roof Replacement Fund		207.00
CONTRIB.	CO	04/11/2023	April 2023	Contributions 04/11/2023 - Roof Replacement Fund		500.00
CONTRIB.	CO	04/16/2023	April 2023	Contributions 04/16/2023 - Roof Replacement Fund		100.00
CONTRIB.	CO	04/20/2023	April 2023	Contributions 04/20/2023 - Roof Replacement Fund		71.00
CONTRIB.	CO	04/30/2023	April 2023	Contributions 04/30/2023 - Roof Replacement Fund		20.00
				Subtotal		2,303.00
				DF -Roof Replacement Fun	Current Balance	78,387.32
<b>Total Debits &amp; Credits</b>					<b>0.00</b>	<b>2,303.00</b>

St. Brendan's Episcopal Church  
Account Activity, April 2023

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Reference	Jrnl Date	Month	Description	Debit	Credit
01-2210-014			DF - Water Damage 2022		40,840.93
			Current Balance		40,840.93
			Total Debits & Credits	0.00	0.00

## **Hospitality/In Reach Report – May 2023**

Prepared by Kate Heston

### **Hospitality**

April was a busy month for Hospitality with Easter, the Roof Appeal Thank You, and the Bishop's visit. All of these events went very well and the volunteers that put together the hospitality components of these events are truly appreciated.

The list of Hospitality Hosts for the next three months has been posted and will be published in the weekly bulletin and in The Navigator. I will be sending a confirmation to the upcoming hosts along with a copy of the Hospitality Instructions (attached).

In looking at the calendar I would propose that we select 4 Sundays to have a joint hospitality with the 8:00 folks. Since the last Sunday of the month is Children's Sunday I suggest the first Sunday of the month be the joint Hospitality Sunday. I would like to plan two Sundays, see how it goes and then we can add additional dates to the calendar after we gauge the success.

I propose the following date as a trial for this year:

June 4, 2023

September 3, 2023

### **Food Trucks**

I investigated what it would take to get a food truck or trucks to come for an evening activity. There are some questions that we need to answer before we can confirm with anything.

1. Would we cover the cost or would the attendees pay?
2. Would we invite the community or others besides church members?
3. How long would we want the event to last?
4. How many trucks would we want?
5. Would we plan any other activities for the event?

### **Ice Cream Social**

Greater's and Millie's both have trucks can be rented. We could have an ice cream truck come for an hour and then plan games or other activities for the same time – perhaps a game night – in the fellowship hall.

Some other ideas for an ice cream social –

- Members make ice cream and/or toppings to bring to the event
- Collect ice cream churns and make the ice cream at the event
- Buy large tubs of ice cream, toppings, etc.
- Greater's has *Sundaes to Go* boxes (ice cream, toppings to go)



I was thinking of sometime in June. Perhaps it could be an End of the School Year celebration or a Summer Kick-Off.

**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.

## **Hospitality Instructions**

Thank you for volunteering for Hospitality! The congregation truly appreciates the opportunity to get together and connect after services. Whatever you would like to bring is appreciated – homemade or store bought – is fine. Several of our members need gluten free and nut free. We usually have some gluten free cookies and crackers on the shelves to the right of the kitchen door that are available to be put out. If an item that you bring has nuts, please label it so that those with a nut allergy are aware.

### **On Sunday Morning**

Plan to arrive around 9:30.

If tables/chairs need to be set-up in the fellowship hall you can solicit help from the greeters or ushers. Place one or two rectangular tables along the left wall (kitchen side) of the Fellowship Hall. Coffee can go on a round high-top table next to the kitchen door. Wipe down any of the tables if necessary.

Make sure there are garbage cans with bags in the Fellowship Hall (one by the kitchen door and one by the door to the Narthex).

### **Make Coffee**

(Do not use the large urns. You can make a pot or pots in the drip coffee maker and then pour the coffee into the vacuum dispensers. There are several drip coffee makers in the kitchen you can use.)

We suggest making 12 cups of regular and 6 – 8 cups of decaf. Usually this should be enough but if the congregation is larger or if there is an event or something after services that may mean extra people will be staying you can make another 8 – 12 cups of regular to have in reserve.

To make coffee:

1. To make 12 cups – fill the pot with water from the tap to the 12 cup line.
2. Pour water into the coffee maker.
3. Add filter to the basket. (Green box on the counter)
4. Add 1 heaping tablespoon of ground coffee per cup

5. Close the lid and turn the pot on (switch in the middle of the front panel of the coffee maker).
6. When the coffee has finished brewing pour it into the dispenser.



(Open the top by pushing the button at the front. Insert the



tube and close the top.)



(Flip the small metal lever to drop the dispenser lever down. Lift the dispenser lever until the small lever catches to dispense coffee.)

Repeat the process for Decaf Coffee. Make 6 – 8 cups.

Fill the **hot water kettle** and heat water. (Fill kettle, set on base and flip the switch at the bottom of the handle – make sure it is plugged in). We don't usually put out tea, but I like to have hot water ready in case anyone asks for it.

Feel free to use any of the plates, bowls, etc. on the shelves to the right of the kitchen door.

Paper plates, cups, and napkins are in the kitchen closet.

There should be some half and half in the refrigerator. Put it out with the coffee dispensers, several spoons on a plate, sugar and sweet-and-low, and some napkins and cups on the round high top table.

There is a basket of tea to go with the Hot Water. Put out a pitcher of water and some juice boxes from the refrigerator (if you did not bring juice)

Tongs, utensils, etc. are on the shelves to the right of the kitchen door.

**Leave the service after Communion to finish set-up (unwrap any food, set out the coffee, etc.). Open the doors to Fellowship Hall with door stoppers.**

## **Clean-Up**

After Hospitality is finished you can begin clean-up.

- Return unused half & half to refrigerator
- Return cups, napkins, sugar, sweet & low, etc. to the kitchen (cart at the end of the island)
- Return plates, napkins, etc. to the kitchen closet
- Put away any unused gluten free cookies to the packages on the shelves
- Dump unused coffee down the sink and rinse the dispensers (you can use the unused hot water in the kettle for this)
- Turn off coffee maker/s and throw away the filter/grounds.
- Wash, dry and put away any utensils, dishes, etc. used
- Clean the counter around the coffee pot and sink, clean the island counter as needed
- Wipe down the tables in the Fellowship Hall as needed
- Vacuum the fellowship hall as needed.
- Empty the garbage cans in the Fellowship Hall. Replace the bags (bags are in the kitchen closet)
- Empty the garbage can/s in the kitchen (I usually try to condense all of the garbage into one bag)
- Final check to make sure that the kitchen is cleaned and everything is put away
- Turn off lights in kitchen and Fellowship Hall
- Place garbage bag/s in the dumpster in the parking lot

Thank you again for volunteering for Hospitality!

## Adult Education – May 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.

### Modern Episcopalians

After reviewing several options John Appeldorn has decided to use the book entitled: ***Unabashedly Episcopalian: Proclaiming the Good News of the Episcopal Church*** by Rev. Andrew Boyle, Bishop of the Episcopal Diocese of Texas. Twelve copies of this book have been purchased and will be made available in the Narthex prior to the scheduled resumption of the group. A recent survey of previous participants indicates that the group prefers to wait until September to resume as several members have travel plans and other commitments in the upcoming months. Members also expressed a desire to meet at a time that does not interfere with participation in the monthly Mens Breakfast.

### *Mother Robin's Bible study group*

At the end of the last meeting of this group, members asked Mother Robin to lead a group study of the book of Genesis. Mother Robin is in the process of exploring possible study aides for the group. She is also in the process of surveying the group to determine the start date for resuming their meetings.

### *Possible options for further education offerings*

I met with Mother Robin to discuss the idea of providing some type of adult education presentation during the Vacation Bible school in July. We discussed having one or two mornings sessions during the week for adults. Mother Robin will discuss this with the coordinators of the VBS to get an idea of who participates in VBS so we can better determine what might be an acceptable topic for presentation to adult family members.

I am also considering the idea of possibly having a short education paragraph in the Navigator monthly focusing on some of the symbols and rubrics of our Sunday worship service.

Children and Youth Report  
May 8, 2023

There will be no VBS this summer. Only two families were able to commit to VBS (two other families were interested, but the date didn't work for them, and other families did not respond to the survey), and a few circumstances for the leaders changed.

Sunday School ends on May 21 for the year and will begin again on September 10.

The final children's worship for the school year will be on May 28.

Due to not having VBS, there is preliminary planning to have a special kick-off event for the beginning of Sunday School. This is in the very, very beginning stages of discussion, but we think it will take place on September 10, which is the first day of Sunday School next year.

A few more children would like to become acolytes. Anelisa will train them. Currently there are four children serving as acolytes.

Liz MacDonald is the new nursery coordinator. She will also be in charge of scheduling volunteers for the nursery

.Respectfully submitted,  
Ruth Horton

# Vestry Fundraising Report

May 8, 2023 (for April)

Fundraising for April was as follows:

## Rentals:

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

**Current Period - \$2,508. Year to date - \$7,668. Budget difference \$2668. +**

- # of Regular (weekly) Renters – 5
- # of single event rentals – 3

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

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

Month	Total Sales	Profit for month	Profit to Date	YTD Budget Difference
Jan	\$950.	\$56.75	\$56.75	(-\$151.58)
Feb	\$925.	\$45.25	\$102.00	(-\$314.66)
March	\$1890.	\$94.25	\$196.25	(-\$428.74)
April	\$2850.	\$140.50	\$336.75	(-\$496.57)

Monthly sales show gradual increases though we remain under budget for grocery card sales to date.

## Other Fundraising:

**Budget: \$10,000**

**Current Period: \$0; Year to Date - \$6085.16; Funds needed to meet budget: \$3914.84**

Ideas are being generated but no definite plans as yet.

A meeting was held on 5/2/23 to begin planning for the Holiday Happening which will be held November 18, 2023. Donna Aiello will once again chair the overall event with various aspects delegated to others to be recruited to help.

## BFF Fund - \$1100 to date for 2023 – Total BFF funds - \$23,809.21

- Two donations were made to BFF in April

## Stewardship Plans:

Beginning to research current trends and best practices regarding stewardship campaigns. Review of literature in progress using online resources. The Episcopal Network for Stewardship (TENS) has an abundance of materials and offers thematic stewardship packages each year available to members. Membership in TENS for a parish our size is \$100 a year. It might be a good source of information when we develop our own campaign this year. More on this to come.

**Respectfully submitted by Chris Botti**

St Brendan's Episcopal Church  
Communications Report  
May 8,2023

Generic Banner

I had a suggested that St Brendan's put a generic banner up, when we do not have a holiday or event banner up.

The generic banner with: Sunday service times 8AM andd 10AM, Wednesday's service, All are welcome.

Web site

I have started to go through the website looking for things that need to be added.

Submitted by  
Sandra Nagy



# Vestry Report – May 8, 2023

## Membership

### **Greeters:**

We have a total of 17 greeters now, though at least two are currently unavailable due to illness. Two new greeters were added in April. Assistance of the “on duty” vestry person who greets people at the door is much appreciated each week so that the regular greeters can focus on talking with visitors and giving them informational materials.

### **Newcomer Informational Sessions:**

I spoke with Saundy Waseleski on 5/2/23 about plans to hold a meeting to provide newcomers with information about the Episcopal Church and St. Brendan’s as well as to answer any questions. In the past, such sessions have been offered via break-out sessions at church and more typically at brunches at the homes of parishioners. Since many newcomers did attend in-home type brunches at the “Getting to Know Mthr Robin” sessions, it was decided to hold an informational session during hospitality hour after the 10 am service. Newcomers would be informed of this session and asked to sign up. The session would be held downstairs in the Handprint Room with refreshments and childcare provided. Mthr Robin, a few vestry members and others to be determined would be asked to attend. A date needs to be scheduled for June or possibly July. **Vestry discussion of this informational format is requested.**

### **Caring Cards Ministry:**

Caring Cards volunteers sent 12 cards to church members during the month of April. The prayer list has been used to determine who should be sent get well and thinking of you cards. Easter greeting cards were also sent to some members who have been absent or streaming services.

Respectfully submitted by Chris Botti

## Outreach Report

May 8, 2023

Garden of Hope- Our application was sent in on March 20. To date, I have not been informed about whether we were awarded any amount. They are also looking for volunteers to help water, weed, and harvest. There is a link in the Navigator where volunteers can sign up for specific dates/tasks. The Blessing of the Garden was scheduled for Sunday, May 7.

The Justice Ministry made 240 backpack lunches for NRP on Saturday, April 22 in the downstairs kitchen. There were about 12 volunteers.

There were 42 Lenten Homeless awareness raised \$1,041 and 42 project boxes and checks collected.

Annie Koch will be stepping down as the leader of the Justice Ministry, and Donna Aiello and Marilyn Mulvihill will take over.

### CRIES Donations

Brother's Brother	\$145
Miryam's Kitchen	\$125
San Diego Zoo Wildlife Alliance	\$356
RIP Medical Debt	\$466
Bread for the World	\$357
Total	\$1,449

Respectfully submitted,  
Ruth Horton

## **Worship Committee - May 2023**

On April 14, the Worship Committee held a meeting to review issues relating to Holy Week. It should be noted that despite the issues below, there were many comments about how well things went and how beautiful the services were. Positive comments mentioned more than once was the narrated stripping of the altar on Maundy Thursday, and the Easter Sunday services.

However, there were some issues that did not go as well as they should have, and they are listed below for our collective consideration. Please feel free to add Issues for discussion at the end if necessary.

### **1. Palm Sunday**

*Issue* - Passion readers were assigned in advance but none of the assigned readers showed up for the service? Had to assign people at the last minute, which led to some confusion. Also confusion with microphones. Clarification on responsibilities needed.

*Plan* - Confusion between Darrell, Kelly and Katie about who was appointing readers. Going forward, Katie will handle. Script needs to go to Daniel so he knows which microphone to activate during service.

### **2. Maundy Thursday**

*Issue* - Altar was stripped but the chapel was not. Was this by design or intentional.

*Plan* - Since foot washing was not popular, will try replacing with hand washing. Main altar and chapel altar will both be stripped. Monstrance and candle only overnight, Mtr Robin to look for small wooden monstrance.

### **3. Good Friday - Noon**

*Issue* - At time service, there was an unresolved issue with edition of Stations to use.

*Plan* - Clergy responsible to decisions on services, celebrant at service decides if there is a discrepancy at time of service.

### **Good Friday - Evening**

*Issue* - Poor attendance (only 8 people there, including the 3 on the altar)

*Plan* - Need to promote all Holy Week services better.

## **Worship Committee - May 2023**

### **4. Easter Vigil**

*Issue* - Dance class in basement during service.

*Plan* - Understand it just did not occur to Marilyn that there was a conflict and this has now been resolved.

*Issue* - Difficult to efficiently stream a Vigil because of logistics. Does it detract from those in the church when we try to stream? Easter Sunday is streamed, is streaming Vigil necessary?

*Plan* - Record service outside of service on cell phone then add to YouTube stream later if Jen and Bob can do that.

*Issue* - Do we miss something using the shorter version of the readings?

*Plan* - Never make everyone happy, perhaps add more music to make it longer.

### **5. Easter Sunday**

*Issue* - No issues

*Plan* - Nice to have kids involved, try to do more of that.

### **6. Music**

*Issue* - Some comments about disappointment with prerecorded music rather than live music, some music being difficult to hear and some difficulty on the coordination of the music during the service.

*Plan* - Daniel to write up a small explanation for The Navigator about why we are using more recorded and less live music

### **7. Attendance**

*Issue* - It was mentioned that the attendance at some of the services was disappointing. For what it's worth, I attended a couple services here in FL and with the exception on Easter Sunday, the services here were not well attended either, so I don't think it's only St Brendans that has this issue. Despite that, we should look for ways to improve attendance.

*Plan* - Need to promote more. Explain Holy Trinitium.

## **Worship Committee - May 2023**

### **7. Other Issues**

Need Head Lay Reader. Katie to approach Ann Vinski about that position. Will work with Mother Robin to train and schedule new and existing readers.

Neil will remind Vestry about responsibility to ensure that assigned readers are present, and assign someone if reader is missing.

Katie is looking for large print BCP's for less than \$43 each. Should have some additional info in a week or so.