

St. Brendan's Episcopal Church Vestry Meeting

January 9, 2023

NOTE: This meeting was held live and via Google teams

Attendees

Donna Aiello; John Appledorn (Google Teams); Mary Bertucci; Neil Galone (Google Teams); Cameron Grosh; Kate Heston; Ruth Horton; Lauren Ramakrishna; Mtr. Robin (Google Teams)

Agenda

Opening and Prayers

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

Minutes Approval

- December 2022 minutes were approved.
 - Motion to approve from Kate. Ruth seconds. Unanimous vote to approve.
 - Notice for the record of additional action items addressed electronically since the last meeting:
 - None

Action/Discussion Items

- Vestry Nominating Committee Update - Mary / Cameron / Donna
 - Nominating committee met. Several volunteers asked for consideration. The committee agreed to nominate Dan Moore, Tom Waseleski, and Sandy Nagy.

- Chris Botti is also interested. The committee suggests that we consider Chris to fulfill the open year left by Sean.
- Appointment for Incomplete Vestry Terms - Cameron
 - Ruth has volunteered to finish out the final year of Ron Ladick's term.
 - Cameron moves to appoint Ruth to finish. Mary seconds. Unanimous vote to approve.
 - Donna moves to appoint Chris Botti to finish Sean Sweeney's term. Kate seconds. Unanimous vote to approve.
- Vestry Retreat 2023
 - Donna said she spoke to everyone who is up for election on the Vestry about the date for the retreat, and all are available January 28, 2023.
- Annual Meeting Notes
 - **ACTION ITEM:** Vestry members agreed to stay after the Annual Meeting to elect the officers. **ACTION ITEM:** Kate will put together a Zoom meeting so she and Neil can zoom in for the vote.
 - Cameron said someone will livestream the annual meeting.
 - Kate said Janice Moore will handle the food for the Annual Meeting.
 - Ruth suggested passing around a big calendar during the Annual Meeting to encourage people to sign up to host Hospitality Hour. We will also set out a donation box for hospitality food purchases.
- Update on Sprinkler System Pipe Burst - Ruth
 - Ruth reported that we have spent \$600 to have the sprinkler head replaced, \$177 to have a plumber come in, and \$271 to Climate Systems for repairing the furnace part.
 - Insurance claim: Katie thinks our deductible is \$1000. **ACTION ITEM:** Ruth will meet with the insurance adjuster on Thursday. It sounds like he is going to recommend replacing carpets, and we will need an electrician to replace the light and someone to replace a few ceiling tiles that came down. T-shirts we had to sell were damaged, and one Vestment had damage.
- Capital Campaign Committee for Roof Project - Ruth / Cameron

- Tim Austin is willing to chair a committee to oversee the capital campaign for the roof. Ruth will also be on that committee.
 - Cameron moves to appoint Tim as chair. Donna seconds. Unanimous vote to approve.
- We got \$40,000 from the diocese as a grant. Donna said there is another grant we can apply for (for perhaps \$10K or so) and the diocese recommended we apply.
- Revisiting 2023 Budget Discussion - Mary / Everyone
 - Mary went over some changes to the budget
 - Budgeting a loss of \$14K. It went down from the last version of the budget because final pledge numbers came in. We have more in pledges for 2023 than we did in 2022. Pledge budget is \$212,900 vs. \$205,800 in 2022.
 - Income: Budgeting \$10K more in income overall (\$7K is pledges and \$3K is rental). We finished the year with \$20K in rental, but only budgeting \$15K next year just in case.
 - Expense budget will grow by about \$1800. Biggest changes there are overall employee salary and benefits going down slightly. Operating expenses are the biggest change, growing by \$10K—the biggest is mortgage going up \$5K, but offset by changes in employee fees.
 - \$1.8K greater in expenses, \$10K greater in income. \$14K loss budgeted overall.
 - Lauren put forward a motion to approve putting this budget before the congregation at the annual meeting. Kate seconds. Unanimous vote to approve.
- Rentals - Mary
 - Mary shared proposed rental rate increases with Marilyn Mullvihill and Katie. They suggested a minor tweak. We had suggested the game room and music room jump from \$40 to \$75. They said it should go to \$60. We still give discretion to whomever is negotiating.
 - We do not have any price contract with existing tenants. They do sign an agreement, but it's more about liability. Technically we can raise rent any

time. Marilyn and Mary talked about discretion based on the details. Marilyn will use her best discretion.

- **ACTION ITEM:** Mary will let Marilyn and Katie know they can change the posted rates effective immediately.
- Revisiting By-Laws Discussion - Cameron / Everyone
 - Make a recommendation that we need to add Vestry approving the budget that will get presented at the annual meeting.
 - Vestry term
 - The Vestry discussed the Vestry term again, with Ruth, Donna, and John voicing opposition to switching from 3-year terms to 2-year terms. The entire Vestry agreed to leave the term at 3 years as already stated in the by-laws.
 - Change Article 2, Section 3, C: Make it clear that candidates are appointed to fill the term—not just the highest written vote.
 - Cameron noted he will change pronouns from his/her or he/she to them/their.
 - Discussed the proposed change giving Vestry authority to change the percentage to CRIES allocation in necessary times. The Vestry asked to have more time to review each of the proposed changes before voting on whether or not to present to the congregation. **ACTION ITEM:** Cameron will share a revised document with all proposed changes to the Vestry via email, then request a vote.
 - Mtr. Robin asked about having a junior vestry member option who is appointed and under the care of a mentor who is not related to them.
- Children and Youth Coordinator and Nursery Director Update - Mtr. Robin / Donna
 - The Vestry reopened a discussion about the requirement to for knowledge/experience with specifically Episcopal Sunday School teaching. Keeping it limits our pool of applicants and may make it harder to hire.
 - Lauren noted that as a parent of young children in the program, she cares most about the candidates' experience coordinating education programs for children, and specific Episcopal experience isn't as important as long as they are willing to learn.

- Mtr. Robin noted that this person will report to her and she will closely watch, monitor, and guide.
 - **ACTION ITEM:** Donna and Mary will continue coordinating to edit the job listings as deemed appropriate.
- Advertising the positions
 - **ACTION ITEM:** Donna will ask Kelli to make the job positions more prominent on the website, perhaps with a direct link from the homepage.
 - **ACTION ITEM:** Kate will post the positions on the NextDoor app and Pittsburgh Patch.
 - **ACTION ITEM:** Donna will compile a list of local daycares and preschools we can contact to alert their staff about the positions. She will share the list with Mary and Lauren, who will help contact the businesses.
 - Kate mentioned that we can also consider posting the jobs in some Methodist and Lutheran churches' newsletters.

Area of Responsibility Reports

- Adult Formation (John) - See attached
- Children and Youth
- Technology and Communications (Sean)
- Finance (Mary) - See attached
- Fundraising (Kate, with Donna and Lauren)
 - Book sale will happen in February. We will sell two types of soup as well. Donna suggested raising the price for soup from \$10 to \$12.
- Inreach and Newcomers (Kate, with Donna)
 - Hospitality: Trying to solve that case. Obviously it's something everyone wants, but how do we make it so it's not on the same one or two people all the time?

- Need to let people clean up before people have all left. Or have someone else clean up that didn't set up.
- Cameron noted that some of the Books of Common Prayer have the old newcomer cards. Kate made a new card that's a bit more extensive. They should be out at the welcome table.
- Junior Wardens (Donna and Ruth) - See attached
 - Ring doorbell needs to be functional. Cameron rents the app and has been paying for it. Cameron said the best solution is to get a new one (with Katie set as the account holder) because the Ring we have is an old model.
ACTION ITEM: Cameron will help coordinate.
 - Kate asked if we found someone to fix the door in the back of the kitchen. Ruth says Dan Moore will try. Handymen won't do it because it's a steel door. The people who do steel doors only do the roll-up ones. Other places will sell you one, but not fix it.
- Outreach (Donna) - See attached
 - Tomorrow 7pm: Justice Ministry Meeting.
 - Forum on the surge of hate groups in Western PA on 1/19 via Zoom.
- Priest-in-Charge (Mtr. Robin)
- Senior Warden (Cameron) - See attached
- Worship (Neil)
 - Will have Vestry/Altar guild/Priest meeting to prepare for Easter and debrief from Christmas. Neil and Mtr. Robin will talk and arrange a meeting.

Other Business

- Vestry Tracking Sheet (Lauren)
 - Add Ring camera to the sheet.

Closing

Adjournment

- The meeting was adjourned.

Respectfully submitted,

Lauren Ramakrishna

Next Meeting: Annual Meeting will occur January 22, 2023, after the 9am service

St. Brendan's Finance Report - December 2022

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

December YTD financials

- Our net income for the month of December was -\$2,615, We ended the year with positive net income YTD of \$3,838, much better than the loss budgeted for the year of \$22,190.

Income - Our full year income was \$6,851 over budget.

- Pledge income was \$13.2K this month, about \$3K less than November. Our full year pledge income was \$7.4K under budget, with full year total contributions \$3.9K under budget.
- Fundraising & Events income was about \$4.5K under our full year budget.
- Full year Rental income was \$20K, about \$8K greater than budgeted.
- Gift card sales came in at about \$1.3K under budget due to new purchases made in December.

Expense - Full year total expenses are about \$19K under budget

- The expense favorability was due to having an interim priest and a vacancy in Youth & Child Coordinator position.
- Program spend was almost \$3K under budget for the year.
- Operating expenses \$4.3K over budget for the year, 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 exceeded full year budget by more than \$100:
 - Insurance (by \$771) due to increase in rates
 - Water (by \$553, due to toilet running that has been fixed)
 - Copier Lease (by \$337)
 - Miscellaneous (by \$291) due to parting gift to Fr. Bill and \$111 books for Mother Robin that had not been budgeted.

2023 BUDGET ASSUMPTIONS

- Showing a loss of about \$14K for 2023 which is a little less than our 2022 budgeted loss of \$22K
- Total income budget is \$10K greater than 2022's:
 - Uses same budget for all line items except for Pledge income (increasing \$7K) and Rental Income (increasing \$3K, but budgeting \$5K less than this year's actual).
- Total expense budget is forecasted to be about \$1.8K greater than this year's budget:
 - Total Salaries and Expense budget will be \$5K less than 2022 budget due to Mtr Robin not needing medical benefits
 - Operating Expenses will be \$10K more due to increases in mortgage, insurance and gas expense and moving the fire alarm monitoring expense from the safety and Security program budget.
 - Program expense will be \$2.7K less due to removal of Justice Ministry budget, which will be funded by CRIES and the removal of the fire alarm monitoring expense from the Safety and Security budget.

REVISED

1/7/23

Hi, Mary

THREE THINGS

- ① PURCHASED GIFT CARDS RECENTLY
SO THE BALANCE IS ~~NEGATIVE~~ OK
- ② PAID A \$7500 PAYMENT ON THE
FIRE ALARM SYSTEM - ALSO GRANT -
CHECKING IS LESS - ALMOST COMPLETE
- ③ YTD WE ARE ~~IN THE RED~~. A SMALL
SURPLUS FOR THIS YEAR

\$ 3838.69

Rob

FOUND A TYPO ON GIFT CARDS
HERE ARE THE NEW REPORTS

Send
Rob

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

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	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
INCOME					
CONTRIBUTIONS - OPERATING					
Pledge	\$13,236.52	\$198,462.94	\$205,877.00	(\$7,414.06)	\$205,877.00
Pledge - Past Period	0.00	0.00	1,000.00	(1,000.00)	1,000.00
Voluntary Giving	1,676.22	16,097.64	13,000.00	3,097.64	13,000.00
Plate	528.00	4,602.75	5,000.00	(397.25)	5,000.00
Special Offering	1,358.00	1,833.00	0.00	1,833.00	0.00
Subtotal Contributions - Operating	16,798.74	220,996.33	224,877.00	(3,880.67)	224,877.00
FUNDRAISING & EVENTS					
FUND RAISING					
Hol. Arts & Craft Income	102.60	13,882.60	10,000.00	3,882.60	10,000.00
Hol. Arts & Craft Expense	(280.60)	(2,437.83)	0.00	(2,437.83)	0.00
Subtotal Fund Raising	(178.00)	11,444.77	10,000.00	1,444.77	10,000.00
GIFT CARDS					
Gift card sales	1,695.00	22,950.00	45,000.00	(22,050.00)	45,000.00
Cost of gift cards sold	(1,580.75)	(21,803.00)	(42,500.00)	20,697.00	(42,500.00)
Subtotal Gift Cards	114.25	1,147.00	2,500.00	(1,353.00)	2,500.00
OTHER FUNDRAISING					
Other fundraising income	369.00	3,788.99	10,000.00	(6,211.01)	10,000.00
Other fundraising expense	0.00	(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	(125.00)	(325.00)	0.00	(325.00)	0.00
Subtotal Other Fundraising	244.00	5,450.03	10,000.00	(4,549.97)	10,000.00
Subtotal Fundraising & Events	180.25	18,041.80	22,500.00	(4,458.20)	22,500.00
INVESTMENT INCOME					
Bank Interest	0.00	27.78	80.00	(52.22)	80.00
MISCELLANEOUS INCOME					
Miscellaneous Income	0.00	38.72	0.00	38.72	0.00
RENTAL INCOME					
Rental Income-Other	780.00	20,076.50	12,000.00	8,076.50	12,000.00
TRANSFER FUNDS					
Transfer Funds	0.00	7,127.00	0.00	7,127.00	0.00
TOTAL INCOME	17,758.99	266,308.13	259,457.00	6,851.13	259,457.00
EXPENSES					
GENERAL EXPENSES					
SALARIES&RELATED EXPENSE					
SALARIES					
Salary - Priest	\$3,821.70	\$36,899.38	\$40,869.78	\$3,970.40	\$40,869.78
Salary - Admin. Assistant	2,704.08	32,227.78	32,189.00	(38.78)	32,189.00
Salary - Music Director	1,321.68	15,638.98	15,600.00	(38.98)	15,600.00
Salary-Youth & Child Coor	0.00	7,627.50	10,170.00	2,542.50	10,170.00
Salary - Nursery	0.00	0.00	1,500.00	1,500.00	1,500.00
Subtotal Salaries	7,847.46	92,393.64	100,328.78	7,935.14	100,328.78
EMPLOYEE BENEFITS					
Pension	1,004.25	10,687.95	12,084.00	1,396.05	12,084.00
Health & Life Insurance	946.00	11,352.00	20,812.00	9,460.00	20,812.00

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

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Subtotal Employee Benefits	1,950.25	22,039.95	32,896.00	10,856.05	32,896.00
ALLOWANCES					
Car Allowance (Mileage)	0.00	261.25	500.00	238.75	500.00
Continuing Education	0.00	0.00	500.00	500.00	500.00
Discretionary Fund	0.00	(1,636.08)	250.00	1,886.08	250.00
Subtotal Allowances	0.00	(1,374.83)	1,250.00	2,624.83	1,250.00
Employer Taxes	377.02	5,658.99	4,434.00	(1,224.99)	4,434.00
Subtotal Salaries&related Expense	10,174.73	118,717.75	138,908.78	20,191.03	138,908.78
OPERATING EXPENSES					
Office Supplies	159.96	447.16	500.00	52.84	500.00
Computer-Software	0.00	455.00	600.00	145.00	600.00
Postage	0.00	392.80	400.00	7.20	400.00
Internet service	125.00	1,476.95	1,550.00	73.05	1,550.00
Bank fees/Safe Deposit	2.00	54.00	60.00	6.00	60.00
Website	319.93	319.93	200.00	(119.93)	200.00
Communication/Publicity	0.00	268.40	600.00	331.60	600.00
UTILITIES					
Electricity	466.23	4,438.00	5,000.00	562.00	5,000.00
Gas	607.00	5,466.00	5,500.00	34.00	5,500.00
Water	52.68	1,753.89	1,200.00	(553.89)	1,200.00
Subtotal Utilities	1,125.91	11,657.89	11,700.00	42.11	11,700.00
Refuse	62.35	625.60	960.00	334.40	960.00
Insurance-Property	0.00	8,364.00	7,593.00	(771.00)	7,593.00
Insurance - Emp & Officer	0.00	293.00	359.00	66.00	359.00
Supplies-Building	0.00	604.03	1,700.00	1,095.97	1,700.00
Maintenance-Equip-Bldg	350.06	14,705.34	7,000.00	(7,705.34)	7,000.00
Music Maintenance	0.00	200.00	300.00	100.00	300.00
Snow/Grass	0.00	5,340.00	7,000.00	1,660.00	7,000.00
Cleaning Service	295.00	3,540.00	4,000.00	460.00	4,000.00
Telephones	64.06	1,174.66	1,700.00	525.34	1,700.00
Mortgage pymt--Diocese	3,126.05	36,956.65	36,957.00	0.35	36,957.00
Copier Lease	226.21	2,837.63	2,500.00	(337.63)	2,500.00
Audit & Payroll Service	6.15	114.50	150.00	35.50	150.00
Miscellaneous	0.00	291.58	0.00	(291.58)	0.00
Subtotal Operating Expenses	5,862.68	90,119.12	85,829.00	(4,290.12)	85,829.00
PROGRAM					
Altar	0.00	0.00	600.00	600.00	600.00
Worship	0.00	171.46	400.00	228.54	400.00
Justice	0.00	1,877.38	2,000.00	122.62	2,000.00
MUSIC					
Adult Choir Music	0.00	48.00	60.00	12.00	60.00
Children's Choir Music	0.00	0.00	20.00	20.00	20.00
Subtotal Music	0.00	48.00	80.00	32.00	80.00
EDUCATION					
Christian Ed - Adult	0.00	102.47	200.00	97.53	200.00
Education Children	173.46	441.80	500.00	58.20	500.00

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

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Education Youth	0.00	0.00	200.00	200.00	200.00
Vacation Bible School	0.00	0.00	200.00	200.00	200.00
Subtotal Education	173.46	544.27	1,100.00	555.73	1,100.00
not in use	0.00	(21.32)	0.00	21.32	0.00
Supply Clergy	0.00	700.00	840.00	140.00	840.00
Evangelism	0.00	0.00	100.00	100.00	100.00
Hospitality	0.00	(66.00)	200.00	266.00	200.00
New Member	0.00	0.00	100.00	100.00	100.00
Welcome Table	0.00	0.00	150.00	150.00	150.00
Safety and Security	195.00	726.00	884.00	158.00	884.00
Staff Development	0.00	0.00	500.00	500.00	500.00
Subtotal Program	368.46	3,979.79	6,954.00	2,974.21	6,954.00
Subtotal General Expenses	16,405.87	212,816.66	231,691.78	18,875.12	231,691.78
ASSESSMENTS					
Diocesan--Assessment	2,139.25	25,671.00	25,671.00	0.00	25,671.00
Diocesan--Growth	149.75	1,797.00	1,797.00	0.00	1,797.00
Subtotal Assessments	2,289.00	27,468.00	27,468.00	0.00	27,468.00
CRIS ADVOCACY					
Cries Advocacy	1,679.87	22,184.78	22,487.72	302.94	22,487.72
TOTAL EXPENSES	20,374.74	262,469.44	281,647.50	19,178.06	281,647.50
EXCESS INCOME/EXPENSES	(\$2,615.75)	\$3,838.69	(\$22,190.50)	\$26,029.19	(\$22,190.50)

	Current Year
ASSETS	
Checking Main-WVS	\$69,879.90
Checking-PCCD Grant	300.00
Checking - Key Bank.	1,000.00
SAVINGS ACCOUNTS	
Passbook-Gen'l Fund - WSB	49,928.23
RESTRICTED ACCOUNT	
OTHER ASSETS	
Unsold Gift Cards	7,528.25
Subtotal Assets	<u>129,259.82</u>
TOTAL ASSETS	<u><u>\$129,259.82</u></u>
LIABILITIES	
CURRENT LIABILITIES	
Wash	\$35.00
Wash - Altar Flowers	1,006.76
Community of Hope	204.02
Wash - Justice	2,499.00
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	99.59
Wash - PCCD Grant	639.83
Brendan's Friends & Famil	25,019.21
Wash - ESL	1,980.44
Roof Replacement Fund	4,500.00
Subtotal Wash	<u>40,287.94</u>
TOTAL LIABILITIES	<u>40,287.94</u>
FUND BALANCE	
Fund Balance	<u>\$88,971.99</u>
TOTAL FUND BALANCE	<u>88,971.99</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$129,259.93</u></u>

	Current Year
ASSETS	
Checking Main-WVS	\$69,879.90
Checking - Cries - WSB	2,501.32
Checking-Altar Guild-WSB	2,182.97
Checking-PCCD Grant	300.00
Checking - Youth - WSB	5,085.11
Checking - Key Bank.	1,000.00
SAVINGS ACCOUNTS	
Passbook-Gen'l Fund - WSB	49,928.23
Passbook-Parish EmerFd-WS	10,072.26
Subtotal Savings Accounts	60,000.49
RESTRICTED ACCOUNT	111,200.64
INVESTMENTS	
STOCKS & MUTUAL FUNDS	
Vanguard - Scholarship Fd	9,694.39
OTHER ASSETS	
Unsold Gift Cards	7,528.25
Subtotal Assets	269,373.07
TOTAL ASSETS	\$269,373.07
LIABILITIES	
CURRENT LIABILITIES	
Wash	\$35.00
Wash - Altar Flowers	1,006.76
Community of Hope	204.02
Wash - Justice	2,499.00
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	99.59
Wash - PCCD Grant	639.83
Brendan's Friends & Famil	25,019.21
Wash - ESL	1,980.44
Roof Replacement Fund	4,500.00
Subtotal Wash	40,287.94
TOTAL LIABILITIES	40,287.94
FUND BALANCE	
Fund Balance	\$229,085.13
TOTAL FUND BALANCE	229,085.13
TOTAL LIABILITIES AND FUND BALANCE	\$269,373.07

Accounting Fund Balances

December 2022

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	91,587.74	0.00	17,758.99	20,374.74	0.00	88,971.99
02 - CRIES	837.78	0.00	0.00	(1,663.43)	0.00	2,501.21
03 - CAPITAL IMPROVEMENT	6,296.51	0.00	0.00	0.00	0.00	6,296.51
04 - ALTAR GUILD FUND	1,727.97	0.00	455.00	0.00	0.00	2,182.97
05 - YOUTH FUND	5,085.11	0.00	0.00	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	110.00	0.00	0.00	9,694.39
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	229,472.45	0.00	18,323.99	18,711.31	0.00	229,085.13

09/03/2
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	2022 Current Annual Budget	2022 Actuals	2023 Proposed Proposed Annual Budget
4000 INCOME			
4050 CONTRIBUTIONS - OPERATING			
4101 Pledge	205877.00	198462.94	212952.00
4103 Pledge - Past Period	1000.00	0.00	1000.00
4104 Voluntary Giving	13000.00	16,097.64	13000.00
4105 Plate	5000.00	4,602.75	5000.00
4106 Building Voluntary	0.00	1,833.00	0.00
4107 Special Offering	0.00		0.00
Subtotal Contributions - Operating	<u>224877.00</u>	<u>220996.33</u>	<u>231952.00</u>
4120 CONTRIBUTIONS-BLDG-PIEDGE			
4121 Contributions-Bldg-Pledge	0.00	0.00	0.00
4130 DONATIONS			
4131 Designated Donations	0.00	0.00	0.00
4300 FUNDRAISING & EVENTS			
4310 FUND RAISING			
4311 Yard Sale Income	0.00	0.00	0.00
4315 Mailings income	0.00	0.00	0.00
4318 Hol. Arts & Craft Income	10000.00	11444.77	10000.00
Subtotal Fund Raising	<u>10000.00</u>	<u>11444.77</u>	<u>10000.00</u>
4320 GIFT CARDS			
4321 Gift card sales	45000.00	22950.00	45000.00
4322 Cost of gift cards sold	-42500.00	-21803.00	-42500.00
Subtotal Gift Cards	<u>2500.00</u>	<u>1147.00</u>	<u>2500.00</u>
4330 OTHER FUNDRAISING			
4331 Other fundraising income	10000.00	5450.03	10000.00
4332 Other fundraising expense	0.00	0.00	0.00
Subtotal Other Fundraising	<u>10000.00</u>	<u>5450.03</u>	<u>10000.00</u>
Subtotal Fundraising & Events	<u>10000.00</u>	<u>5450.03</u>	<u>10000.00</u>

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4400	INVESTMENT INCOME				
4411	Bank interest	80.00	27.78	80.00	
4500	MISCELLANEOUS INCOME				
4520	Miscellaneous Income	0.00	38.72	0.00	
4600	RENTAL INCOME				
4601	Rental Income-	0.00		0.00	
4602	Rental Income-Other	12000.00	20076.50	15000.00	Increase based on 2022 rentals
	Subtotal Rental Income	12000.00	20076.50	15000.00	
4700	TRANSFER FUNDS				
4701	Transfer Funds	0.00	7127.00	0.00	
4703	Loan Forgiveness	0.00	0.00	0.00	
	Subtotal Transfer Funds	0.00	7127.00	0.00	
	Subtotal Income	259457.00	266308.13	269532.00	
				3223.87	
5000	EXPENSES				
5050	GENERAL EXPENSES				
5100	SALARIES & RELATED EXPENSES				
5109	SALARIES				
5110	Salary - Priest	40869.78	36899.38	45600.00	\$3800 Monthly Salary for 12 months
5110	Interim Priest /benefits	0.00	0.00	0.00	
5110	Assistant Priest	0.00	0.00	0.00	
5111	Salary - Admin. Assistant	32189.00	32,227.78	32189.00	
5112	Salary - Music Director	15600.00	15,638.98	15600.00	
5112	Salary - Musician	0.00	0.00	0.00	
5112	Salary - Youth & Child	10170.00	7,627.50	10170.00	
5113	Salary - Nursery	1500.00	0.00	1500.00	
5114	Sexton	0.00	0.00	0.00	
	Subtotal Salaries	100328.78	92393.64	105059.00	
5115	EMPLOYEE BENEFITS				
5116	Pension	12084.00	10,687.95	11105.01	9% Salary - Parish Admin
5117	Health & Life Insurance	20812.00	11352.00	12000.00	Benefits only for Parish Admin.
5118	Sunday School Director	0.00	0.00	0.00	
	Subtotal Employee Benefits	32896.00	22039.95	23105.01	

5120	ALLOWANCES				
5121	Car Allowance (Mileage)	500.00	261.25	500.00	
5122	Continuing Education	500.00	0.00	500.00	
5123	Discretionary Fund	250.00	(1636.08)	250.00	
	Subtotal Allowances	1250.00	-1374.83	1250.00	
5124	Seminarian Expense	0.00	0.00	0.00	
5130	Employer Taxes	4434.00	5658.99	4525.00	Slight Increase
	Subtotal Taxes & related Expenses	4434.00	5658.99	4525.00	
		138908.78	118717.75	133939.01	15221.26
5500	OPERATING EXPENSES				
5510	Office Supplies	500.00	447.16	500.00	
5511	Computer-Software	700.00	455.00	1700.00	New Computer Vestry Office
5512	Postage	400.00	392.80	400.00	
5513	Internet service	1550.00	1476.95	1550.00	
5514	Bank fees/Safe Deposit	60.00	54.00	60.00	
5515	Website	200.00	319.93	320.00	Price Increase for Powerchurch
5516	Communication/Publicity	600.00	268.40	600.00	
5520	UTILITIES				
5521	Electricity	5000.00	4438.00	5000.00	
5522	Gas	5500.00	5466.00	7300.00	Rate Increase
5523	Water	1200.00	1753.89	1200.00	
	Subtotal Utilities	11700.00	11657.89	13500.00	1842.11
5524	Refuse	960.00	625.60	960.00	
5540	Insurance-Property	7593.00	8364.00	8353.00	Rate Increase
5541	Insurance - Emp & Officer	359.00	293.00	359.00	
5550	Supplies-Building	1700.00	604.03	1700.00	
5560	Maintenance-Equip-Bldg	7000.00	14705.34	7000.00	
5561	Music Maintenance	300.00	200.00	300.00	
5562	Furnaces	0.00	0.00	0.00	
5563	Snow/Grass	7000.00	5340.00	7000.00	
5564	Cleaning Service	4000.00	3540.00	4000.00	
5570	Telephones	1700.00	1174.66	1700.00	
5590	Mortgage pymt--Diocese	36957.00	36956.65	42126.13	Yearly Increase
5592	Mortgage pymt/ west	0.00	0.00	0.00	

5610	Copier Lease	2500.00	2837.63	2500.00	
5620	Audit & Payroll Service	150.00	114.50	150.00	
5621	Fire Alarm Monitoring	0.00	0.00	800.00	funding moved to correct budget code
5649	Self-Study	0.00	0.00	0.00	
5650	Miscellaneous	0.00	291.58	0.00	
	Subtotal Operating	85929.00	90119.12	95578.13	

5700	PROGRAM				
5710	Altar	600.00	0.00	600.00	
5711	Worship	400.00	171.46	400.00	
5712	Justice	2000.00	1877.38	0.00	To be funded through CRIES
5720	MUSIC	0.00	0.00	0.00	
5721	Adult Choir Music	60.00	48.00	60.00	
5722	Children's Choir Music	20.00	0.00	20.00	
	Subtotal Music	80.00	48.00	80.00	

5730	EDUCATION	0.00	0.00	0.00	
5731	Christian Ed - Adult	200.00	102.47	200.00	
5732	Education Children	500.00	441.80	500.00	
5733	Education Youth	200.00	0.00	200.00	
5734	Vacation Bible School	200.00	0.00	200.00	
	Subtotal Education	1100.00	544.27	1100.00	

5735	J2A Program	0.00	0.00	0.00	
5736	Rite 13 Program	0.00	0.00	0.00	
5737	Miscellaneous	0.00	-21.32	0.00	
5750	Supply Clergy	840.00	700.00	840.00	
5750	Supply Musician	0.00	0.00	0.00	
5751	Evangelism	100.00	0.00	100.00	
5752	Hospitality	200.00	-66.00	200.00	
5753	New Member	100.00	0.00	100.00	
5754	Growth initiatives	0.00	0.00	0.00	
5755	Welcome Table	150.00	0.00	150.00	
5756	Safety and Security	884.00	726.00	175.00	
5757	Staff Development	500.00	0.00	500.00	
	Subtotal Program	6954.00	3979.79	4245.00	

	Subtotal General Expenses	231791.78	212816.66	233762.14	
5800	ASSESSMENTS				
5810	Diocesan--Assessment	25671.00	25671.00	24866.00	Slight reduction
5820	Diocesan--ECUSA Mission	0.00	0.00		
5830	Diocesan--Growth	1797.00	1797.00	1741.00	Slight reduction
	Subtotal Assessments	27468.00	27468.00	26607.00	
6000	CRIS ADVOCACY				
6010	Cries Advocacy	22487.70	22184.78	23195.20	
6011	Parish Emergency Fund	0.00	0.00	0.00	
	Subtotal Cries Advocacy	22487.70	22184.78	23195.20	
6200	SEARCH				
6210	Search Expense	0.00	0.00	0.00	
	Subtotal Expenses	281747.48	262469.44	283564.34	21094.90
	Income less Expenses	-22290.48	3838.69	-14032.34	

Rental Rate Increases (Recommended as of January 2023)

	Current	Suggested
Deposits	\$100	\$200
Social Hall	\$300	\$400
Use of AV equip	\$130	\$200
Narthex	\$50	\$75
Nursery	\$50	\$100
Sanctuary	\$200	\$300
Main floor	\$450	\$600
Indoor chapel	\$50	\$100
Outdoor chapel	\$75	\$125
Library	\$50	\$75
Classroom	\$40	\$50
Game room	\$40	\$60
Music room	\$40	\$60
Lower Level	\$125	\$175

- The Annual Parish Meeting has been set for Sunday, January 22, 2023 at 10:00a, following a joint worship service at 9:00a.
- Following the Vestry's December 2022 meeting, Sean Sweeney resigned his position on the Vestry and all other commitments at St. Brendan's. His seat on the Vestry remains unfilled as of this report.
 - In the interim, Daniel May has taken over streaming our worship services until a more permanent solution can be implemented.
- The Vestry Nominating Committee has selected Tom Waseleski, Dan Moore, and Sandy Nagy as the nominees to replace those vestry members whose terms end in Jan. 2023 (Cameron Grosh, Donna Aiello, and Mary Bertucci).
 - Two incomplete terms, each with one (1) year remaining, will need to be filled as well. The Vestry should determine, at it's January 2023 meeting, whether these positions should be filled by appointment or by election at the Annual Parish Meeting.
- The Diocese has granted St. Brendan's \$40,000 towards our roof replacement project. The Roof Committee will meet in the coming week to discuss the bids we've received and how much money will need to be raised/allocated by St. Brendan's to complete the project.
- St. Brendan's continues its search for a Children and Youth Coordinator and Nursery Director.
 - In the interim, Saundy Waseleski, Allison Kline, and Annemarie Malbon continue to oversee Children & Youth and nursery needs and have put out a call for additional volunteers to help them do so.
- The terms of two (2) of St. Brendan's deputies to Diocesan Convention expire in June of this year (Joyce Donadee and Cameron Grosh) and will need to be filled, either by re-election of the current deputy, or by the election of a new deputy.
 - St. Brendan's remaining deputies are Ralph Tajak (term ends June 2024; appointed to unexpired term), and Anne Semmler (term ends June 2025).
 - St. Brendan's [currently only] alternate deputy is Dean Peters.
- The Vestry has initiated a project to codify the roles of each oversight area. This will help to make future transitions on the Vestry more efficient and allow future vestry members to step into their roles more quickly with less of a learning curve.

Junior Warden Report
January, 2023

During the freezing spell I went to the church twice a day to run water through the pipes and check that they were not freezing.

On December 26 a sprinkler head in the office hallway ceiling burst and caused a minor flood. We had a plumber come in because initially we thought a pipe had burst. However, we also had to contact ABC and have a company that works on sprinkler heads come in and replace that one. I have spoken with the insurance adjuster and he indicated that he believes the all of the carpeting in that hall, the library, vestry office, and Katie's office will need to be replaced. I have a meeting with him scheduled for Jan 12, and will have more definite information after that.

The furnace in Zone 7 - the area right by the library - failed to function, and I had Climate Systems come in. They replaced a pressure switch. I asked if it could be related to the freezing weather since we have already begun an insurance claim on the damage from the burst sprinkler head, but they said it was worn out so we can't add that to our insurance claim.

One handicapped parking sign on a pole for the parking lot was missing and the other was worn and faded, so I replaced both of the those and mounted them on coated poles that should not rust as easily.

The roof committee will be meeting tomorrow evening to compare the estimates line by line and determine the extent of the work we need done. There was a recommendation that we consider realignment of the gutters.

Respectfully submitted,
Ruth Horton

Adult Education – 2022 year summary

The year 2022 started with three Bible study groups – Bible Lite was facilitated by John Appeldorn and met on Monday afternoon. This group shared their reflections on the **Acts of the Apostles** and ended in May. Deacon Darrell has conducted an ongoing Bible study group throughout the year and it meets on Tuesday mornings. The group started with a study of the **Gospel of Luke** and is currently studying the **Gospel of John**. Mother Julie conducted a group on Wednesday evening and reviewed the **Act of the Apostles** with Mother Julie providing some of the historical setting for the passages being considered each week. This group ended in the early summer.

The year also started with the group **Modern Episcopalians** being facilitated by Gary Landrio and studying the book entitled *The Episcopal Handbook*. The group finished studying this book in June and the group then took a break in order to explore future options. This group resumed meeting in September and has been facilitated by John Appeldorn since resuming. They are currently meeting on Monday mornings and are studying the book entitled *Your Faith, Your Life: abb invitation to the Episcopal Church* by Jennifer Gamber and Bill Lewwillis.

In September Mother Robin formed a Bible study group which meets on Wednesday evenings. They have been studying *How the Bible came to Be*. The group has been on a break since early December and plans to resume in February.

When Mother Robin's group resumes we will have three adult education programs active. Other possible offerings are presently being explored.

OUTREACH REPORT: January 2023

JUSTICE MINISTRY:

- Meeting: The Justice Ministry meeting will be held on January Tuesday, January 10 at 7pm. All are invited. Activities for 2023 will be planned. Among other things, we will be discussing how we can support the Neighborhood Resilience Project and a project to help homeless in Pittsburgh.
- 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. Email Katie for the zoom link.

ESL:

ESL held a successful in-person Christmas part at our church. Two of the husbands of students attended and all had a great time.

One of the students wants to volunteer at church in the nursery. The students are very impressed with all of the volunteer work that we do and want to pay back by volunteering in the future.

MIRYAM'S MEALS:

Forty lunches plus afternoon snacks will continue to be provided for women at two facilities at Bethlehem Haven. They will be delivered on the fourth Monday of every month.

FOOD BANKS:

For whatever reason, we have not had donations for the food banks over the Christmas holidays. A blurb will be placed in the Navigator reminding parishioners that donations are needed.

ADOPT-A-HIGHWAY:

Date for next clean up will be set up in February for sometime in March.

CRIES: CRIES distributions for December/January will be reported on the next Vestry report:

Donna Aiello
1.7.22