

# St. Brendan's Episcopal Church Vestry Meeting

April 10, 2023

(not yet approved)

—

NOTE: This meeting was held [live/via Google teams/etc.]

## Attendees

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

## Agenda

### Opening and Prayers

- Senior Warden Tom Waseleski opened the meeting at 6:31pm.
- Neil offered the opening prayer.

### Minutes Approval

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

### Action/Discussion Items

- Roof Appeal Update and April 16 Closeout
  - Appeal ends Sunday, April 16. So far \$51,000 raised.

- Kenyon Roofing began work today, April 10, 2023.
- Parking Lot Rehabilitation
  - Surplus roof appeal will hopefully go toward repairing the parking lot. Tim prepared a grant application to pair with the leftover funds. The Vestry reviewed and discussed the grant application.
    - Neil noted that the grant application and the newly prepared parochial report show a significant loss in reported active parishioners. Tom explained that he and Katie sat down to tally numbers. The previous year's numbers were likely inflated by livestream numbers since we had people watching from around the country. The new number is a more accurate picture for our current state.
    - Kate moves to approve and submit the grant application. Neil seconds. Unanimous vote to approve. Grant application approved.
  - Dan has gathered 5 bids: 3 that were about \$58K, one was \$110K, one received today (a recommendation from a member) is \$42,500. That one said we could do \$24K if we don't mill the top. He said they didn't think we needed to do it. Warranty doesn't change. Still will have 1.5 inch compacted asphalt on top. Vestry will need to decide if we want the lot milled or just topcoated. Painting the lines is included in prices. Only one bid mentioned replacing the concrete at the tops of spots. For those that don't include it, it will likely cost around \$4K.
  - Ruth reminded the Vestry that we will need 3 handicap spots and one must be van accessible.
- Update on Work Following Water/Mold Damage - Ruth
  - By the end of the week, the counter should arrive. New carpet in the social hall should be completed by Friday.
  - We will need to determine which furniture to keep and which to re remove. We can use some of the leftover money from the insurance payout for replacing furniture.
- Vestry Consideration of Audit Committee Members - Lauren

- Every year, St. Brendan's is required to complete an internal audit of the budget and finances. We are required to submit the names of parishioners who will make up the committee this month (the actual audit will occur later this year). Audit Committee members are voted on and approved by the Vestry. We have three candidates who have offered to join the committee, pending our approval:
  - Mary Bertucci
  - Kevin Boyd
  - Richard Munsch
- John puts forward a motion to approve Mary Bertucci, Kevin Boyd, and Richard Munsch as members of the 2023 audit committee. Ruth seconds. Unanimous vote to approve. **ACTION ITEM:** Lauren will inform the committee members as well as Roger.
- Lent/Holy Week/Easter Wrap-Up
  - The Easter Sunday 10am headcount was 92; Saturday night was 25; 8am was 22.
  - **ACTION ITEM:** Neil will connect with Mtr. Robin for the post script to talk about the services. (Tom noted that on Saturday night there was music from a renter downstairs. The congregation could hear the drumming.)
- Update on Nursery Coordinator Hire
  - Liz McDonald, Kate's sister, was hired. She has strong credentials and professionally works in childcare. She will start April 16, 2023.
  - Tom and Annemarie will get Liz acclimated and help her meet the parish's parents.
- Update on Youth Ministry Coordinator Vacancy
  - No applicants. Deadline is April 15. After April 15, we will remove it from the website for a rest, then determine next steps to fill this position..
- Bishop Ketlen Solak's Visit April 23
  - Tom and Mtr. Robin will attend a Zoom meeting with the Bishop on April 20.
  - **ACTION ITEM:** Tom will ask Mtr. Robin if the Bishop plans to attend the 8am service as well.
  - **ACTION ITEM:** Tom will find out when the Vestry is scheduled to meet with the Bishop.
- April 27 Zoom Requested by Diocesan Treasurer on Future of St. Brendan's Loan
  - Treasurer will meet with Roger, Tom and Mtr. Robin. Annalisa, who is a member of the trustees, will have trustees meeting on the 18th. She has offered to brief us before our meeting with the diocese.

- Between the assessment and our loan payment this year, 25-26% of our operating budget goes to the diocese. We could do a lot more evangelism not just in this community, but Beaver and Butler counties, which don't have episcopal churches.
- Dan pointed out that what we are paying to the diocese is both mortgage and the assessment, so it's not all mortgage. We shouldn't focus on the percentage we are paying to the diocese because it's not a true reflection of the mortgage percentage.
  - Assessment payout: \$25K. Growth Fund payout: \$1700. Mortgage for this calendar year will be \$42,126.
  - Our appeal: With funds we currently have to direct to the mortgage, we could do much more work in our church and community:
    - Outreach to Beaver County and Butler County, where there are no Episcopal churches.
    - Building out the youth program to attract younger people. (Our numbers of people coming are highly skewed to 60+ years.)

## Area of Responsibility Reports

- Priest-in-Charge (Mother Robin) - see attached
- Senior Warden (Tom) - see attached
- Junior Warden (Dan)
  - Dan noted the incredible number of people who showed up for clean up day.
  - Ruth: Steve wanted to ask about Vestry approval to dismantle the outdoor chapel. He is concerned about liability. Benches are termite ridden.
    - The Vestry discussed this issue and determined that we need an assessment of the area to determine exactly what is still usable, what's termite-ridden, etc. **ACTION ITEM:** Dan will look into getting this area assessed.
    - Vestry also agreed that for now we can install signage that warns, "Area Under Repair. No Trespassing." **ACTION ITEM:** Dan will work on putting up signs.

- The Vestry also discussed the need to determine if and how we want to use that space in the future. It may not be a viable financial decision to resurrect an outdoor chapel that is only used a handful of times. Perhaps it could be a meditative space, a space for events/youth group gatherings. We need to do some research in what St. Brendanites would like.
- Adult Formation (John) - see attached
  - John discussed some ideas for adult education, including a written document to explain the steps we take during services and sacramental education for adults during the Vacation Bible School.
  - Tom mentioned that Mtr. Robin intends to do something with food and refreshment on Wednesdays. **ACTION ITEM:** John will speak to Mtr. Robin about her thoughts on this.
- Clerk/Finance (Lauren) - see attached
  - Roger will come next month to discuss his recommendations.
- Communications/Tech (Sandy) - see attached
  - The new Orbi in Mtr. Robin's office is working very well.
  - Website updates: Kelli and Annemarie are willing to continue this work.
  - Facebook: Annemarie suggested getting more people involved so the load is shared and we can be more active on this page.
  - Discussed Facebook vs Instagram and other social platforms. Ultimately people will go to the website first if they want to learn about St. Brendan's. We need to make sure that's updated.
  - We discussed posting photos of St. Brendanites, particularly children.  
**ACTION ITEM:** Sandy will find out if the diocese has any set rules around posting people's photos to social media.
- Fundraising/Membership (Chris) - see attached
  - Vestry agreed that the Vestry person in charge can stand in the narthex and act as a greeter.
- Outreach/Children & Youth (Ruth) - see attached
- Inreach/Hospitality (Kate) - see attached

- Right now we have about 10 individuals/couples we can rotate through for hospitality. Kate put together a schedule for the next 3 months.
- Kate noted that she would like to arrange a social activity for the church. Ideas:
  - Drive in movie night in the parking lot.
  - Game night.
  - Mini golf outing
- **ACTION ITEM:** Kate will explore some prices and availability for food trucks to host an event at St. Brendan's.
- Worship (Neil) - see attached
  - Neil asked about ways to provide more connectivity between the 8am and 10am churchgoers.
    - Kate talked again about holding a hospitality hour between the 8 and 10am services a couple of times per year.
    - **ACTION ITEM:** Kate will look into possibilities in the calendar.
  - **ACTION ITEM:** Tom requested that Neil look into ways to have 3-5 large print books in the back instead of just one.

## Other Business

- Vestry Tracking Sheet (Lauren) - How to use
  - Vestry discussed how to use the Vestry Tracking Sheet going forward. Vestry agreed that Lauren will call out the action items from the minutes at the bottom of the minutes, and also include it in the email with the minutes when they go out. Each Vestry member will then put in their reports if they completed their action items.
- Finance to diocese
  - **ACTION ITEM:** Tom will look into the formula for the assessment. Want to know how that's going to be affected with the lower numbers.

## Closing

### Adjournment

- Neil offered the closing prayer.
- The meeting was adjourned at 8:17pm.

Respectfully submitted,

Lauren Ramakrishna

**Next Meeting: May 8, 2023 at 6:30pm**

#### Overview of Action Items

##### **Tom**

- Ask Mtr. Robin if the Bishop plans to attend the 8am service as well.
- Find out when the Vestry is scheduled to meet with the Bishop during her visit.
- Look into the formula for the assessment to determine how our lower numbers will affect it.

##### **Lauren**

- Inform the Audit Committee members and Roger about Vestry's approval.

##### **Neil**

- Connect with Mtr. Robin to discuss the Lent/Holy Week/Easter services—how it went, lessons learned, etc.
- Look into ways to have 3-5 large print books in the back instead of just one.

##### **Dan**

- Get the outdoor chapel area assessed for damages to benches, needs, etc.
- Put a sign near the outdoor chapel that warns, "Area Under Construction. No Trespassing."

**John**

- Talk to Mtr. Robin about her plans to hold events on Wednesday evenings.

**Sandy**

- Find out if the diocese has any set rules around posting people's photos to social media

**Kate**

- Explore prices and availability of food trucks for a possible social gathering.
- Explore calendar possibilities for a hospitality hour between 8am and 10am



## St. Brendan's Priest-In-Charge Report for March (submitted April 9, 2023) (Summary)

### *Pastoral*

- LEV ministry will need an overhaul with the illness of Joyce Donedee.
- Lots of new visitors. Chris and Donna have set up a really wonderful "system" for connecting with folks and making them feel welcome.
- Compline Wednesday March 8 – 16 for dinner and Compline went very well.
- Office hours going forward: Wednesday 2-6. Thursday 11-3.
- Church Office visits for March: 7
- Home/communion visits: Mark Shoemaker, Bill Spoonhoward, Susan Shields.
- Phone visits: Joyce and Libby.
- Beginning a discernment committee for Ralph Tajak.

### *Liturgical*

- Working on liturgy for Bishop's visit/ Will she come at both services, etc. TBA
- Palm Sunday, Holy Week and Easter Sunday a great success. Meeting to be scheduled late this week with worship committee on de-brief from this year and beginning planning for next year.
- Huge thank you to: Annemarie, Saundy, Alison, and Anelisa for their work in making Palm Sunday, Holy Week and Easter a blessed one! Hosanna to the Altar Guild for all of their help and support.

### *Administrative*

- Regular meetings with the Senior Warden continue.
- Sheduling a meeting with John A. for next steps in Adult Formation classes.
- Scheduling a liturgical rehearsal for the Bishop's visit. Lots of moving pieces, but it will come together. Baptism: Jacob Hill. Confirmation: Avery Kline and Zoe Boyd. Reception: Susan Shields.
- Still looking for a Children and Youth Minister
- Liz MacDonald has accepted the position of Nursery Coordinator. Begins April 16.

Mtr Robin

## Senior Warden's Report April 10, 2023

Since our last meeting, I've had meetings with Mother Robin and Kenyon Roofing.

The church had two applicants for **Nursery Coordinator**, both of whom were interviewed by Mother Robin; parishioner Annemarie Malbon took part in one of the interviews. Liz MacDonald was offered the job and she accepted. Her start date is April 16.

The six-member **Bylaws Committee**, chaired by Michael Donadee, met via Zoom on March 22.

More specifically, in the last month, I:

- Met formally with **Mother Robin** on March 15 and March 29. Among the topics discussed were: the need to schedule and complete interviews with the two applicants for the nursery coordinator position; the continued importance of pastoral visits to parishioners who are ill or otherwise unable to come to church;

- Had a phone conversation on March 16 with members **Bob and Jen Mankowski** on their interest in improving the website and Facebook page and perhaps simplifying access so that others can be helpful in posting updates. Followed that with calls to **Annemarie Malbon and Kelli Cerra**, who currently post updates and make changes to the website and Facebook, to tell them that Bob and Jen would be seeking info on how our sites work. Both were agreeable to share info and said they wanted to improve St. Brendan's social media impact.

- Met on March 17, along with Dan Moore, Roger Botti, Ruth Horton and Mike Wick, with Bryan Kenyon of **Kenyon Roofing** regarding the roof project. Bryan said the work will begin sometime after Easter, not take place on Sundays, involve about 10 total construction days and take place between sunrise and sunset.

- Worked with Katie Cervone, parish administrator, on April 4 to complete parts of the annual **Parochial Report** for the diocese.

- Called Molly, the **Tedco** crew leader, on April 4 for an update on its last phase of work on the water/mold damage restoration.

- **Emptied social hall** of tables, chairs and waste cans on April 9 in preparation for replacement of carpeting as part of water/mold damage remediation.

- Had **news briefs** on St. Brendan's activities published in four weekly editions of the Sewickley Herald, plus a list of our Holy Week service times in the Sewickley Herald and North Allegheny Journal.

\*\*\*\*\* 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

April 2023 Meeting  
(March 2023 Numbers)

### THE BOTTOM LINE

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

### INCOME

#### TOTAL INCOME

- March 2023 total income: **\$23,269.16**
- YTD 2023 total income: **\$81,406.75**
- YTD Budget Difference: **\$14,023.78** more than target budget

#### CONTRIBUTIONS

- March contributions totaled **\$21,384.91**
- YTD contributions are **\$69,864.07**, a net positive of **\$11,876.08** against the YTD budget.

#### FUNDRAISING

- March 2023 fundraising earnings (after expenses): **\$94.25**
- YTD 2023 total fundraising income: **\$6,381.41**
- YTD Budget Different: **\$756.44** more than target budget

#### RENTALS

- March rental income totaled **\$1,800.00**
- YTD rental income is **\$5,160.00**, a net positive of **\$1,410.00** against the YTD budget.

### EXPENSES

#### TOTAL EXPENSES

- March 2023 total expenses: **\$13,012.24**
- YTD total expenses: **\$58,371.91** which is under budget for the year by **\$12,519.17**.

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

- Pension: **\$236.49**
- Office Supplies: **\$236.49**
- Computer Software: **\$29.99**
- Electricity: **\$68.73**
- Gas: **\$41.01**
- Water: **\$247.27**
- Insurance–Property: **\$114.26**

- Maintenance-Equip-Bldg: **\$1,082.63**
- Music Maintenance: **\$333**
- Copier Lease: **\$53.64**
- Audit & Payroll Service: **\$9.45**
- Misc.: **\$80.00**

### **AUDIT COMMITTEE MEMBERS**

Every year, St. Brendan's is required to complete an internal audit of the budget and finances. We are required to submit the names of parishioners who will make up the committee this month (the actual audit will occur later this year). Audit Committee members are voted on and approved by the Vestry. We have three candidates who have offered to join the committee, pending our approval:

- Mary Bertucci
- Kevin Boyd
- Richard Munsch

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

#### **“Recommendations**

**1-** The restricted passbook savings accounts totaling \$81,255 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 an \$200 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.

**2-** The remaining savings account of \$53,959 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%.

**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.

**4-** The youth checking account totaling \$5085 should be closed and the funds moved to a Designated Fund account. The funds will still be held separate, and checks will be written from the main account. The youth checking account has written 5 checks in the last five years. There is not a need for a separate checking account.

**5-** The PCCD checking account totaling \$744 should be closed. The funds should be transferred to the main account. The grant is complete.

**6-** The KeyBank checking account totaling \$1000 should be closed. The funding should be transferred to Rev, Jarrel'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. Jarrel.

**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 and professional decorum 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. Our day-to-day operations will remain at Westview Savings at this time.

In regard to closing multiple accounts, the Audit Committee has recommended closing accounts not used on a routine basis several times during past audits.

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.

The changes recommended above, if approved, will occur over the next couple of months.”

BANK	Checking	Savings	Money Market	CD Rate	CD Term	CD Rate	CD Term	CD Rate	CD Term
Westview Savings Bank	0.01%	0.02%	0.20%	2.25%	9m	3.25%	12m	3.5%	15m
Key Bank*	0.00%	2.25%	2.00%	3.50%	13m				
First National Bank	0.00%	0.05%	0.61%	3.00%	7m	4.00%	13m		
Northwest Savings Bank	0.00%	0.01%	0.22%	4.35%	9m	4.00%	12m		

Respectfully submitted,  
Lauren Ramakrishna

## Finance Report 4/10/2023

### Recommendations

- 1- The restricted passbook savings accounts totaling \$81,255 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 an \$200 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.
- 2- The remaining savings account of \$53,959 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%.
- 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.
- 4- The youth checking account totaling \$5085 should be closed and the funds moved to a Designated Fund account. The funds will still be held separate, and checks will be written from the main account. The youth checking account has written 5 checks in the last five years. There is not a need for a separate checking account.
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### Justification

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In regard to closing multiple accounts, the Audit Committee has recommended closing accounts not used on a routine basis several times during past audits.

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.

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

Bank	Checking		Savings		Money Market		CD		CD		CD	
	Rate	Term	Rate	Term	Rate	Term	Rate	Term	Rate	Term	Rate	Term
Westview Savings Bank	0.01%		0.02%	9 months	0.20%	2.25%	3.25%	12 months	3.50%	15 months		
	0.00%		2.25%	13 months	2.00%	3.50%						
First National Bank	0.00%		0.05%	7 months	0.61%	3.00%	4.00%	13 months				
Northwest Savings Bank	0.00%		0.01%	9 months	0.22%	4.35%	4.00%	12 months				

\*Promotional Rate for 6 months on savings and money market. Variable rate after 6 months

All banks have local offices



	Current Year
<b>ASSETS</b>	
Checking Main-WVS	\$199,770.31
Checking - Cries - WSB	2,814.44
Checking-Altar Guild-WSB	1,845.41
Checking-PCCD Grant	744.01
Checking - Youth - WSB	5,085.27
Checking - Key Bank.	1,000.00
<b>SAVINGS ACCOUNTS</b>	
Passbook-Gen'l Fund - WSB	53,959.51
Passbook-Parish EmerFd-WS	10,077.18
Subtotal Savings Accounts	64,036.69
RESTRICTED ACCOUNT	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	3,959.50
Subtotal Assets	369,681.34
<b>TOTAL ASSETS</b>	<b>\$369,681.34</b>
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
Designated Funding	
DF - Altar Flowers	\$1,721.76
DF - Community of Hope	204.02
DF - Justice	2,363.96
DF - Rental Deposit	190.00
DF - Memorial Garden	1,995.36
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 & Family	23,669.21
DF - ESL	1,980.44
DF -Roof Replacement Fun	76,084.32
Subtotal Designated Funding	151,943.15
<b>TOTAL LIABILITIES</b>	<b>151,943.15</b>
<b>FUND BALANCE</b>	
Fund Balance	\$217,738.19
<b>TOTAL FUND BALANCE</b>	<b>217,738.19</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$369,681.34</b>

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

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	Current Year
<b>ASSETS</b>	
Checking Main-WVS	\$199,770.31
Checking-PCCD Grant	744.01
Checking - Key Bank.	1,000.00
<b>SAVINGS ACCOUNTS</b>	
Passbook-Gen'l Fund - WSB	53,959.51
<b>RESTRICTED ACCOUNT</b>	
OTHER ASSETS	677.85
Unsold Gift Cards	3,959.50
<b>Subtotal Assets</b>	260,111.18
<b>TOTAL ASSETS</b>	\$260,111.18
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
<b>Designated Funding</b>	
DF - Altar Flowers	\$1,721.76
DF - Community of Hope	204.02
DF - Justice	2,363.96
DF - Rental Deposit	190.00
DF - Memorial Garden	1,995.36
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 & Family	23,669.21
DF - ESL	1,980.44
DF -Roof Replacement Fun	76,084.32
<b>Subtotal Designated Funding</b>	151,943.15
<b>TOTAL LIABILITIES</b>	151,943.15
<b>FUND BALANCE</b>	
Fund Balance	\$108,168.14
<b>TOTAL FUND BALANCE</b>	108,168.14
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$260,111.29

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

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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	\$20,220.69	\$66,386.41	\$53,238.00	\$13,148.41	\$212,952.00
Pledge - Past Period	0.00	0.00	249.99	(249.99)	1,000.00
Voluntary Giving	895.22	2,592.66	3,249.99	(657.33)	13,000.00
Plate	269.00	870.00	1,250.01	(380.01)	5,000.00
Special Offering	0.00	15.00	0.00	15.00	0.00
<b>Subtotal Contributions - Operating</b>	<b>21,384.91</b>	<b>69,864.07</b>	<b>57,987.99</b>	<b>11,876.08</b>	<b>231,952.00</b>
<b>FUNDRAISING &amp; EVENTS</b>					
<b>FUND RAISING</b>					
Hol. Arts & Craft Income	0.00	100.00	2,499.99	(2,399.99)	10,000.00
<b>GIFT CARDS</b>					
Gift card sales	1,890.00	3,765.00	11,250.00	(7,485.00)	45,000.00
Cost of gift cards sold	(1,795.75)	(3,568.75)	(10,625.01)	7,056.26	(42,500.00)
<b>Subtotal Gift Cards</b>	<b>94.25</b>	<b>196.25</b>	<b>624.99</b>	<b>(428.74)</b>	<b>2,500.00</b>
<b>OTHER FUNDRAISING</b>					
Other fundraising income	0.00	6,396.61	2,499.99	3,896.62	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>2,499.99</b>	<b>3,585.17</b>	<b>10,000.00</b>
<b>Subtotal Fundraising &amp; Events</b>	<b>94.25</b>	<b>6,381.41</b>	<b>5,624.97</b>	<b>756.44</b>	<b>22,500.00</b>
<b>INVESTMENT INCOME</b>					
Bank Interest	0.00	1.27	20.01	(18.74)	80.00
<b>RENTAL INCOME</b>					
Rental Income-Other	1,800.00	5,160.00	3,750.00	1,410.00	15,000.00
<b>TOTAL INCOME</b>	<b>23,279.16</b>	<b>81,406.75</b>	<b>67,382.97</b>	<b>14,023.78</b>	<b>269,532.00</b>
<b>EXPENSES</b>					
<b>GENERAL EXPENSES</b>					
<b>SALARIES&amp;RELATED EXPENSE</b>					
<b>SALARIES</b>					
Salary - Priest	\$0.00	\$7,591.32	\$11,400.00	\$3,808.68	\$45,600.00
Salary - Admin. Assistant	1,000.00	6,274.15	8,047.26	1,773.11	32,189.00
Salary - Music Director	0.00	2,591.32	3,900.00	1,308.68	15,600.00
Salary-Youth & Child Coor	0.00	0.00	2,542.50	2,542.50	10,170.00
Salary - Nursery	0.00	0.00	375.00	375.00	1,500.00
<b>Subtotal Salaries</b>	<b>1,000.00</b>	<b>16,456.79</b>	<b>26,264.76</b>	<b>9,807.97</b>	<b>105,059.00</b>
<b>EMPLOYEE BENEFITS</b>					
Pension	1,004.25	3,012.75	2,776.26	(236.49)	11,105.00
Health & Life Insurance	0.00	2,000.00	3,000.00	1,000.00	12,000.00
<b>Subtotal Employee Benefits</b>	<b>1,004.25</b>	<b>5,012.75</b>	<b>5,776.26</b>	<b>763.51</b>	<b>23,105.00</b>
<b>ALLOWANCES</b>					
Car Allowance (Mileage)	0.00	0.00	125.01	125.01	500.00
Continuing Education	0.00	0.00	125.01	125.01	500.00
Discretionary Fund	0.00	0.00	62.49	62.49	250.00

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

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Subtotal Allowances	0.00	0.00	312.51	312.51	1,250.00
Employer Taxes	0.00	754.05	1,131.24	377.19	4,525.00
Subtotal Salaries&related Expense	2,004.25	22,223.59	33,484.77	11,261.18	133,939.00
<b>OPERATING EXPENSES</b>					
Office Supplies	120.98	129.65	125.01	(4.64)	500.00
Computer-Software	455.00	455.00	425.01	(29.99)	1,700.00
Postage	0.00	0.00	99.99	99.99	400.00
Internet service	125.00	375.00	387.51	12.51	1,550.00
Bank fees/Safe Deposit	0.00	4.00	15.00	11.00	60.00
Website	0.00	0.00	80.01	80.01	320.00
Communication/Publicity	0.00	0.00	150.00	150.00	600.00
<b>UTILITIES</b>					
Electricity	408.32	1,318.74	1,250.01	(68.73)	5,000.00
Gas	622.00	1,866.00	1,824.99	(41.01)	7,300.00
Water	62.82	547.27	300.00	(247.27)	1,200.00
Subtotal Utilities	1,093.14	3,732.01	3,375.00	(357.01)	13,500.00
Refuse	62.35	190.05	240.00	49.95	960.00
Insurance-Property	0.00	2,202.50	2,088.24	(114.28)	8,353.00
Insurance - Emp & Officer	0.00	0.00	89.76	89.76	359.00
Supplies-Building	58.46	224.07	425.01	200.94	1,700.00
Maintenance-Equip-Bldg	846.29	2,832.62	1,749.99	(1,082.63)	7,000.00
Music Maintenance	48.00	408.00	75.00	(333.00)	300.00
Snow/Grass	0.00	991.00	1,749.99	758.99	7,000.00
Cleaning Service	295.00	885.00	999.99	114.99	4,000.00
Telephones	82.51	247.53	425.01	177.48	1,700.00
Mortgage pymt--Diocese	3,003.81	9,378.15	10,531.50	1,153.35	42,126.00
Copier Lease	226.21	678.63	624.99	(53.64)	2,500.00
Audit & Payroll Service	0.00	46.95	37.50	(9.45)	150.00
Fire Alarm Monitoring	0.00	0.00	200.01	200.01	800.00
Miscellaneous	30.00	80.00	0.00	(80.00)	0.00
Subtotal Operating Expenses	6,446.75	22,860.16	23,894.52	1,034.36	95,578.00
<b>PROGRAM</b>					
Altar	0.00	0.00	150.00	150.00	600.00
Worship	13.50	36.51	99.99	63.48	400.00
<b>MUSIC</b>					
Adult Choir Music	0.00	0.00	15.00	15.00	60.00
Children's Choir Music	0.00	0.00	5.01	5.01	20.00
Subtotal Music	0.00	0.00	20.01	20.01	80.00
<b>EDUCATION</b>					
Christian Ed - Adult	0.00	0.00	50.01	50.01	200.00
Education Children	0.00	0.00	125.01	125.01	500.00
Education Youth	0.00	0.00	50.01	50.01	200.00
Vacation Bible School	0.00	0.00	50.01	50.01	200.00
Subtotal Education	0.00	0.00	275.04	275.04	1,100.00
Supply Clergy	0.00	0.00	210.00	210.00	840.00
Evangelism	0.00	0.00	24.99	24.99	100.00

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

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	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference	Annual Budget
Hospitality	(3.00)	(69.00)	50.01	119.01	200.00
New Member	0.00	0.00	24.99	24.99	100.00
Welcome Table	0.00	0.00	37.50	37.50	150.00
Safety and Security	195.00	195.00	43.74	(151.26)	175.00
Staff Development	0.00	0.00	125.01	125.01	500.00
<b>Subtotal Program</b>	<b>205.50</b>	<b>162.51</b>	<b>1,061.28</b>	<b>898.77</b>	<b>4,245.00</b>
<b>Subtotal General Expenses</b>	<b>8,656.50</b>	<b>45,246.26</b>	<b>58,440.57</b>	<b>13,194.31</b>	<b>233,762.00</b>
<b>ASSESSMENTS</b>					
Diocesan—Assessment	2,072.17	6,216.51	6,216.51	0.00	24,866.00
Diocesan—Growth	145.08	435.24	435.24	0.00	1,741.00
<b>Subtotal Assessments</b>	<b>2,217.25</b>	<b>6,651.75</b>	<b>6,651.75</b>	<b>0.00</b>	<b>26,607.00</b>
<b>CRIS ADVOCACY</b>					
Cris Advocacy	2,138.49	6,473.90	5,798.76	(675.14)	23,195.00
<b>TOTAL EXPENSES</b>	<b>13,012.24</b>	<b>58,371.91</b>	<b>70,891.08</b>	<b>12,519.17</b>	<b>283,564.00</b>
<b>EXCESS INCOME/EXPENSES</b>	<b>\$10,266.92</b>	<b>\$23,034.84</b>	<b>(\$3,508.11)</b>	<b>\$26,542.95</b>	<b>(\$14,032.00)</b>

March 2023

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	97,901.22	0.00	23,279.16	13,012.24	0.00	108,168.14
02 - CRIES	2,066.66	0.00	0.00	(747.67)	0.00	2,814.33
03 - CAPITAL IMPROVEMENT	6,296.51	0.00	0.00	0.00	0.00	6,296.51
04 - ALTAR GUILD FUND	1,822.41	0.00	170.00	147.00	0.00	1,845.41
05 - YOUTH FUND	5,085.27	0.00	0.00	0.00	0.00	5,085.27
07 - SCHOLARSHIP FUND	9,170.66	0.00	0.00	0.00	0.00	9,170.66
08 - MORTGAGE FUND	18,060.20	0.00	0.00	0.00	0.00	18,060.20
11 - MEMORIAL GARDEN BURIAL	2,091.00	0.00	0.00	0.00	0.00	2,091.00
15 - PARISH EMERGENCY FUND	10,077.18	0.00	0.00	0.00	0.00	10,077.18
18 - MUSIC FUND	2,561.60	0.00	0.00	0.00	0.00	2,561.60
19 - VA - VESTRY CONTINGENCY	43,833.38	0.00	0.00	0.00	0.00	43,833.38
21 - VA - YARD SALE SURPLUS	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>206,700.60</b>	<b>0.00</b>	<b>23,449.16</b>	<b>12,411.57</b>	<b>0.00</b>	<b>217,738.19</b>

**St. Brendan's Episcopal Church  
Account Activity, March 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>49,222.01</b>
CONTRIB.	CO	03/05/2023	March 2023	Contributions 03/05/2023 - Roof Replacement Fund		50.00
CONTRIB.	CO	03/07/2023	March 2023	Contributions 03/07/2023 - Roof Replacement Fund		6,000.00
CONTRIB.	CO	03/07/2023	March 2023	Contributions 03/07/2023 - Roof Replacement Fund		100.00
CONTRIB.	CO	03/08/2023	March 2023	Contributions 03/08/2023 - Roof Replacement Fund		9.41
4721	AP	03/09/2023	March 2023	T-Austin - Roof appeal expense	580.10	
CONTRIB.	CO	03/12/2023	March 2023	Contributions 03/12/2023 - Roof Replacement Fund		200.00
CONTRIB.	CO	03/15/2023	March 2023	Contributions 03/15/2023 - Roof Replacement Fund		4,250.00
4725	AP	03/17/2023	March 2023	Kenyon Roofing - Gutters	8,000.00	
CONTRIB.	CO	03/21/2023	March 2023	Contributions 03/21/2023 - Roof Replacement Fund		1,975.00
JE5941	GE	03/21/2023	March 2023	Deposit - Diocesan down payment		22,333.00
CONTRIB.	CO	03/28/2023	March 2023	Contributions 03/28/2023 - Roof Replacement Fund		525.00
				Subtotal	8,580.10	35,442.41
				DF -Roof Replacement Fun		76,084.32
				<b>Current Balance</b>		<b>76,084.32</b>
				<b>Total Debits &amp; Credits</b>	<b>8,580.10</b>	<b>35,442.41</b>

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

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Reference	Jrnl Date	Month	Description	Debit	Credit
01-2210-014	DF - Water Damage 2022				
			<b>Beginning Balance</b>		<b>(177.50)</b>
JE5924	GE 03/07/2023	March 2023	Deposit - Insurance check from Dioc		41,018.43
					<b>Subtotal</b>
			DF - Water Damage 2022		41,018.43
					<b>Current Balance</b>
					40,840.93
			<b>Total Debits &amp; Credits</b>	<b>0.00</b>	<b>41,018.43</b>



## Adult Education – April 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. This book explores the sacred promises we made in our Baptism and how we live out those promises in today's society. The start date will depend on when the books will be available. John has ordered a dozen copies.

### *Possible options for further education offerings*

I have not been able to meet with Mother Robin recently due Holy Week services and preparation for those services. I have reviewed a couple of books and study guides by N.T. Wright who is the former Bishop of Durham in the Church of England and the chair of New Testament and Early Christianity at the School of Divinity at the University of St. Andrews. One book and study guide is entitled *Surprised by Hope: rethinking Heaven, the Resurrection and the Mission of the Church.* The other is entitled *The New Testament You Never Knew: exploring the context, purpose and meaning of the story of God.*

In addition to possible resources for further adult education, I would like to discuss the possibility of an evening class with an informal dinner like what we did during Lent. The Lenten Wednesday dinner and compline service seemed to have been popular and would provide another opportunity for social interaction as opposed to zoom meetings. I think this may also provide an opportunity for some of our members who winter in Florida to have another opportunity for interactions with other Brendanites who have missed their presence.

If anyone has any ideas or has heard some ideas expressed by others, I would be more than happy to explore those options so that we can best meet the needs and wishes of our members.

Children and Youth Report  
April 10, 2023

Dioramas made by the children and their families went on display on Palm Sunday. Parishioners are encouraged to walk along and read the copy of the booklet.

Easter Egg Hunt: The youth group will arrange an egg hunt for all children following the 10 am service on Easter Sunday.

VBS is now scheduled for the week of July 10-14, 9 am to noon. It will be held in the social hall and possibly other rooms upstairs. The theme will be Heroes. They will be looking for volunteers. The cost will be kept as low as possible so all families can afford to send their children.

Leaders are looking into a possible grant to purchase two large bulletin boards so they can better showcase the activities of Sunday School and the youth group. They are hoping to hang on the wall at the bottom of the stairs, and one in the hallway leading to the bathrooms.

Bulletin board

Respectfully submitted,  
Ruth Horton

# Vestry Fundraising Report

April 10, 2023 (for March)

Fundraising for March was as follows:

## Rentals:

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

**Current Period - \$1800; Year to date: \$5160; Budget difference \$1410+**

- # of Regular (weekly) Renters – 5 (1 renter reduced # of rooms for their regular Saturday rental)
- # of single event rentals – 3 (one was a two-day event)

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

**Current Period - \$1890; Profit for March: \$94.25; Year to Date - \$196.25 YTD Difference - -(\$428.74)**

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

Month	Total Sales	Profit	YTD Budget Difference
Jan	\$950.	\$56.75	(-\$151.58)
Feb	\$925.	\$45.25	(-\$314.66)
March	\$1890.	\$94.25	(-\$428.74)

Vestry members should continue to announce grocery card sales each week at announcements, use the large poster and stand at a consistent spot (at the end of the large table in the narthex) for card sales. Items will continue to be changed up in The Navigator to notify members of the shortfall in this area and encourage sales.

## Other Fundraising:

**Budget: \$10,000**

**Current Period: \$0; Year to Date - \$6,396.61; YTD Budget Difference – \$3896.62**

No definite plans for any future fundraising events have been made at this time.

## BFF Fund - \$960 to date for 2023 – Total BFF funds - \$23,669.21

- The practice of sending thank you cards to BFF donors was resumed in March.
- One BFF donation made this month.
- Vestry members and other church leaders might consider making periodic (minimal) donations to keep BFF visible and potentially be a gentle reminder for others to donate as well. Donations for a variety of purposes could also be modeled so people use it as a means of thanksgiving for birthdays, anniversaries, special people in life, graduations, etc. BFF donations are sometimes given for these purposes though it has largely been a memorial type of donation source.

**Respectfully submitted by Chris Botti**

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

Prepared by Kate Heston

### **Hospitality**

The new Hospitality Hosts Survey was sent out and we received 8 responses. I have put together a schedule for the next three months. We will try this system for at least one 3 month cycle and then revisit to see how it is working.

### **Looking Forward**

Still looking for opportunities for a Church-wide social activity, maybe in June or August. Some ideas – Mini Gold Outing, Food Truck in the parking lot, Game Night, Drive In Movie in parking lot.

**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.

# Vestry Report – April 10, 2023

## Membership

### Newcomers:

#### The following Newcomers related activities occurred during March:

- **An initial visitor's information card** was revised and reduced in scope to just include name; address; email; phone number; request for newsletter; comments. This was done to make it more visitor-friendly, quicker/easier to complete and therefore, more likely to be returned. After the newcomer visits four times, Katie will send out more comprehensive request for information.
- **Greeter procedures** were reviewed and Donna Aiello revised the document accordingly. A copy is available in the mail room with welcome table items. Greeters were emailed the revised procedures as well.
- **A Visitor Log** was developed to track the number of times visitors attend and if/when an info card has been received.
- **A meeting was held between Chris and Mother Robin on 3/15/23** to discuss ideas to incorporate visitor friendly practices into the service as well as plans for follow-up to newcomers first visit. Ideas such as including newcomers in the welcome at the beginning of service, giving instructions prior to communion, and invitations to hospitality hour were discussed. Follow-up to include use of a form letter with personal note a few days after the newcomer's first visit. Follow-up letter was written and given to Katie and Mthr. Robin for use.
- **A Greeters meeting was held on 3/19/23** to review new procedures with greeters and gain feedback. Greeters were receptive to the minor changes and overall review. They readily shared effective practices that they use when in greeter role.
- Greeters Schedule – Currently two greeters are scheduled each Sunday. Three greeters per Sunday would be ideal (1 for table; 1 opening door; 1 directing and introducing to Mthr Robin). It has been suggested that the vestry person on duty on any given Sunday could possibly open the door for churchgoers/visitors when there are only two greeters on duty. **Vestry discussion requested about this idea.**
- A **brochure** for newcomers was revised and printed.
- **Welcome folders** were put together in time for distribution to visitors on Easter Sunday.

### Caring Cards Ministry:

Caring Cards volunteers sent 15 cards since the ministry was initiated on 2/16/23. Cards were sent to people who were ill, grieving, absent from church and/or in the prayers list. People seem to be more in the habit of looking for and signing cards when picking up their name tags. We do continue to pass cards around the social hall after the service to give additional people an opportunity to sign.

The "Caring Cards" informational item was revised in The Navigator 3/30/23 to give members an update on the number of cards sent, encourage them to sign cards and to relate the positive effects on card recipients.

Respectfully submitted by Chris Botti

# Outreach Report

April 10, 2023

The Justice Ministry had planned on activities for Earth Day, but then chose to participate in the clean up day on April 1.

Garden of Hope- The diocese grant became available, and our application was sent in on March 20.

The Justice Ministry will be making 240 backpack lunches for NRP on Saturday, April 22 in the downstairs kitchen.

The next Forum will be held on Thursday, April 20 at 7:30 pm via Zoom. The topic is Human Trafficking in Western PA. This Forum is sponsored by one of our partners in Faith in Action, the Unitarian Universalist Church of the North Hills.

We will be collecting the Lenten Homeless awareness project boxes by April 23 and plan to have the bishop bless them.

Robert Kraft has begun a foundation to fight anti-semitism. The Justice Ministry ordered 100 blue square pins from Stand Up to Jewish Hate.

Brother's Brother	\$165
Episcopal Relief and Development	\$165
Membership:	
Just Harvest	\$60
Episcopal Peace Fellowship	\$50
Greater Pittsburgh Community Food Bank	\$650
Caring Foundation	\$450
Girl's Hope	\$500
Southern Poverty Law Center	\$700
Habitat for Humanity	<u>\$600</u>

Total

\$3,340

Their next meeting will be February 19.

Respectfully submitted,  
Ruth Horton

Communications  
St Brendan's Episcopal Church  
April 09,2023

Enclosed in my report is a email from Bob and Jen Malinowski with their plans for checking St Brendan's internet wiring, upload and download strength and signal and the orbi's.

Bob and Jen did have some interest in our social media present,but, they did not want to step on anyone's shoes. Bob and Jen have since, backed off from the idea?

Submitted by  
Sandra Nagy



Begin forwarded message:

**From:** Tom Waseleski <twaseleski@comcast.net>  
**Date:** March 14, 2023 at 10:55:43 PM EDT  
**To:** Bob and Jen <bobandjenmankowski@gmail.com>  
**Cc:** Sandra Darde <shelbie1982@icloud.com>  
**Subject: Re: Orbi plan**

Hi, Bob and Jen.

Your ingenuity is unflappable! Please explore these possibilities to your heart's content.

Regarding strength of signal on the lower level, we used to hear many complaints about inability to connect to the internet and lousy cellphone service, but I think things are much improved. I wouldn't mind doing some dedicated checking on that, though, to verify that connections are good.

I'm glad that, with your skill, we appear to have solved the problem in the conference room. I'd like to be able to say the same someday about the parish hall.

Let Sandy and I know if we need to buy a second Orbi (and we expect you to submit your receipts for reimbursement). Please let me know also when it would be convenient to give you that key. You can get it from me, Katie or Mother Robin.

Thanks very much!

—Tom

Sent from my iPhone

On Mar 14, 2023, at 5:37 PM, Bob and Jen <bobandjenmankowski@gmail.com> wrote:

Hi Sandy and Tom,

This is what we are thinking in terms of action items related to the Wi-Fi at the church.

1. Purchase one Orbi satellite to place in Mother Robin's office permanently. [We ordered it this morning.]
  
2. We need to go to the church and check the following:
  - Is the Orbi satellite by the copier hardwired? If so, where is that wire coming from?
  - Would it be possible to pass that wire through the wall into the social hall and move that Orbi satellite into the social hall?
  
3. Is everyone (Sunday schoolers and folks who rent the building) satisfied with the Wi-Fi in the lower level? Any issues?
  
4. Hardwire the video camera in the sanctuary to the Orbi hub by the streaming laptop. This will entail the following:
  - Test vMix with our long cable and connector from camera to hub. Make sure direct connection works seamlessly before doing anything permanent.
  - Use Daniel's existing cable and get someone to put the connectors on the ends. (Alternatively, we could use our long cable instead since it already has the connectors.)
  - Connect it to the camera and run the cable neatly along the wall with the other group of cables
  
5. Sync the Orbi under the video camera to the hub in Katie's office. Where do we want to place it?

Any thoughts / questions / ideas? All input is appreciated!

Take care,  
Jen & Bob

412-302-4244



## Worship Committee - April 2023

Following up on last month's report and about improving accessibility, we are now making available a large print BCP. It will be on the table in the back of the church and available to anyone who feels they need it. If we find that this is being used, we will make arrangements to have additional books available. A notice that the book is available has been posted in the Navigator. Since we are on one floor without steps from the parking lot to the church, it was felt that there is not necessarily a mobility issue, except perhaps for the rest rooms, which have not been updated in a long time. Updating restrooms has been added to a list of upgrades that the Vestry is maintaining and work to improve them will be done as time and money allows.