

## Senior Warden Report

February 6, 2018

Submitted by Barbara Brecht, Senior Warden

*The Steadfast Love of the Lord never ceases. His/Her mercies never end.*

- Kerlin's Performance Evaluation for 2017 was completed. We, as vestry in partnership with Kerlin, will develop a "Covenant of Mutual Ministry" by April 15, 2018. This is the more accepted form that we will use going forward. Kerlin attended a "Fresh Start" conference this week and will use some of that time to assist in development of this document. We are still on track for this with some revision in date for completion.
- We have selected MGA (Myhre Group Architects) as our recommendation to be our architects. We have given their proposal and "Letter of Agreement" to our attorney (Thank you Wayne). Kerlin and I met with her about a week ago. She identified a number of areas where she felt the "Letter of Agreement" should be changed for our protection. She is summarizing her recommendations and we will then schedule a meeting with the architects to attempt to move forward. Our thought is to do the Master Plan first and assess how our work goes. Pending a good outcome, then do the roof renovation. We need to discuss the timing of these projects. Given that our cupola has been miraculously healed (no leaks since February of last year), we can entertain the possibility of doing the roof next year. We need to immediately attend to two areas where there are leaks now. We will discuss pros and cons at the meeting.
- We have started our two services and thanks to a number of you who have showed up to support the transition. Please be prepared to offer your thoughts, positives as well as challenges, as we continue in this transition. Of note, I met 3 new people on the first Sunday and one has already stated she is now "in."
- Today is Carolynn's and my anniversary. It has nothing to do with this report but it sure makes me happy! We are going to the coast and will be back Saturday afternoon. Actually, this is little quiz to see if you actually read these. :)

Thanks to all of you for your good work in supporting our parish. We are blessed to serve here.

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February 6, 2017

# Jr. Warden's report: February, 2018

Since our last brief meeting after January's annual meeting, things have been relatively quiet around the building and grounds.

On Friday, January 12, John Harrington and I repaired a serious leak in the interior Stage Door area. The water from the leak was going all the way into the Hands On restroom. John was able to repair several metal flashing areas with black roof caulking and we repaired the downspout on the roof in that area. He didn't charge us for the work.

On January 15 we had our annual backflow valve inspection on the furnace done. This is a mandatory inspection required to license and run the furnace. On this inspection, the backflow valve failed the first time and the plumber came out from American Backflow on January 18 and made a minor repair and put things back in order.

Also, on January 18, at 3:15AM we had an apparent break-in to the church office. The person pried the window open and used a bin to stand on to get into the office. The police officer and I arrived very shortly after the alarm company called and secured the building. It appears the thief stole the iPad that we use for on-line donations at coffee hour.

On January 25, I met with a representative from Diamond Fencing to get an estimate on covering the stairwell area going into Hands On Preschool. This action is in response to Jennifer from Hands On discovering small campfires built in the stairwell. This discovery was alarming to me for obvious reasons and the estimate from the fencing company is attached. This is the same company that made the fence improvement in the Meditation Garden.

A week or so ago, Barbara, Sue Davidson, Laurie Baird and I did a walk-around the grounds to look at possible bushes and large shrubs to remove. Sue took meticulous notes as we toured the grounds, and these notes will be helpful while the work is carried out. These shrubs could eventually cause damage to the foundation of the building, and removing them will improve visibility to the building and let light reach other plants. John Harrington will cut the shrubs this Friday, February 9. It's a big job, and his estimate is approximately \$500. I'll be helping him and will be hauling the debris to McFarlane's Bark for recycling.

If there are any questions about anything in this report, please ask. As usual, I ask for the Vestry's input on any areas of concern of theirs around the building and grounds.

# Deacon's report: February, 2018

Hello Friends!

Thank you for all you have all done to make Epiphany and this schedule change happen. I am both appreciative and amazed as I watch you attending two services in a day or ushering while also making coffee while also intercessing, or responding warmly as you get faced with questions and anxiety as the parish adjusts to this change. All you do is not unseen and I am so grateful for the leaders you all are!

This month my focus has continued to be on altar guild, children's liturgy, and preparing to welcome a new field education student.

Altar Guild: We received a gift of chalice and cruet from the diocese (from St. Matthew's) and therefore do not need to buy any supplies at this time. Jenny purchased orchids that can be used any week that flowers aren't donated (brilliant of her, right!!). It continues to be a hard working and committed group of folks who have warmly welcomed some new team members (Kate, Kim, Preston and Juanita) and could always use more people.

Children's Liturgy: We held off on initiating this for a few weeks after hearing some anxiety from parents. The anxiety I have been hearing is focused on two fronts: First there is concern about a dearth of volunteers already in children's programming and there is worry that children's liturgy will be competing for the same volunteer resources, especially given the long held hope to find enough volunteers to have both a young child and school aged Godly play offering each week. Second, there is confusion about how this is different from the Godly Play offering and worry (I think, I'm reading between the lines a bit) that if kids engage in the children's liturgy they will not have the energy or interest in also engaging in Godly Play. I do not have a strong plan for addressing the concern regarding volunteers and welcome any ideas you all have to offer. This often seems to be one of the hardest parts of community life! To address the second concern I am working on a half page handout describing the various offerings for children (Liturgy, Godly Play, Art area) and the ways they are different. My hope is to convey that Children's Liturgy is similar to church/worship for adults. Godly Play, on the other hand, is more like adult formation or Bible Study and is a place of formation and deepening of faith. The art area is a way that children can stay engaged and present with their community in an age appropriate and engaging way. Please let me know if you have heard other worries or have thoughts about how to communicate about children's ministries in a way that would ease the anxiety of our wonderful parents!

Field Ed Student: Greg Rainey, a diaconal postulant studying at the Academy, will be joining us starting this Sunday and staying through August. He will be receiving support and supervision from both Kerlin and me and will participate in liturgical roles (EM, reader, intercessor, etc), engage in and provide opportunities for our community to participate in ministry to veterans,

more fully develop (in partnership with me and Kerlin as well as our healing prayer team and Thurs morn prayer group) a lay pastoral team, and develop skills in preaching and serving in a diaconal role. If you have any questions or feedback as you get to know him let me know!

I hope you all have a wonderful February and I look so forward to getting to experience Lent with all of you!

Tracy



**DIAMOND FENCE CO. LLC**  
 P.O. Box 33533  
 Portland, OR 97292-3533

kurtzbein@msn.com

**W.C. "Bill" Kurtzbein**  
**Ryan K. McCoy**  
 (503) 785-1979 OFFICE

www.diamondfencecompanyllc.com  
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**PRICE QUOTATION**

**NAME:** ST DAVID OF WALES  
**ADDRESS:** 2800 S.E. HARRISON  
 PORTLAND, OREGON  
**PHONE:** 503-784-4927

**DATE:** 2/1/18  
**QUOTE #:** 4613

**DESCRIPTION**

FURNISH AND INSTALL A BLACK CHAIN LINK ENCLOSURE AND GATE FOR THE STAIRWELL TO THE BASEMENT AREA OF THE CHURCH.

WE WILL INSTALL 7 FT HIGH FENCE AND A 6 FT X 7 FT HIGH GATE AT THE TOP OF THE STAIRS, THE FENCE WILL DROP TO 6 FT HIGH AND WILL HAVE A COVER OVER THE TOP.

TERMINAL POSTS ARE 2 3/8" DIAMETER, 1 5/8" TOP RAIL AND A TENSION WIRE AT THE BOTTOM. THIS AREA WILL BE COMPLETELY ENCLOSED TO PREVENT INTRUSION.

THE GATE WILL HAVE HEAVY DUTY "BULL DOG" HINGES AND A MALLEABLE FORK LATCH WHICH CAN BE LOCKED WITH A PADLOCK (NOT SUPPLIED).

TERMS: 25% DOWN, BALANCE DUE UPON COMPLETION, EITHER CHECK OR CASH.

**PRICES SUBJECT TO CHANGE**

\*\*Diamond Fence Co. LLC Cannot be held liable for damage to any buried utility, public or private, not identified prior to digging

**TOTAL:** \$2,163.00

Licensed & Bonded  
 Free Estimates

## Treasurer's Report Jan. 2018

### Income:

- Pledge: \$15,331. This is 115% of budget. January is typically on the high side because a couple of people pay their entire pledge up front.
- Plate: \$1114. 67% of budget.
- Building Use: \$5950. 130% of budget.

### Expenses:

- Building & Grounds: 42% of budget
- Other Categories: On budget
- Compensation: On Jan. 30, 2018 the Diocese started to debit the payroll electronically. There has been nervous anticipation of this change as the Diocese is short-handed in their payroll department, so communication has been a little bit light concerning the details. We are grateful to Erin for her time learning the new system. On the whole it went well. The payroll dates were moved up 15 days, so this month we have double payroll for many of the categories. That's the reason that although our income was 111% of budget and our general expenses low, we still ended with a deficit of -\$3775. Certainly going forward there will be just one payroll date. An additional \$1955 for payroll taxes (both employee & employer) was also paid, but isn't in our system yet as I need more detail from the Diocese before entering it.

We ended January with \$38K in the checking account, so we're still in solid shape to start the year.

We are looking to expand our electronic giving options – and I mean the collective “we” here, as this isn't my area of expertise. It is certainly worth the time to do our research and choose well, but definitely see this as a priority going forward.

Submitted by Karen Dollar

Feb. 3, 2018

# St David's Episcopal Church

## STATEMENT OF FINANCIAL POSITION

As of January 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10100 Rivermark Parish Checking	38,233.41
10200 Rivermark Parish Savings	24,177.58
10300 Rivermark Roof Savings	78,694.86
10400 Rector Rivermark Checking	0.00
10500 PayPal	3,331.60
10600 Kitchen Savings	50,049.05
10700 Capital Savings	6,154.86
10800 Petty Cash	200.00
Wells Fargo	0.00
<b>Total Bank Accounts</b>	<b>\$200,841.36</b>
Accounts Receivable	
11250 Building Use Fees	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
11575 Bank of America Computershare	0.00
12000 Undeposited Funds	489.25
<b>Total Other Current Assets</b>	<b>\$489.25</b>
<b>Total Current Assets</b>	<b>\$201,330.61</b>
Fixed Assets	
15000 Furniture and Equipment	2,003.99
15100 Buildings	5,526,710.00
15200 Land	670,700.00
15800 Upgrade Furnace 2010	53,788.00
<b>Total Fixed Assets</b>	<b>\$6,253,201.99</b>
Other Assets	
18400 Pre-paid Insurance	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$6,454,532.60</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Long-Term Liabilities	
20000 Furnace Loan from Diocese	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
30000 Opening Balance Equity	1,572,480.00
30000.1 Opening Balance Equity {4}	4,782,570.84
31000 Funds Transfer	-73,316.85
32000 Retained Earnings	176,573.61

	TOTAL
Net Revenue	-3,775.00
<b>Total Equity</b>	<b>\$6,454,532.60</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,454,532.60</b>

# St David's Episcopal Church

## STATEMENT OF ACTIVITY

January 2018

	TOTAL
<b>Revenue</b>	
40000 Pledges, Loose Plate and Gifts	
40100 Pledges	15,331.30
40300 Gifts/Open Plate	1,113.90
<b>Total 40000 Pledges, Loose Plate and Gifts</b>	<b>16,445.20</b>
41000 Other Income	
41100 Building Use Fees{25}	5,950.07
41110 Building Use Security Deposits	5.00
<b>Total 41100 Building Use Fees{25}</b>	<b>5,955.07</b>
41800 Interest Income Banking	58.77
<b>Total 41000 Other Income</b>	<b>6,013.84</b>
42000 Restricted Funds	
42100 Outreach	
42101 Outreach Pass Through	-770.85
<b>Total 42100 Outreach</b>	<b>-770.85</b>
<b>Total 42000 Restricted Funds</b>	<b>-770.85</b>
49900 Uncategorized Income	1,303.96
69100 Square Fees	-22.93
Sales of Product Revenue	50.00
Unapplied Cash Payment Revenue	824.25
Uncategorized Revenue	0.78
<b>Total Revenue</b>	<b>\$23,844.25</b>
<b>GROSS PROFIT</b>	<b>\$23,844.25</b>
<b>Expenditures</b>	
60000 Compensation	
60100 Rector Stipend/Regular Hours	7,817.54
60110 Rector Housing	4,201.99
60120 Rector Life Insurance	26.80
60130 Rector Pension	962.38
60140 Rector Health Benefit	765.00
60300 Children's Ministry Coordinator	605.86
60400 Music Director	2,576.04
60500 Nursery Care	455.75
60600 Parish Administrator	2,952.76
60700 Youth Ministry	693.44
60800 Payroll Expenses	
60820 Social Sec/Medicare	338.27
60830 Workers Comp/WBF	19.73
<b>Total 60800 Payroll Expenses</b>	<b>358.00</b>
<b>Total 60000 Compensation</b>	<b>21,415.56</b>
62000 Building & Grounds Expenses	14.88
62200 Building and Property Security	181.85

	TOTAL
62300 Building & Janitorial Supplies	181.25
62400 Janitorial Service Contractor	285.00
62560 Repairs and Maintenance	194.98
<b>Total 62000 Building &amp; Grounds Expenses</b>	<b>857.96</b>
62600 DPA	1,574.00
63000 Church & Office Expenses	42.48
63100 Altar Guild	215.34
63200 Church & Misc Supplies	45.90
63250 Copier Expenses	221.75
63350 Dues and Subscriptions	169.00
63450 Ministry Expenses	68.49
63500 Music Expenses/ Non Personnel	80.00
63550 Office Supplies & Expenses	50.68
63600 Parish Hospitality	93.93
63750 Telephone/Fax/Internet Expense	230.78
63800 Youth Ministry Expense	27.50
<b>Total 63000 Church &amp; Office Expenses</b>	<b>1,245.85</b>
68600 Utilities	
68630 Gas	1,152.84
68640 Water	541.64
68800 Electricity	574.24
68850 Garbage	160.00
<b>Total 68600 Utilities</b>	<b>2,428.72</b>
69000 PayPal Fees	30.79
Uncategorized Expenditure	51.49
Uncategorized Expense	14.88
<b>Total Expenditures</b>	<b>\$27,619.25</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -3,775.00</b>
<b>NET REVENUE</b>	<b>\$ -3,775.00</b>

## Rector's Report February 11

So far this year has been off to a great start. The two Sundays we have had two services have gone really well. New people are being seen and welcomed in. Thank you for that.

There are still logistical details to be worked out, as we knew there would be. And I am confident that we will get all of those details worked out.

- We have had a great time at our Wednesday night Prayer and Poetry gatherings, and we usually have at least ten folks for our Potluck Dinners. We are getting ready to start up Lent this week. Jeanne will be leading a series on Bikes and Stories, that will be part of the lead up for her Spring Project on Bikes and Evangelism.
- We are starting to work on our Ministry Development Teams. And putting together the teams we will need to move forward with all our wonderful Strategic Plans.
  - **Parent Engagement Team**- Heidi, Sarah Grace, Lydah and Dru. have already met once, we moved a little faster on this one because of Jessie's heading off.
  - Welcome Team
  - Worship and Liturgy
  - Adult Formation
  - Building
  - Stewardship / Finance
  - Justice and Mercy
- Working with Barbara and Christi on getting an acceptable contract with our Architect so that we can move forward on the master plan.
- Our new Seminarian Intern- Greg Rainy, starts on the 11th. He will be helping to put together Pastoral Care Team.
- Have been to a few Board of Trustees Meetings now and feel like I am starting to get a sense of the scope of that work. Please let me know if you have any questions about that.

Last Sunday February 4th, a friend of mine, Yejide Peters, who is a black woman and a priest in the diocese of New York, came and visited as a total surprise to me. We were able to grab coffee after church before she had to go to the airport. She said that Saint David's was one of the most warm and welcoming churches she has been to. She said that she was neither ignored nor cornered, and that everyone she met was wonderful. I am so proud to be your priest.

Peace,

Kerlin+