

## Senior Warden Report

March 7, 2018

Submitted by Barbara Brecht, Senior Warden

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

- I will be attaching a template for a “Covenant of Mutual Ministry” for our use as we develop such an agreement with Kerlin for 2018. We will discuss briefly in our March meeting and work on how we want to make this specific to Kerlin for 2018.
- 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 has summarized her recommendations and we will 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. You have already read this, and we have not moved forward yet. I want to discuss our sequencing in our meeting and look to move forward on the other side of Easter.
- I spent a good chunk of time in discussion and researching job descriptions for a “Music Director” position following a meeting with Kerlin and Ben in mid-February. We will be discussing revising both the FTE status of the Music Director position as well as a revised job description. This will be a beginning discussion. This will be an important process in reinstating and enlarging our choir no later than September 2018.
- For fun and exercise I have hauled about 15 bags of debris from the church grounds to my office and home compost bins. Via my car. Gary has plans to get the rest hauled away. Thanks to Sue and Laurie as the front grounds look soooo good for this time of year.
- We will sing Happy Birthday to Kerlin 40 times following the approval of the minutes. (since she will be turning forty!) Well, maybe only one time. But with gusto appropriate to 40!

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

Submitted by Barbara Brecht, Senior Warden  
March 7, 2018

## **Jr. Warden's report for March 11, 2018**

Lots of activity concerning the building and grounds this last month.

On Saturday, February 10, Jordan texted me about a weird smell in the building, which seemed stronger close to the furnace room. I had him shut the furnace down, and I called Pyramid Heating on Sunday morning the 11<sup>th</sup>. They were able to look at the furnace that afternoon and found a blown fuse, which caused a pump to overheat, causing the smell. The technician checked out the rest of the system to make sure there was no other damage.

On Monday, February 12, I called Pyramid to see if an adjustment could be made on the emergency service bill from the day before. (Like a lot of companies, they charge more for emergency's and non-regular hour service.) We received a 10% discount, mostly due to the fact that we have a regular service agreement and we had our regular maintenance scheduled for Thursday, February 15.

On February 15, two technicians from Pyramid were at the church at 8:30AM for the aforementioned regularly-scheduled service. The first portion of their visit was focused on getting heat to the Erin and Kerlin's office, which we've been without for several years. They accomplished that goal; now we'll be warm and toasty in the offices when needed!

On February 20, our friend John and I were able to replace the broken window hardware in the office that was recently forced open in a break-in. The latch was only \$62, and we had other appropriate hardware in stock due to Doug Keiper ordering some pieces several years ago.

The debris clean up from our February 9 brush and shrubs removal has been ongoing. Barbara has cleaned up many bags, and on Wednesday, February 7, John (his chainsaw) and I were able to consolidate the remaining debris. A contractor working for the Prices across the street took quite a few of the large pieces for firewood. I hope to take another load to McFarlane's Bark on Friday, March 9.

I've mentioned to Barbara about her and I teaming up on manicuring the lawn—I'm looking forward to that project!

Ginny and I have a rare opportunity to visit relatives in Mukilteo, WA this weekend, so I'll miss the meeting. But if there are questions about the report, or any other areas of concern surrounding the building and grounds, please let me know....

## Treasurer's Report for February 2018

**Income:** Pledge and Plate Year-to-Date is 100% on target! The current reports show it at 96% because the PayPal reporting (not actual income) is behind (my fault).

February 2018: (these will be slightly higher once I input PayPal income)

- Pledge: \$10,617 is 80% of budget. February is typically a slower month. Recall January pledges were at 115% of budget.
- Plate: \$1988 is 119% of budget. Recall January plate was 67% of budget.
- Building Use is 138% of budget. Both January and February were strong months for building use.

**Expenses:** The Diocese started their automatic debit payroll system. There were a couple small glitches that we have fixed going forward. They did move up their payroll date by 15 days, and this month pensions and health insurance were billed separately, so those will be in March's report. The bottom line is all the amounts are correct and we are paying our compensation on time; the timing hasn't been exact for fitting neatly into monthly reports.

All other expenses are typical, or as expected.

**Overview:** This is a solid start to an ambitious budget. We will have some additional expenses going forward as we expand services to children and inevitably see some building expenses. But we also have the additional income pieces of savings and fundraisers that are built into the budget that haven't been tapped yet.

**Good news:** Our ever frugal rector and administrative assistant have found a way to replace our \$495 Square system for \$12!! It includes Kerlin loaning us her iPad, so this is a temporary fix as we decide what the bigger picture of electronic giving will look like. It is working like a charm! In 2017 we raised 15K from Square giving. Much of it (though not all) was convenience for regular pledgers. It will be increasingly important going forward that we offer electronic options, so donations don't rely on people having to remember to dig their long lost checkbook out of a drawer.

**Great news:** We have received a capital donation in the amount of \$7782!! This brings our savings for capital projects to \$142,696 cash on hand, plus additional amounts to come: \$80,000 from the Diocese for the roof and \$25,000 from the Diocese for the kitchen for a total of \$247,696!!

Submitted by Karen Dollar

March 6, 2018

# St David's Episcopal Church

## STATEMENT OF FINANCIAL POSITION

As of February 28, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10100 Rivermark Parish Checking	41,034.57
10200 Rivermark Parish Savings	24,180.36
10300 Rivermark Roof Savings	78,703.92
10400 Rector Rivermark Checking	0.00
10500 PayPal	489.44
10600 Kitchen Savings	50,054.81
10700 Capital Savings	13,937.66
10800 Petty Cash	200.00
Wells Fargo	0.00
<b>Total Bank Accounts</b>	<b>\$208,600.76</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	1,489.99
<b>Total Other Current Assets</b>	<b>\$1,489.99</b>
<b>Total Current Assets</b>	<b>\$210,090.75</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>\$6,463,292.74</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	176,836.61

	TOTAL
Net Revenue	4,722.14
<b>Total Equity</b>	<b>\$6,463,292.74</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,463,292.74</b>

# St David's Episcopal Church

## STATEMENT OF ACTIVITY

February 2018

	TOTAL
<b>Revenue</b>	
40000 Pledges, Loose Plate and Gifts	
40100 Pledges	10,617.50
40300 Gifts/Open Plate	1,988.11
<b>Total 40000 Pledges, Loose Plate and Gifts</b>	<b>12,605.61</b>
41000 Other Income	94.70
41100 Building Use Fees{25}	6,471.78
41110 Building Use Security Deposits	95.00
<b>Total 41100 Building Use Fees{25}</b>	<b>6,566.78</b>
41800 Interest Income Banking	53.13
<b>Total 41000 Other Income</b>	<b>6,714.61</b>
42000 Restricted Funds	7,802.00
42200 History Room Donations	-39.97
42204 Flower Fund	25.00
42212 Roof Fund	200.00
<b>Total 42000 Restricted Funds</b>	<b>7,987.03</b>
49900 Uncategorized Income	552.50
69100 Square Fees	-21.02
Sales of Product Revenue	8.46
Unapplied Cash Payment Revenue	-387.25
Uncategorized Revenue	0.80
<b>Total Revenue</b>	<b>\$27,460.74</b>
<b>GROSS PROFIT</b>	<b>\$27,460.74</b>
<b>Expenditures</b>	
60000 Compensation	
60100 Rector Stipend/Regular Hours	1,311.08
60110 Rector Housing	2,310.71
60130 Rector Pension	1,001.59
60400 Music Director	1,429.16
60500 Nursery Care	218.35
60600 Parish Administrator	2,359.60
60610 Administrator Pension	117.98
60800 Payroll Expenses	301.94
60830 Workers Comp/WBF	5.07
<b>Total 60800 Payroll Expenses</b>	<b>307.01</b>
<b>Total 60000 Compensation</b>	<b>9,055.48</b>
62000 Building & Grounds Expenses	365.17
62300 Building & Janitorial Supplies	142.89
62400 Janitorial Service Contractor	285.00
62550 Grounds/Landscaping Maintenance	25.88
62560 Repairs and Maintenance	170.00
<b>Total 62000 Building &amp; Grounds Expenses</b>	<b>988.94</b>

	TOTAL
62600 DPA	1,574.00
63000 Church & Office Expenses	59.16
63050 Advertising	259.90
63100 Altar Guild	158.00
63200 Church & Misc Supplies	25.99
63250 Copier Expenses	213.56
63450 Ministry Expenses	57.95
63550 Office Supplies & Expenses	14.02
63600 Parish Hospitality	168.88
63750 Telephone/Fax/Internet Expense	233.62
<b>Total 63000 Church &amp; Office Expenses</b>	<b>1,191.08</b>
64000 Insurance Expense	
64100 Property & Liability Ins.	1,488.75
<b>Total 64000 Insurance Expense</b>	<b>1,488.75</b>
68600 Utilities	
68630 Gas	1,421.30
68640 Water	595.82
68800 Electricity	574.24
68850 Garbage	172.50
<b>Total 68600 Utilities</b>	<b>2,763.86</b>
69000 PayPal Fees	13.06
Unapplied Cash Bill Payment Expenditure	170.05
Uncategorized Expense	50.00
<b>Total Expenditures</b>	<b>\$17,295.22</b>
<b>NET OPERATING REVENUE</b>	<b>\$10,165.52</b>
<b>NET REVENUE</b>	<b>\$10,165.52</b>

# St David's Episcopal Church

## STATEMENT OF ACTIVITY

January - February, 2018

	TOTAL
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Revenue	
40000 Pledges, Loose Plate and Gifts	
40100 Pledges	25,948.80
40300 Gifts/Open Plate	3,102.01
<b>Total 40000 Pledges, Loose Plate and Gifts</b>	<b>29,050.81</b>
41000 Other Income	94.70
41100 Building Use Fees{25}	12,708.31
41110 Building Use Security Deposits	100.00
<b>Total 41100 Building Use Fees{25}</b>	<b>12,808.31</b>
41800 Interest Income Banking	111.90
<b>Total 41000 Other Income</b>	<b>13,014.91</b>
42000 Restricted Funds	7,802.00
42100 Outreach	
42101 Outreach Pass Through	-770.85
<b>Total 42100 Outreach</b>	<b>-770.85</b>
42200 History Room Donations	-39.97
42204 Flower Fund	25.00
42212 Roof Fund	200.00
<b>Total 42000 Restricted Funds</b>	<b>7,216.18</b>
49900 Uncategorized Income	1,856.46
69100 Square Fees	-43.95
Sales of Product Revenue	58.46
Unapplied Cash Payment Revenue	437.00
Uncategorized Revenue	1.58
<b>Total Revenue</b>	<b>\$51,591.45</b>
<b>GROSS PROFIT</b>	<b>\$51,591.45</b>
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Expenditures	
60000 Compensation	
60100 Rector Stipend/Regular Hours	9,870.03
60110 Rector Housing	6,512.70
60120 Rector Life Insurance	26.80
60130 Rector Pension	1,963.97
60140 Rector Health Benefit	765.00
60300 Children's Ministry Coordinator	693.44
60400 Music Director	4,278.84
60500 Nursery Care	683.65
60600 Parish Administrator	5,587.33
60610 Administrator Pension	117.98
60700 Youth Ministry	693.44
60800 Payroll Expenses	708.70
60805 Rector Payroll Taxes	155.80
60820 Social Sec/Medicare	338.27
60830 Workers Comp/WBF	29.93



	TOTAL
<b>Total 60800 Payroll Expenses</b>	<b>1,232.70</b>
<b>Total 60000 Compensation</b>	<b>32,425.88</b>
62000 Building & Grounds Expenses	380.05
62200 Building and Property Security	181.85
62300 Building & Janitorial Supplies	324.14
62400 Janitorial Service Contractor	570.00
62550 Grounds/Landscaping Maintenance	25.88
62560 Repairs and Maintenance	364.98
<b>Total 62000 Building &amp; Grounds Expenses</b>	<b>1,846.90</b>
62600 DPA	3,148.00
63000 Church & Office Expenses	101.64
63050 Advertising	259.90
63100 Altar Guild	373.34
63200 Church & Misc Supplies	71.89
63250 Copier Expenses	435.31
63350 Dues and Subscriptions	169.00
63450 Ministry Expenses	126.44
63500 Music Expenses/ Non Personnel	80.00
63550 Office Supplies & Expenses	64.70
63600 Parish Hospitality	262.81
63750 Telephone/Fax/Internet Expense	464.40
63800 Youth Ministry Expense	27.50
<b>Total 63000 Church &amp; Office Expenses</b>	<b>2,436.93</b>
64000 Insurance Expense	
64100 Property & Liability Ins.	1,488.75
<b>Total 64000 Insurance Expense</b>	<b>1,488.75</b>
68600 Utilities	
68630 Gas	2,574.14
68640 Water	1,137.46
68800 Electricity	1,148.48
68850 Garbage	332.50
<b>Total 68600 Utilities</b>	<b>5,192.58</b>
69000 PayPal Fees	43.85
Unapplied Cash Bill Payment Expenditure	170.05
Uncategorized Expenditure	51.49
Uncategorized Expense	64.88
<b>Total Expenditures</b>	<b>\$46,869.31</b>
<b>NET OPERATING REVENUE</b>	<b>\$4,722.14</b>
<b>NET REVENUE</b>	<b>\$4,722.14</b>

Rector Report for 3-11-18

**Liturgy and Worship:**

Move to 2 services- going really well. Better than I had hoped.

Still working on some logistics. -

I anticipate that the work of the MDT will help that.

Holy Week and Easter Planning-

Possible Easter Egg Hunt

**Strategic Planning:**

Parent Engagement

Ministry Development Team

New ways of developing leaders in the church

April 8 - Between service Presentation.

**Formation:**

Jeanne has been leading biking as a Spiritual Practice

Reading Searching for Sunday

Excited about Camp

**Stewardship / Finance:**

Went to Project Resource training Day in Salem on Feb 17th.

Putting together Stewardship Team

Non-Event Invitations (April 28th) ordered.

**Administrative:**

Music Program

Building and Facilities:

Communication Strategies. Major Area I am working on.

**Other:**

Lindsay Ross-Hunt will be ordained Transitional Deacon June 16- Preach here June 17.

Would like to buy her an alb as ordination gift.

Would love to plan a Vestry Retreat for this year.

Thank you all for the gift of being able to serve with you. I so love being here at St. David's.

Peace,

Kerlin

Glory to God whose power, working in us, can do infinitely more than we can ask or imagine: Glory to him from generation to generation in the Church, and in Christ Jesus for ever and ever. *Amen.*