

# e-Notes

06-14-2023

the word: Another Rector Report

by Kerlin Richter

Right now I am waiting for something. I have done the thing that was mine to do, and now, I wait. The standard advice on waiting is usually to distract yourself from whatever it is, or to think about how whatever the outcome - you will be okay. More in an "Everything will be alright in the end; if it is not all right, it's not the end" kind of way than an "I'm fine whatever the outcome" kind of way. I have waited many times before of course. For the Dr. appointment, for the test results, for the phone call, for the baby. But even with practice I do not seem to be getting better at waiting. I am anxious and preoccupied.

On June 4th we said farewell to Cleo, but only in her role as our Children's Ministry coordinator, it was a lovely day, with cake and cards and good wishes. And we have just welcomed Josh, who will be coordinating all of the amazing things that happen in with and through our building.

This summer we will be getting air conditioning in the parish hall, which will be so wonderful. A huge thank you to the Building Improvement Team for making this happen! And I am sure we will do lots of other wonderful summery things.

This coming Saturday, we are celebrating Juneteenth. I am excited and cannot wait to see you all there. If the weather forecast is to be believed, we should have an absolutely perfect day for it. So many thanks to Cheaquetta and Barbara, and everyone else who has put in so much work already to make this day wonderful. Juneteenth is a celebration of those who waited too long to hear the good news of their liberation from slavery. Who spent two long years not knowing that they were free. I am in awe of the grace that holds this day with joy instead of rage. I think of all the slaves who did not even know that they were waiting, who toiled under the tyranny of slavery without knowing that freedom was coming for them.

Meanwhile, I pray to have the grace to wait so well, to sit in all the things I do not know. I am praying to learn how to wait not with anxiety but with hope.

**Senior Warden Report**  
**June 2023**  
**Submitted by Kieran Cannistra**

Overall, St. David's has made tremendous leaps forward on several fronts this month. Having written that ... I'm reminded that progress just brings a different kind of work with it, and a different set of challenges. ONWARD.

What's happened, what's happening, and what's about to happen:

- Members of the BII team are still working to understand what's holding up the permit. The latest is that Soderstrom (the architectural firm working under Norma) is still working to collect all the documentation needed by the city. (It is Soderstrom who is managing the permit submission.)
- In better news, we now have A/C in the parish hall ... and in what will be the kitchen.
- In even *better* news, Josh Pinkston, our new building curator, is on the job and getting ramped up. In addition, we have started interviewing candidates for the parish administrator job, and expect to hire someone (again) by our next meeting.
- We're in a good place with building partners: We have renewals in progress, and we have a new building partner for next year.
- I'm immensely grateful to Cheaquetta, Barbara, Jacqueline, and *many* others who made our Juneteenth celebration so meaningful (and delicious).
- I'm equally grateful to Ned, Matt, and everyone else who helped us get through our latest fire inspection.

This month feels no easier than last month felt, so I'll re-share the verse that continues to be of most help to me:

*"Surely, it is God who saves me;  
I will trust in God and not be afraid.  
For the Lord is my stronghold and my sure defense,  
and God will be my Savior."*

— Isaiah 12:2 [BoCP Canticle 9]

Submitted by Kieran Cannistra, Senior Warden

**Junior Warden Report June 2023**  
**Submitted by Ned Hayes**

Vestry and St. David's Community – Thank you for your support of our building and our community.

**BUILDING CURATION**

- **Building Curator:** Our new building curator, Josh Pinkston, started work on June 6, and we are happy to report that he is coming up to speed swiftly and positively. He is already contacting all building partners, to determine how we can improve our building partnership.
- **NarwhalePDX:** Our new building curator pointed out that marketing our space to potential building partners will be more successful if we do not lead with our identity as a “church”, but put that identity in the background (cf. **TaborSpace** vs. Tabor Presbyterian Church). So upon approval by our Rector and the Executive Committee, our curator is creating a website to market our spaces under the name “**NarwhalePDX**”. This would allow a variety of building partners to access our space, and would be under the auspices of St. David's, but just be marketed under the website **NarwhalePDX.com / NarwhalPDX.com** (*note that the unicorn is a symbol of St. David of Wales, and so the Narwhal is to be a good fit for St. David's and should be appealing within the creative counter-culture environment of Portland*).

**STATUS on FIRE MARSHAL REVIEW**

- **City Inspection Overview:** We've now met all the Fire Marshal Inspection requirements – Our team is overjoyed to report that on 6/14 + 6/20, St. David's **passed** both the standard City Inspection review, and also an Inspection specific to hosting people overnight.
- **Conditional Use Permit:** Our conditional use permit for hosting people in the building has been granted as of 6/20. This is valid for 180 days and we can renew this use permit.

**INSPECTION - COMPLETED ITEMS**

In the last few months, an extended team of volunteers and paid contractors has successfully completed all of the following updates to our facility, all of which contribute to making our facility safe and secure for parishioners and for building partners.

- **Fire Extinguisher Labeling:** All fire extinguishers have been labeled and placed correctly.
- **Drywall:** Drywall outstanding work has been completed. Thanks to Matt & team!
- **Access from Building (ladders):** Step ladders purchased & in place in all rooms, per code
- **Escape Routes:** All routes have been properly labeled with posted maps in each room.
- **Block Open Flame:** Fireplace has been (temporarily) entirely blocked in the Fireside Room.
- **Electrical Cover Plates:** All outlets have been covered correctly, conforming to code.
- **Access Routing / Egress:** We need to clear items out of egress routes and paths to rooms.
- **Exit Sign Lighting:** We needed to update our Exit Signs, so they have battery power after lights go out, and also so they can be tested. White Lightning completed this work.
- **Emergency Lighting:** The building is required to have “bug eye lights” for emergency lights. We managed to combine this with the Exit Sign Lighting and installing the bare minimum.
- ♦ **Vestry Budget** – Our team completed this work within our approved budget, and without extending our process into other bidders or additional weeks or months.  
THANK YOU to all who helped with this process!

**OTHER ITEMS**

- **Facilities Person** – We are still looking for a part-time facilities person who could work on items that need to be fixed at the church on an *ad hoc* basis. We would appreciate referrals from members of the congregation. ***We need your help here!***
- **Kitchen / Bill Committee** now moving forward rapidly on getting the kitchen finalized. Good progress on this front in recent week, and we expect to see things solidify soon here!

Submitted by Ned Hayes, Junior Warden

## Treasurer's Report May 2023

Please see Statement of Activity Reports for details. This summary report is meant to be highlights and items to note.

### May Income:

- Pledge: \$63,568 (435% budget) Pledges arrive unevenly throughout the year. We are on target to meet budget expectations; we are not ahead.
- Plate: \$803 (113% budget)
- Building Use: \$17,217 (439% budget) This amount includes full payment for summer camps.

### YTD Income:

- Pledge: \$121,223 (166% budget) Pledges arrive unevenly throughout the year. We are on target to meet budget expectations; we are not ahead.
- Plate: \$5,542 (156% budget) Plate is slightly outperforming at greatly reduced expectations from prior years
- Pledge & Plate: \$126,765 (165% budget)
- Building Use: \$34,089 (174% budget) This category will likely outperform budget expectations that were reduced from prior years. Expect we will be ~125% budget.

### May Expenses:

- Rector moved to half time. May salary reflects that. Rector compensation has moved from \$108,900 (salary, health insurance allowance, pension) annualized to \$54,450 (salary, health insurance allowance, pension) annualized.
- Catch up for Rector pension Jan-May accounts for larger amount in May report.
- We have not paid DPA in 2023. We received some relief from original 2023 assessment. We expect a new billing from the Diocese. Catch up will be ~\$2K/month.
- We thankfully have Katrina helping us out on some parish admin duties.
- Josh Pinkston has joined the staff as building curator. He will work with building partners, their contracts. We are happy to welcome him.

### Overall:

We are +\$73,000 on a cash basis for the year. Given the above information, we are not ahead. If Building Use does outperform as expected, the draw from savings will likely be minimal, rather than the current expectation of \$13K.

Any savings we are receiving from lack of employees on the administrative/building/business side of the parish is coming at the cost to overburdened volunteers and is not sustainable. Compensation is the largest piece of the budget pie. With all the changes in the last few years, in my opinion, it is time to identify who holds which pillars of responsibility and how do we define successful coverage of each pillar. Those pillars, identified from full time rector ministry agreement:

- WORSHIP. The preaching, use of music, participation of clergy and lay persons and all other elements of the conduct of scheduled Holy Eucharist services, other weekly services and all other services on holy days and other special occasions.
- EDUCATION. For all children, youth and adults in the congregation, the orientation of new

## Treasurer's Report May 2023

people to the parish and the faith; preparation of adults and sponsors for baptism and for the preparing for confirmation, reception or affirmation of baptismal vows.

- PASTORAL CARE and COUNSELING. For all those in need of such care and to provide referrals to professional counselors as needed; especially those who are sick, shut-in, those in mental or emotional distress, those preparing for marriage, those about to be divorced or with other special family or individual needs.
- LAY MINISTRIES. As identified in the Parish Profile and as amended through Mutual Ministry Reviews with the Vestry and the Congregation.
- DIOCESAN ASSIGNMENTS. As decided in consultation with the Bishop and Vestry and in regard to the Diocesan structure.
- BUILDING and FACILITIES. Safety and maintenance of the facilities, schedule of use, adherence to the Building Use Policies established by the Vestry and all relevant laws and codes.
- PARISH ADMINISTRATION. The finances and stewardship of the parish, management of staff and volunteers and management of the assets of the parish with the Wardens, the Treasurer and others as assigned.

Once we identify what pillars are covered, we can better identify what we need. It is likely that the current job announcements will not cover what appear to be unmet needs. It seems that an assessment based on these categories might be useful and worth discussion.

# Saint David of Wales Episcopal Church

## Statement of Activity

May 2023

	TOTAL
Revenue	
40000 Pledges, Loose Plate and Gifts	
40100 Pledges	63,568.33
40300 Gifts/Open Plate	803.67
<b>Total 40000 Pledges, Loose Plate and Gifts</b>	<b>64,372.00</b>
41000 Other Income	
41100 Building Use Fees{25}	17,217.00
41110 Building Use Security Deposits	-50.00
<b>Total 41100 Building Use Fees{25}</b>	<b>17,167.00</b>
41200 Fundraising Events	
41250 Fundraising Income Other	73.14
<b>Total 41200 Fundraising Events</b>	<b>73.14</b>
41800 Interest Income Banking	36.98
<b>Total 41000 Other Income</b>	<b>17,277.12</b>
<b>Total Revenue</b>	<b>\$81,649.12</b>
<b>GROSS PROFIT</b>	<b>\$81,649.12</b>
Expenditures	
60000 Compensation	
60100 Rector Stipend/Regular Hours	191.00
60110 Rector Housing	3,546.00
60120 Rector Life Insurance	26.80
60130 Rector Pension	6,588.00
60300 Children's Ministry Coordinator	668.00
60400 Music Director	1,750.00
60500 Nursery Care	375.00
60600 Parish Administrator	1,340.00
60800 Payroll Expenses	
60820 Social Sec/Medicare	227.36
60830 Workers Comp/WBF/PFML	72.27
<b>Total 60800 Payroll Expenses</b>	<b>299.63</b>
<b>Total 60000 Compensation</b>	<b>14,784.43</b>
62000 Building & Grounds Expenses	
62300 Building & Janitorial Supplies	188.27
62400 Janitorial Service Contractor	220.00
62560 Repairs and Maintenance	2,100.00
<b>Total 62000 Building &amp; Grounds Expenses</b>	<b>2,508.27</b>
63000 Church & Office Expenses	
63100 Altar Guild	-75.00
63250 Copier Expenses	114.80
63350 Dues and Subscriptions	75.00

# Saint David of Wales Episcopal Church

## Statement of Activity

May 2023

	TOTAL
63450 Ministry Expenses	94.64
63500 Music Expenses/ Non Personnel	350.00
63550 Office Supplies & Expenses	74.96
63600 Parish Hospitality	59.21
63750 Telephone/Fax/Internet Expense	232.97
<b>Total 63000 Church &amp; Office Expenses</b>	<b>926.58</b>
63620 Taize Service	
63623 Taize Service - Expenses	150.00
63627 Taize Service - Donations	-79.68
<b>Total 63620 Taize Service</b>	<b>70.32</b>
64000 Insurance Expense	
64100 Property & Liability Ins.	2,125.25
<b>Total 64000 Insurance Expense</b>	<b>2,125.25</b>
66700 Professional Services	
66730 Supply Clergy	185.00
<b>Total 66700 Professional Services</b>	<b>185.00</b>
68300 Travel and Meetings	
68310 Conference, Convention, Me{257}	494.54
<b>Total 68300 Travel and Meetings</b>	<b>494.54</b>
68600 Utilities	
68630 Gas	1,413.33
68640 Water	585.70
68800 Electricity	493.00
68850 Garbage	175.00
<b>Total 68600 Utilities</b>	<b>2,667.03</b>
69120 Vanco Fees	51.13
<b>Total Expenditures</b>	<b>\$23,812.55</b>
NET OPERATING REVENUE	<b>\$57,836.57</b>
NET REVENUE	<b>\$57,836.57</b>

# Saint David of Wales Episcopal Church

## Statement of Activity

January - May, 2023

	TOTAL
Revenue	
40000 Pledges, Loose Plate and Gifts	
40100 Pledges	121,223.43
40300 Gifts/Open Plate	5,542.01
<b>Total 40000 Pledges, Loose Plate and Gifts</b>	<b>126,765.44</b>
41000 Other Income	
41100 Building Use Fees{25}	34,089.26
41110 Building Use Security Deposits	40.74
<b>Total 41100 Building Use Fees{25}</b>	<b>34,130.00</b>
41200 Fundraising Events	
41250 Fundraising Income Other	342.62
<b>Total 41200 Fundraising Events</b>	<b>342.62</b>
41300 Other Grants	8,511.84
41800 Interest Income Banking	174.15
<b>Total 41000 Other Income</b>	<b>43,158.61</b>
<b>Total Revenue</b>	<b>\$169,924.05</b>
<b>GROSS PROFIT</b>	<b>\$169,924.05</b>
Expenditures	
60000 Compensation	
60100 Rector Stipend/Regular Hours	15,899.00
60110 Rector Housing	17,730.00
60120 Rector Life Insurance	160.80
60130 Rector Pension	6,588.00
60300 Children's Ministry Coordinator	3,340.00
60400 Music Director	8,750.00
60500 Nursery Care	967.50
60600 Parish Administrator	1,340.00
60800 Payroll Expenses	
60820 Social Sec/Medicare	1,070.12
60830 Workers Comp/WBF/PFML	486.47
<b>Total 60800 Payroll Expenses</b>	<b>1,556.59</b>
<b>Total 60000 Compensation</b>	<b>56,331.89</b>
62000 Building & Grounds Expenses	
62200 Building and Property Security	295.35
62300 Building & Janitorial Supplies	564.59
62400 Janitorial Service Contractor	1,320.00
62550 Grounds/Landscaping Maintenance	0.00
62560 Repairs and Maintenance	5,761.33
<b>Total 62000 Building &amp; Grounds Expenses</b>	<b>7,941.27</b>

# Saint David of Wales Episcopal Church

## Statement of Activity

January - May, 2023

	TOTAL
63000 Church & Office Expenses	
63050 Advertising	108.54
63100 Altar Guild	307.76
63150 Bank Charges	48.47
63175 Children's Ministry Expense	13.99
63250 Copier Expenses	912.47
63350 Dues and Subscriptions	75.00
63400 Licenses and Fees	324.90
63450 Ministry Expenses	321.03
63500 Music Expenses/ Non Personnel	500.00
63550 Office Supplies & Expenses	164.65
63600 Parish Hospitality	1,636.13
63750 Telephone/Fax/Internet Expense	1,441.73
<b>Total 63000 Church &amp; Office Expenses</b>	<b>5,854.67</b>
63620 Taize Service	
63623 Taize Service - Expenses	229.64
63627 Taize Service - Donations	-172.14
<b>Total 63620 Taize Service</b>	<b>57.50</b>
64000 Insurance Expense	
64100 Property & Liability Ins.	4,250.50
<b>Total 64000 Insurance Expense</b>	<b>4,250.50</b>
66700 Professional Services	
66720 Supply Musicians	150.00
66730 Supply Clergy	5,110.00
66740 Other Professional Services	1,500.00
<b>Total 66700 Professional Services</b>	<b>6,760.00</b>
68300 Travel and Meetings	
68310 Conference, Convention, Me{257}	494.54
<b>Total 68300 Travel and Meetings</b>	<b>494.54</b>
68600 Utilities	
68630 Gas	8,413.86
68640 Water	2,858.36
68800 Electricity	2,465.00
68850 Garbage	833.75
<b>Total 68600 Utilities</b>	<b>14,570.97</b>
69120 Vanco Fees	185.77
<b>Total Expenditures</b>	<b>\$96,447.11</b>
<b>NET OPERATING REVENUE</b>	<b>\$73,476.94</b>
<b>NET REVENUE</b>	<b>\$73,476.94</b>

Building Improvement Implementation Team Report for June 18, 2023 Vestry Meeting  
UPDATED for June 25 meeting

Kitchen:

- Soderstrom Architects' May 18 meeting with the city on remaining permitting issues was not fruitful; the purpose of the meeting was to verify with the city all the documents it has received related to the support beam up to this point. This was meant to be sure what has been submitted so far and what will be submitted as the final package will, in fact, be complete. The city won't supply that info in person any longer, only via a written request that can take weeks to fulfill. The BII Team advised Soderstrom to proceed with the submission without waiting for this step to verify what has already been submitted. The BII Team and Norma of Pacifica Design Build are pushing Soderstrom to complete the work. (If you find this explanation confusing, that's because it is.)
- UPDATE: In the meantime, Soderstrom has received what it needs from the city and is sorting through a possible (although not at this point worrisome) discrepancy involving the plumbing plans.

Parking Lot Lighting:

- Madeline Moore was able to speak directly with someone at the city about the neighbors' lighting concerns. We are happy to report that the city does not advise us to change the lighting itself (the bulbs), but rather to install glare shields. The city contact offered that White Lightning (electricians) can contact him directly to get the particulars; such coordination is underway.
- The BII Team recommended to the Finance Team that an additional light pole for the playground area is not a priority at this time.

HVAC:

- Parish Hall and kitchen mini-splits: they are installed, the related electrical work is finished, and Total Mechanical has confirmed that the units work as intended. Total Mechanical will conduct a walk-through/training on use/maintenance.
- UPDATE: Walkthrough conducted. The mini-splits are very simple and straightforward to operate. Madeline has prepared and sent out instructions to key staff/building users. The BII Team will document the maintenance requirements (also straightforward) for the Building & Grounds committee.

Drywall

- Pacifica Design Build has completed the trim work necessary to improve access and use of some switches that were impeded by the recent drywalling. (See last month's report for background explanation.)

Overarching building

- As a result of trying to understand the status of the major permits related to the kitchen, the BII Team decided we (meaning St Davids) need to understand the status (issued, in process, expired, void – so many possibilities!) of all our building-related permits. This matters not just for the construction periods for our various projects, but also on-going. Charles and Matt of the BII Team have scheduled an initial 15-minute "building engineering review" meeting with the Bureau of Development Services for this purpose, focusing on the kitchen.
- UPDATE: The building engineering review meeting confirmed we are on the right track for the kitchen. The BII Team decided to pursue clarification regarding other permits as a future to-do, to keep the focus on the kitchen.

As of June 15, 2023, updated as of June 24, 2023  
Submitted by Margaret McCue, BII team leader