

...delighting in our neighbor enough to serve for their sake...

**Agenda · Vestry Meeting · January 17, 2019
6:30 pm – 8:30 pm**

Gathering

Opening Prayer, Meditation, and Call to Order

Review and Approval of December vestry minutes.

1. Follow up from December Vestry:

- Update on Providence Water Board/Town Counsel Application Process.
- Kitchen Rental Committee Members

2. Rector's Time:

- Government Shut-down
- Winter Storms: Communicating closings to the congregation
- Communications Proposal
- Shrove Tuesday

3. New Business:

- Use of Aldrich Hall for Autism Project & Pathways macaroni and meatball dinner. Sponsored by Shurtleff/Fontaine Families

4. Reports:

- Nominating Committee
2019 Slate of Officers and At-large Vestry Members
- Stewardship Committee – Verbal Report
- Finance Committee Report
2019 Proposed Budget
- Property Committee
List of items stored on the property: Sheds, Graham Hall, Aldrich Hall, and the Vault.
- Outreach Report
- Treasurer's Report
- Additional Reports – Clarification as necessary.

Closing Prayer and Adjournment

THE JESUS MOVEMENT:

*We're Following Jesus into Loving, Liberating, and Life-Giving Relationship with God,
with Each Other, and with Creation*

*Look around and notice wherever you see people nurturing relationship: with God,
with each other, and with creation. What's happening? What's helping people to heal
and live in sync with God, with each other, and with the earth? What are the fruits of
these relationships?*

Vestry Minutes

Minutes of the Vestry Meeting held on December 20, 2018

Prepared by: Renee Melaragno

12 Present: Rev. Johanna, Scott Fraser, Donna Martel, Susan Newkirk, Renee Melaragno, Bob Bouthillier, Lynette Cunningham, Kathy Giovine, Levond Jones, Megan Picozzi, Jim Segovis, Terry Yeaw.

2 Absent: Jackie Horner, Jill Shurtleff

Meeting opened with prayer at 6:36pm.

Review and approval of November, 2018 Vestry Minutes:

A motion was made and seconded to accept the minutes from the November, 2018 Vestry minutes. All agreed, no opposed.

1. Follow up from November Vestry

After discussion, a motion was made and seconded that we approach the zoning board and go forward with filling out an application to gain permission for additional use of Graham Hall and Aldrich Hall. All agreed, no opposed.

Terry and Scott agreed to work together to fill out the application. Terry will report back to the Vestry during the January Vestry meeting.

Kitchen Rental Committee

Megan reached out to Jill DeFusco and Kris Gregory. Jill is interested, but will get back to Megan, and Kris did not respond. Megan will reach out to Justin to see if he is interested.

2. Rector's Time

Rev. Johanna stated that a \$500 Memorial Fund donation has been received. Rev. Johanna received a memo from Joan Decelles, the Finance Director at the Diocese reminding us that Clergy Housing Allowance for 2019 should be declared by the Vestry before January 1, 2019 to conform to IRS rules.

A motion was made and seconded to recommend that Trinity Episcopal Church in North Scituate, Rhode Island designate the following amount of cash compensation to be clergy housing allowance for 2019 in accordance with the Internal Revenue Code (section 107).

The Reverend Johanna Marcure

\$15,692.25.

All agreed, no opposed.

Office Administrator

Rev. Johanna interviewed a potential new office manager. Rev. Johanna would like Susan to stay on and train the new office manager.

Motion made to pay both Susan and the new office manager during a training period (3 months); not to exceed \$2,500. 10 agreed, 2 abstained (Susan Newkirk and Bob Bouthillier), no opposed.

Treasurer's Position

Rev. Johanna suggested that we create a committee of 4 people or more to help support the treasurer. Rev. Johanna suggested Susan make a list of roles and responsibilities as well as an estimate of hours after the first of the year.

A few roles were suggested:

- Counters
- Weekly billing person
- Filing person
- Person managing the pledges
- Event manager

Motion made to create a new finance management ministry to support the treasurer. All agreed, no opposed.

3. Reports

A. Nominating Committee – See attached report.

Rev. Johanna stated that we still needing to identify one at-large vestry member to serve a year term and a Treasurer.

B. Finance Committee Report – See attached report.

Jim stated that the committee is on the second draft of the budget and they are working on getting it balanced.

C. Stewardship Committee – See attached report.

Pledges:

43% increase

41% same

7% decrease

9% new

D. Property Committee Report – See attached report.

A discussion took place stating that the flashing lights are not visible during the day. We may need to go back to the person who we bought the light from and let them know the light is not visible during the day. Scott will contact Liddell and discuss this with them.

Megan expressed concern about the refrigerators still being in the vault. The refrigerators will get stored in the closet.

Rev. Johanna would like the Property Committee to assess what is being stored where and report this information back to the vestry. We need to make sure our property is rearranged so it is being used as the vestry attended.

E. Outreach Report – See attached report.

Renee Melaragno will speak with Linda Strocky and invite her to speak with Vestry in order to explain the Sojourner House ministry as well as write something up about Sojourner House to put in the bulletin.

F. Treasurer's Report – See attached report.

As of December 17, the bazaar netted \$15,908.11.

Motion was made and seconded to accept the Treasurer's Report for audit. All in agreed, no opposed.

Scott recommended that we cover any increase in Rev. Johanna's co-pay for health insurance, so it does not result in a pay reduction. This subject will be discussed further at the January Vestry meeting.

Meeting ended with a closing prayer at 8:37pm.

Trinity Website Proposal

Goals/Purpose

- **Significant Cost Savings** - All updates to the current website, even minor ones, are billed by the hour by Mouseworks.
- **In-House, Timely Updates** - Temporary content such as announcements, calendar events, seasonal photos and banners, etc. should be able to be updated immediately by designated Communications team members or Parish Staff.
- **Single Updates to All Platforms** - There are various tools, many of them free, that will allow us to link our Social Media, Calendar, and Mailing List Manager (Mailchimp) to the website and make updates across all platforms at once.
- **Online Sales and Signups** - It should be possible to allow people to sign-up for volunteer spots online and to sell tickets to events online, such as the Turkey Supper.
- **Control of Our Domain** - Our domain, trinitynorthscituate.org is currently managed by Mouseworks. As such, we have limited ability to use it for other things such as a separate blog address or email aliases like "rector@trinitynorthscituate.org" and "vestry@trinitynorthscituate.org" that would get routed to the correct people.

Proposed Solution

I'm proposing the following solution for our website. It is broken-up into several components.

Hosting

I propose we establish our own account with a company called **Site5.com** (formerly, HostExcellence). This would provide "server space" to host our website, email aliases, DNS records, and any online tools we may wish to have in the future. I've chosen this company because I'm very familiar with them (I use them for my own websites), their pricing is very competitive, and they offer a lot of features and options with their base plans that will allow us to be flexible in the future. I've selected their mid-range hosting plan as it allows "multiple websites," should we ever see the need to host a separate site such as one for the Thrift Shop, a Rector's Blog, or a site for some other special ministry.

Content Management and Website Design

I propose that we install Wordpress on our newly established hosting account and use its user-friendly interface and templates to build our website and make periodic updates to it.

I've chosen Wordpress because anyone can be trained to use the tool, provided they have basic computer and Internet knowledge and are comfortable using "Microsoft Office" type tools. I'm suggesting that we host our own copy of Wordpress on Site5's hosting space as opposed to using Wordpress's "already hosted" solution

because it gives us the flexibility to manage our email addresses and additional functionality that Wordpress itself does not support. Site5 offers automatic updates for Wordpress installations as part of their hosting plans.

As a gift of time and talent to Trinity, I would volunteer my time to:

- Set-up the hosting account and work with Mouseworks to transfer the domain
- Install Wordpress
- Do the initial design of the website and format and publish all initial content
- Working in conjunction with Rev. Johanna and anyone she or the Vestry designates, do regular reviews (at least annually) of all static content and work with the appropriate people to keep it up-to-date.
- Make updates as needed with a reasonable notice (“reasonable notice” TBD)
- Train appropriate Trinity staff, ministry chairpersons, or Vestry members to make smaller updates such as calendar changes, announcements, weekly bulletin posts, blog posts, etc.
- Work with the Parish Administrator to establish and maintain written documents (in the form of a physical binder) of how everything works and who to contact for the different services.

Domain Registration and Management

In order to have a web address like trinitynorthscituate.org, the domain must be registered with a domain registrar and managed using their service. Currently, Mouseworks manages our domain through a registrar of their choice and hosts it on their own DNS servers.

I would suggest that we work with Mouseworks to “transfer” the domain from their registrar to a registrar of our choice such as GoDaddy.com (the name sounds funny, but they are legitimate and reliable). This will incur a one-time transfer fee and an annual or biannual fee to keep the domain active.

While Site5 does offer domain registration themselves, there are advantages to having it registered elsewhere, namely that if we ever decide to move hosting to another service or outsource the website again, there would be no disruption of service or risk of losing the domain name. We retain full control over it as long as we pay the bill.

Email

By bringing our domain hosting in-house and using Site5’s tools, we will have the option to create email aliases with the @trinitynorthscituate.com domain name that automatically forward to the appropriate person. As ministry members, staff, or email account hosting changes, the aliases can be easily re-pointed to the new person as-needed. For example:

rector@trinitynorthscituate.org - Forwarding to Rev. Johanna’s Gmail Account

office@trinitynorthscituate.org - Forwarding to the Parish Administrator Gmail Account

vestry@trinitynorthscituate.org - Forwarding to appropriate vestry members to handle correspondence

turkeysupper@trinitynorthscituate.org - Forwarding to the current chairperson of the Turkey Supper

... and so on ...

I recommend that the parish staff stick with its existing Gmail Accounts for actually managing mail unless we decide to use *Google for My Domain* or the equivalent Microsoft Outlook 365 service, both of which are free to non-profit organizations. Both of these services have many advantages over hosting our own email through Site5, not the least of which is advanced Spam filtering.

Approximate Costs

Expense / Tool	Term	Cost
Site5 Hosting (hostPro Level) https://www.site5.com/hosting/web/	Annual or Biannual	\$143.40 (Annual) \$107.40 (Biannual)
Domain Registration Annual Renewal www.godaddy.com	Annual	\$19.99
Domain Transfer + First Year www.godaddy.com	One-Time	\$11.99
Wordpress Installation	One-Time	FREE w/Site5 Hosting
Initial Site Stand-up and Design Work	One-Time	FREE - Justin
Periodic Design Updates	As-Needed	FREE - Justin
Minor Daily/Weekly Updates	As-Needed	FREE - Train Anyone

Contingency Plans

What would happen in the event that Justin is no longer able to manage the website? It's a fair question.

General Maintenance

Wordpress is pretty standard and it's easy for anyone with basic knowledge of the Internet and typical office software to learn to use it. Parish staff could continue to use it as-is without much need for intervention. Documentation (in the form of a binder that lives in the Parish office) of how things work, who to contact, and where things live would assist with this process.

Hosting, Domains, and Technical Problems

Any full-service web design company, such as Mouseworks could be re-hired to handle technical problems as they arise. Most "small business" web design firms are familiar with content management tools such as Wordpress, Drupal, etc.

Billing and Renewals

Hosting and Domain Registration accounts would be set-up to be handled by the Parish Administrator or Treasurer, as appropriate, and are typically auto-renewed via credit card. So there is little risk of interruption of service.

Nominating Committee Report

January 2019

Prepared by: Rev. Johanna Marcure

Committee Members: Norman Shardlow, at-large member; Scott Fraser, Chair; Donna Martel, Renee Melargno, Susan Newkirk, Bob Bouthillier, Kathy Giovine, Jackie Horner, Terry Yeaw outgoing vestry members; and Rev. Johanna, ex-officio.

The Nominating Committee presents the following slate of Officers to serve a one-year term:

Senior Warden	Steve Gaddes (2019)
Junior Warden	John Holmes (2019)
Treasurer	Susan Newkirk (2019)
Clerk of the Vestry	Cynthia Chatell (2019)

The Nominating Committee presents the following individuals to fill the three, three-year at-large seats vacant on the vestry:

Kristine Gregory (2021)
Gail Harrison (2021)
Deb Luchka (2021)

The Nominating Committee presents the following individual to fill the one, two-year at-large seat vacant on the vestry:

Bob Liptrot (2020)

The Nominating Committee presents the following individuals to serve as delegates and alternate delegates to the 2018 Diocesan Convention:

Delegates to Diocesan Convention:

Susan Newkirk
Norman Shardlow

Alternate Delegates to Diocesan Convention:

Barbara Barber
Phyllis Schumacher

2019 Vestry Officers:

Senior Warden	Steve Gaddes (2019)
Junior Warden	John Holmes (2019)
Treasurer	Susan Newkirk (2019)
Clerk of the Vestry	Cynthia Chatell (2019)

Members at-large: Class of 2019

Levond Jones
Jim Segovis
Megan Picozzi

Class of 2020

Lynette Cunningham
Bob Liptrot
Jill Shurtleff

Class of 2021

Kristine Gregory
Gail Harrison
Deb Luchka

Finance Committee Report

January 2019

Prepared by: Susan Newkirk

Account Reporting – Finance Committee Suggests the following Changes:

At the December 20, 2018 budget meeting, the finance committee agreed to propose the following changes to streamline the accounting process and to maximum financial benefit for the church. By moving the following funds from the Restricted account to the DIT, the church can earn interest and dividends. The funds would be made available for the intended purpose as requested. Interest and dividends would be retained by the church. Funds recommended to be moved are based on the December 31, 2018 balance sheet. Transferred totals may be slightly different if expenses were processed after the balance sheet was generated:

Recommended Funds to move to the DIT are:

- Adult Choir Fund: \$5364.11 be moved to the DIT. (\$1400 to remain in the temporary restricted account.)
- Missionary Fund: \$ 3532.53

- Jeannette Heath Fund: Move \$600 to DIT the reserve as requested when the account was set up. (Move balance of \$372.89 to the Operating checking.)
- Pilgrimage Fund: \$1725.31
- Sabbatical Fund: \$3700.00
- Youth Group: \$2209.96.

Total amount to move to the DIT: \$ 17,131.91

To enable the church operating budget to accurately reflect the costs of supporting parish ministries and requests for funds, the committee recommends moving the following funds from the Restricted account to the Operating account. As budgeted, scholarships will be available for youth, and adults through Christian Formation, along with retreat facilitator fees and expenses. Outreach funds will be budgeted and available through the Operating account. Food Closet funds will not change and remain in the Restricted checking under Food Closet. Altar Guild expenses will be budgeted and paid through the Operating checking.

- ECW 20 Week Benefit: \$2634.10
- ECW Campership Fund: \$2568.85
- ECW Scholarship Fund: \$519.34
- ECW Other: \$100.
- Fundraising: \$474.28 (\$2000 to remain in the temporary Restricted Account.)
- Jeannette Heath Fund: \$372.89
- SoS: \$400.
- WINGS: \$1256.83 (\$600 will be retained in the temporary Restricted Account.)
- Outreach: \$2931.39
- Sunday School Rose Clark: \$495.85
- Altar Guild: \$6291.67

Total amount to move to Operating: \$18,045.20

Funds to remain in the temporary Restricted Account:

- Congregational Development: \$ 4926.49
- Adult Choir Fund: \$1400.00
- Building Fund: \$4480.74
- Capital Campaign: \$2605.00

- Clergy Education Fund: \$4241.69
- Food Closet: \$ 16,469.43
- Fundraising: \$2000.00
- Memorial Donation (Unrestricted): \$5735.53
- Prayer Shawl Group: \$100.00
- Wings: \$600.00

Total Amount to Remain in the Restricted Account: \$ 42,558.88

The 2019 Proposed Budget will be distributed separately.

Property Committee Report

January 2019

Prepared by: Alan W. Abbey

Attendance: John Morgan, Al Abbey, John Holmes, Eric Peterson, Bob Bouthillier, and Norm Shardlow.

Point of interest: John Holmes will be taking over as Chair of the Building Committee starting February

Point of interest: Norm removed the stereo/audio cabinet in Aldrich Hall and replaced it with a shelf up above head height, so it is no longer a danger when walking by that area of the hall.

The meeting started with a correction of last meetings minutes, whereby it was reported all unfinished projects were completed. The correction was that all short list projects were completed. There are several outstanding projects that will continue to be addressed in the 2019 efforts including:

- Rectory hand rail
- Rear deck of Graham Hall
- A few remaining light replacements in the emergency lighting system
- Various windows
- Recent projects completed include the following:
- Polishing of Aldrich Hall flooring

New crosswalk caution system concerns include the following:

- Signage leading up to the crosswalk from either direction is unclear and conflicting.

- Traffic continues to be a concern as some drivers speed up when approaching the crosswalk. The problem here is lack of driver consideration of the crosswalk.
- Concerns that the brightness of the LED lights aren't adequate. It was noted that up close the lights seem dim, but they are designed so that they are brighter at further distances to give drivers advance warning the crosswalk is being used.

The issue of readdressing the crosswalk effectiveness with the state and possible modifications to improve it was raised. It was generally agreed that the best course is to complete the currently approved plan, including the inspection by DOT and release of the Bond.

The crosswalk project will be complete in the coming weeks with the addition of early warning signage from either direction. After this is complete, additional improvement steps will be addressed with the vestry and local police input.

Safety Committee Request

Eric Peterson (a representative of the Safety Committee) reported that the Safety Committee would like a lock on the door at the top of the Aldrich Hall side stairway to prevent entry while classes are being held but should be unlocked for exit from the second floor. The possible solutions are as follows:

- Swapping out a different door from the lower floor of the main church building
- Possibly swapping out a lock only from the main church building door
- Purchase of a lock to be used on the Aldrich Hall door

Whatever solution is decided should cost no more than \$100. This issue will be brought up with the vestry for a decision

Please Note: Following the adjournment of the meeting this matter was reviewed and it appears that the lock is already in place and that a simple adjustment to the crash bar needed. Norm will address this in the coming week.

There were several window repair/replacement issues raised, as follows:

- The north window of the main church (upstairs) needs work due to rot. This can wait until early spring, it cannot be repaired but requires replacement.
- The main church bathroom window needs a storm window, approximate cost \$80

- 2 windows in Graham Hall require replacement, they are past any warranty period, and Eric Peterson will attempt to patch to gain time until they can be replaced.

The next property committee meeting will occur February 9, 2019 at 8:00 am.

List of Items in Various Storage Areas as Requested at December Vestry

Aldrich Hall

Storage Closet Under Stairway:

- 24 - Rectangular Folding Tables
- 1 - Round Table Seats 8-10
- 3 - Rolling Racks of folding chairs
- 2 - Rolling Utility Carts (1 empty, 1 with Video Projector)
- 2 - Event Signs for the Street
- 1 - 6' Step Ladder

Boy Scout Items:

- 2 - Flags with Stands
- 1 - Large Cabinet with additional box on top
- 1 - Two Drawer Filing Cabinet

Vault

- 2- Refrigerators
- Various Pots, Pans and Cooking Devices and Utensils
- Hospitality paper goods and items including sugar packets, stirrers etc.
- Spices and basic food items for cooking and baking
- Take out containers
- 2 - Carts of Dishes
- Various serving dishes, bowls and miscellaneous items

Graham Hall

Corner Room near Kitchen:

- 5- Racks of Folding Wall Dividers
- 1- Bookcase
- 1- Rack of Folding Chairs
- 1- Ping Pong Table
- 1- Folding Card Table
- Folding Drawing Easel
- Pile of Leftover Bazaar Items

Graham Hall, continued...

Top of Staircase:

- 2- Wire racks with left over bazaar items

Small Shed

- Assorted Yard Tools
- 1- Lawn Mower
- 2- Snow Blowers
- 2- Leaf Blowers
- 1- Chain Saw
- 1- Shop Vac
- 4- Boxes of Landscaping Lights

Large Shed

- 6- Round Tables
- 1 - Shop Vac
- 2 - Floor Washers
- 1 - Air Conditioner
- 1- Folding Card Table
- 2 - Sets Bi-fold Doors - New
- 7 - Large Plastic Tote Boxes full of assorted items
- Assorted Power Tools

Areas Not Inventoried

- Attic in Graham Hall
- Individual rooms used for Sunday School
- Janitor Closet in Aldrich Hall
- Small Closet near the kitchen
- Boiler Room in the Undercroft
- Janitor Closet in Undercroft



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CORPORATE OFFICES: LIDDELL BROTHERS, INC. • 600 INDUSTRIAL DRIVE • HALIFAX, MA 02338

62254

TO: TRINITY EPISCOPAL CHURCH
 249 DANIELSON PIKE
 NORTH SCITUATE RI 02857

REQUISITION# 006
 FOR PERIOD THRU 12/01/18
 L JOB # 180354
 ESTIMATE # DIR 2 REBILL
 WRKSHT OR TCKT# N/A
 P.E. 11/20/18

LOCATION: AC-N. SCITUATE, RI TRINITY CH
 DANIELSON PIKE
 PEDESTRIAN CROSSWALK SYSTEM

JOB NO 180354-000 CUSTOMER ORDER# TERMS INVOICE NUMBER 48159 DATE 12/01/18

ITEM NUMBER	ITEM DESCRIPTION	UNIT	PRICE	QUANTITY THIS PERIOD	AMOUNT THIS PERIOD (\$)	TOTAL QTY TO DATE	AMOUNT TO DATE (\$)
MISC	PEDESTRIAN FLASHING CROSSWALK SYSTEM	LS	1.0000	17,028.60	17,028.60	25,553.60	25,553.60
	TOTAL CONTRACT				17,028.60		25,553.60

[TOTAL CONTRACT & CHANGE ORDERS] 17,028.60 25,553.60

TOTAL AMOUNT TO DATE 25,553.60
 PREVIOUS REQUISITIONS 8,525.00
 CURRENT PAYMENT DUE 17,028.60

Treasurer's Report

January 2019

Prepared by: Susan Newkirk

Old Items – Updated

One Time Event: The balance owed to the Restricted Account was reduced from \$6,699.01 to \$6199.01. We will continue to pay \$500 per month as funds are available.

Crossing Light: The final invoice from Liddell was received but not paid to date. John Morgan met with Liddell representatives last week and is working to get the project concerns addressed. Payment will not be made until authorized by Rev. Johanna or the vestry as appropriate.

Financial Report – Items to Address

Budget vs. Actual Report: Several corrections are needed on the report. The following items were sent to the accountant to be adjusted accordingly:

Page 1:

- Thrift Shop: Income is not correct. Priscilla provided a list of checks issued to Trinity. List was forwarded to FMSI on January 14 for clarification and adjustment.
- Hall Rental (other) : \$-50 should have been expensed to hall rental return.
- Rector Housing: Income line item will be removed for 2019. Should not be included here.

Page 2:

- Parish Life: Actual expense for year was \$992. A 2018 bill for \$203.17 was paid in January 2019.

Page 3:

- Computer Service and Maintenance: \$1020 in expenses were incurred at the end of 2017 and paid in 2018 from the discretionary account. Expense was booked to the operating account to enable us to know the cost for maintenance for budgeting purposes.
- Office: Computer Software: There are two yearly contracts we pay for:
1. The cloud back up for the three computers; 2. Help desk support for

our servant keeper data base program. The Help Desk support was incorrectly expensed to office supplies. Computer software expense should be \$630.

- Office Supplies: Cost of office supplies should be \$ 605. (See computer software note above).
- Rector Compensation/Continuing Education: The \$120 should be expensed to professional fees.

Page 4:

- Utilities: Electric: Overage on budget primarily due to the increase in cost of electricity.
- Utilities: Church WiFi/Phone: The fax line was disconnected this month. This should generate a monthly savings of approximately \$26. We will also get a credit on the phone bill. One of the phone lines was set up incorrectly and additional call charges generated. Our Cox representative recently submitted a request for us to get credit for approximately one month of service, to offset the additional charges.

Balance Sheet

- UTO: \$50 balance belongs to Episcopal Charities. A parishioner made the check payable to Trinity Church. A check for \$50 will be sent to Episcopal Charities this month.

Old Items – No Status Change

Accessibility/Safety Grant Application: I'm still awaiting the estimate for the new alarm box for Aldrich Hall. This was a recommendation made at the time the firebox near the undercroft kitchenette was replaced. Invoices for work completed must be pulled to submit with the application.

Credit Card: As previously indicated, when the 2018 books are closed, I will submit a credit card application to Navigant Credit Union. The cards must be issued under an individual name and will be billed to Trinity. Multiple cards can be issued. I recommend any card, except for the card issued to the Rector, be kept in the church office until needed.

Trinity Episcopal Church
Vestry Report - Budget vs. Actual
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DIT INVESTMENT INCOME 4	11,049.49	11,000.00	49.49	100.4%
FUNDRAISING 5				
Bazaar Proceeds	15,615.24	15,000.00	615.24	104.1%
Food Closet Fundraiser 10	0.00	4,000.00	-4,000.00	0.0%
Other Fundraising Events	289.90	5,000.00	-4,710.10	5.8%
Turkey Supper Proceeds	9,401.25	8,000.00	1,401.25	117.5%
Ministry Fundraisers				
Men's Group Fundraising Income	1,053.21			
Thrift Shop	5,900.00	8,000.00	-2,100.00	73.8%
Ministry Fundraisers - Other	0.00	100.00	-100.00	0.0%
Total Ministry Fundraisers	6,953.21	8,100.00	-1,146.79	85.8%
Yard Sale Proceeds	0.00	675.00	-675.00	0.0%
Total FUNDRAISING 5	32,259.60	40,775.00	-8,515.40	79.1%
OTHER INCOME 5				
Rector Housing	17,784.55			
Amazon Smile	50.00	95.00	-45.00	52.6%
Hall Rental				
AA Donation	800.00	200.00	600.00	400.0%
Aldrich Hall Rental	2,750.00	2,600.00	150.00	105.8%
Hall Rental - Other	-50.00	0.00	-50.00	100.0%
Total Hall Rental	3,500.00	2,800.00	700.00	125.0%
IGA	80.08	68.00	12.08	117.8%
Interest Income	90.18			
Misc Income	493.97	2,000.00	-1,506.03	24.7%
Total OTHER INCOME 5	21,998.78	4,963.00	17,035.78	443.3%
TITHES & OFFERINGS 3				
Christmas	1,268.00	1,000.00	268.00	126.8%
Easter	1,540.00	1,100.00	440.00	140.0%
Other Special Offering	1,469.54	1,400.00	69.54	105.0%
Plate-Non Pledge Offering	11,290.40	2,500.00	8,790.40	451.6%
Pledges				
Vanco-Capital Campaign	320.00			
Vanco-Pledge Fund	19,508.44			
Pledges - Other	155,089.22	178,074.00	-22,984.78	87.1%
Total Pledges	174,917.66	178,074.00	-3,156.34	98.2%
Pledges Prior Year	1,699.00	2,000.00	-301.00	85.0%
Total TITHES & OFFERINGS 3	192,184.60	186,074.00	6,110.60	103.3%
49900 - Uncategorized Income	15.75			
Total Income	257,508.22	242,812.00	14,696.22	106.1%
Gross Profit	257,508.22	242,812.00	14,696.22	106.1%

Trinity Episcopal Church
Vestry Report - Budget vs. Actual
January through December 2018

Expense	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
ADVERTISING 14	0.00	1,300.00	-1,300.00	0.0%
APPORTIONMENT 12	37,622.00	37,622.00	0.00	100.0%
BANK -EFT FEES 14				
Square & PayPal Fees	7.07			
Check and Deposit Slip Order	144.78	300.00	-155.22	48.3%
Vanco Fees	686.32	852.00	-165.68	80.6%
BANK -EFT FEES 14 - Other	48.68			
Total BANK -EFT FEES 14	886.85	1,152.00	-265.15	77.0%
BUILDING-A Hall (Kitchen) 14				
Equipment Repair & Maintenance	140.00	1,200.00	-1,060.00	11.7%
Propane	1,037.37	1,000.00	37.37	103.7%
BUILDING-A Hall (Kitchen) 14 - Other	40.57			
Total BUILDING-A Hall (Kitchen) 14	1,217.94	2,200.00	-982.06	55.4%
BUILDING & GROUNDS MAINT 14				
Cleaning Company	1,125.00	3,900.00	-2,775.00	28.8%
Equipment Maintenance & Repair	390.50	300.00	90.50	130.2%
Fire Safety & Maintenance	2,164.73	500.00	1,664.73	432.9%
General Property Repair	1,927.27	1,500.00	427.27	128.5%
Housekeeping Supplies	466.74	500.00	-33.26	93.3%
HVAC Maintenance & Repairs	0.00	250.00	-250.00	0.0%
Licenses & Fees	685.00	710.00	-25.00	96.5%
Pest Control	1,200.00	1,200.00	0.00	100.0%
Sewage Maintenance	861.00	500.00	361.00	172.2%
Snow Removal, Sanding	2,950.00	3,500.00	-550.00	84.3%
Trash Removal	1,653.99	1,000.00	653.99	165.4%
Total BUILDING & GROUNDS MAINT 14	13,424.23	13,860.00	-435.77	96.9%
CONVENTIONS 14	70.00	100.00	-30.00	70.0%
INSURANCE 14				
General Liability	6,579.00	6,500.00	79.00	101.2%
Worker's Comp	552.00	650.00	-98.00	84.9%
Total INSURANCE 14	7,131.00	7,150.00	-19.00	99.7%
MINISTRIES 14				
Adult Christian Formation				
EFM	0.00	300.00	-300.00	0.0%
Supplies	190.50	300.00	-109.50	63.5%
Adult Christian Formation - Other	100.00	500.00	-400.00	20.0%
Total Adult Christian Formation	290.50	1,100.00	-809.50	26.4%
Music-Choir Ministry				
Choir-Music	145.00	350.00	-205.00	41.4%
Supply Organist	300.00	300.00	0.00	100.0%
Total Music-Choir Ministry	445.00	650.00	-205.00	68.5%
Outreach				
Food Closet Fundraiser	0.00	4,000.00	-4,000.00	0.0%
Total Outreach	0.00	4,000.00	-4,000.00	0.0%
Parish Life				
Hospitality	721.89	1,000.00	-278.11	72.2%
Total Parish Life	721.89	1,000.00	-278.11	72.2%
Stewardship	394.65			

Trinity Episcopal Church
Vestry Report - Budget vs. Actual
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Youth Christian Formation				
Curriculum	679.00	500.00	179.00	135.8%
Rite 13	0.00	200.00	-200.00	0.0%
Supplies-Activities	177.43	200.00	-22.57	88.7%
Total Youth Christian Formation	856.43	900.00	-43.57	95.2%
Total MINISTRIES 14	2,708.47	7,650.00	-4,941.53	35.4%
OFFICE 14				
Accounting Service	2,637.50	2,000.00	637.50	131.9%
Computer Servicing & Maintenanc	1,859.00	100.00	1,759.00	1,859.0%
Computer Software - Hardware	329.99	400.00	-70.01	82.5%
Copier				
Copier Maintenance & Supplies	943.98	2,500.00	-1,556.02	37.8%
Lease-Xerox	588.36	555.00	33.36	106.0%
Lease Toshiba	4,089.28	4,200.00	-110.72	97.4%
Property Tax - Copier	556.00	556.00	0.00	100.0%
Total Copier	6,177.62	7,811.00	-1,633.38	79.1%
Office Supplies	904.19	300.00	604.19	301.4%
Paper	820.30	1,000.00	-179.70	82.0%
Postage	917.80	1,500.00	-582.20	61.2%
Website	1,640.29	1,500.00	140.29	109.4%
Total OFFICE 14	15,286.69	14,611.00	675.69	104.6%
OTHER OPERATING EXPENSES 14				
Hall Rental Deposit Refund	50.00			
OTHER OPERATING EXPENSES 14 - ...	14.00			
Total OTHER OPERATING EXPENSES 14	64.00			
PAYROLL 14				
Choir Director	13,364.00	13,364.00	0.00	100.0%
Nursery	289.26	0.00	289.26	100.0%
Parish Administrator	10,798.50	11,700.00	-901.50	92.3%
Sexton	6,697.76	4,900.00	1,797.76	136.7%
Total PAYROLL 14	31,149.52	29,964.00	1,185.52	104.0%
PAYROLL EXPENSES 14				
Federal FICA Employer Tax	2,382.54	2,630.00	-247.46	90.6%
Payroll Services	471.76	400.00	71.76	117.9%
Pension Contribution (Base)	118.43	185.00	-66.57	64.0%
Pension contribution (Match)	94.74	155.00	-60.26	61.1%
Total PAYROLL EXPENSES 14	3,067.47	3,370.00	-302.53	91.0%
PLEDGE SUPPLIES 14	-40.16			
PWA LAND LEASE & TAXES 14	761.60	660.00	101.60	115.4%
RECTOR'S COMPENSATION PKG 14				
Continuing Education	120.00	1,000.00	-880.00	12.0%
Health Insurance	27,340.00	27,200.00	140.00	100.5%
Housing Allowance	17,784.55	0.00	17,784.55	100.0%
Pension	12,630.93	16,920.00	-4,289.07	74.7%
Rectory-Phone, Wifi, Cable	1,773.28	1,750.00	23.28	101.3%
Rectory Electric	1,970.98	1,800.00	170.98	109.5%
Rectory Oil 1	2,299.97	2,200.00	99.97	104.5%
Salary	57,410.00	57,410.00	0.00	100.0%
Travel & Professional Expenses	550.00	4,000.00	-3,450.00	13.8%
Total RECTOR'S COMPENSATION PKG ...	121,879.71	112,280.00	9,599.71	108.5%
RECTOR - SUPPLY CLERGY 14				
Mileage	63.61	300.00	-236.39	21.2%
Services	810.00	1,200.00	-390.00	67.5%
Total RECTOR - SUPPLY CLERGY 14	873.61	1,500.00	-626.39	58.2%
STATE OF RI MISC FEES 14	10.00			

Trinity Episcopal Church
Vestry Report - Budget vs. Actual
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
UTILITIES - Church & Hall 14				
Electric				
Church-Undercroft	2,276.46			
Hall	1,090.53			
Electric - Other	4,737.78	6,500.00	-1,762.22	72.9%
Total Electric	8,104.77	6,500.00	1,604.77	124.7%
Oil 2 & 3				
2 Church	2,932.72			
3 Hall	3,793.88			
Oil 2 & 3 - Other	-1,332.83	4,700.00	-6,032.83	-28.4%
Total Oil 2 & 3	5,393.77	4,700.00	693.77	114.8%
WiFi & Phone				
Church-Undercroft WiFi/Phone	3,017.25			
Hall WiFi	1,079.76			
WiFi & Phone - Other	0.00	3,600.00	-3,600.00	0.0%
Total WiFi & Phone	4,097.01	3,600.00	497.01	113.8%
Total UTILITIES - Church & Hall 14	17,595.55	14,800.00	2,795.55	118.9%
WORSHIP & LITURGY 14				
69800 - Uncategorized Expenses	25.92	500.00	187.74	137.5%
Total Expense	254,422.14	248,719.00	5,703.14	102.3%
Net Ordinary Income	3,086.08	-5,907.00	8,993.08	-52.2%
Other Income/Expense				
Other Income				
NON-BUDGET INCOME				
Congregational Dev Fund Grant	5,600.00			
Heifer International Income	164.48			
Other Collections UTO etc.	362.00			
ECW Other	100.00			
Adult Choir Income 11	1,300.00			
Altar Guild Income 3	4,530.00			
Bazaar Income 5	20,203.12			
Capital Campaign Income 8	14,293.00			
Discretionary Income 11	3,219.00			
ECW 20 week Benefit	6,445.00			
Food Closet Grant	9,451.10			
Food Closet Income 10	12,469.21			
Food Closet Walk Income	2,508.17			
Fundraising (Other) 5	949.49			
Liturgical Services Income 11	425.00			
Memorial Donation Income 11	925.00			
Mens Group Income 5	2,111.26			
Other Non Budgeted Income	4,281.28			
Outreach Income 10	226.00			
Thrift Shop Checking Deposits	16,569.61			
Turkey Supper Income 5	14,732.74			
Wings Income 10	7,214.00			
Youth Group Income 10	915.00			
Total NON-BUDGET INCOME	128,994.46			
Total Other Income	128,994.46			

Trinity Episcopal Church
Vestry Report - Budget vs. Actual
 January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
NON-BUDGET EXPENSES				
Congregational Dev Fund Grant D	534.61			
Sunday School Rose Clark	188.44			
Thrift Shop Checking Disb.	12,306.55			
Heifer International Expense	1,100.00			
UTO	312.00			
Adult Choir Expense 16	150.00			
Altar Guild Expense 14	4,028.64			
Capital Campaign Expense 15	8,758.00			
Discretionary Expense 18	6,227.95			
ECW 20 Week Club Expense 18	3,835.90			
ECW Campership Expense 16	1,600.00			
ECW Scholarship Expense 16	306.00			
Food Closet Expense 16	20,526.76			
Food Closet Walk Expense	1,045.46			
Fundraising Other Expense 14	176.82			
Liturgical Services Expense 16	150.00			
Mem Donation Unrestrict Exp 15	1,009.79			
Men's Group Expense 14	1,511.89			
Other Non Budget Expense	2,293.90			
Outreach Expense 16	355.42			
Turkey Supper Expenses 14	14,620.91			
WINGS Expense 16	6,157.96			
Youth Group Expense 16	505.45			
14 · Bazaar Expense 14	20,203.12			
Total NON-BUDGET EXPENSES	<u>107,905.57</u>			
Total Other Expense	<u>107,905.57</u>			
Net Other Income	<u>21,088.89</u>			
Net Income	<u>24,174.97</u>	<u>-5,907.00</u>	<u>30,081.97</u>	<u>-409.3%</u>

Trinity Episcopal Church
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Discretionary Checking 18	5,540.60
Emergency Savings 19	25,212.61
Navigant Operating Checking 19	28,429.01
Navigant Restricted Checking 19	
Congregation Development Fund	4,926.49
Other Collection UTO etc.	50.00
Adult Choir Fund	6,764.11
Altar Guild	6,291.67
Bazaar	292.87
Building Fund	4,480.74
Capital Campaign	2,605.00
Clergy Education Fund	4,241.69
ECW - Other	100.00
ECW 20 Week Benefit	2,634.10
ECW Campership	2,568.85
ECW Scholarship Educational	519.34
Food Closet	16,469.43
Fundraising (Other)	2,474.28
Jeannette Heath Fund	972.89
Memorial Donation (Unrestricted)	5,735.53
Missionary Fund	3,532.53
One Time Event	-6,199.01
Outreach	2,931.39
Pilgrimage Fund	1,725.31
Prayer Shawl Group	100.00
Sabbatical	3,700.00
Sisters of Sophia Retreat Fund	400.00
Sunday School - Rose Clark	495.85
Wings	1,856.83
Youth Groups	2,209.96
Total Navigant Restricted Checkin...	71,879.85
CASH BOX	150.00
Petty Cash	100.00
Thrift Shop Checking 19	1,783.73
Total Checking/Savings	133,095.80
Other Current Assets	
DIT-Diocesan Investment Trust 4	233,975.97
Total Other Current Assets	233,975.97
Total Current Assets	367,071.77
Fixed Assets	
Church Buildings	1,005,900.00
Total Fixed Assets	1,005,900.00
TOTAL ASSETS	1,372,971.77

Trinity Episcopal Church
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	4,829.71
Total Current Liabilities	<u>4,829.71</u>
Total Liabilities	4,829.71
Equity	
DIT-Value Adjustments	-21,518.01
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-32,612.66
Net Income	24,174.97
Total Equity	<u>1,368,142.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,372,971.77</u></u>

Worship Committee Report

January 2019

Prepared by: Rev. Johanna

The worship committee continues to examine ways in which to enrich our worship through our use of space, light, sound, and movement.

Before beginning the work of planning for Ash Wednesday, Lent, Holy Week, and Easter, the committee reviewed services during Advent and Christmastide. The following items were discussed and are presented here for vestry consideration:

- Pictures during the service: flashes and movement a distraction
- Advertising
- Greening of the Church in 2019
- Times of Christmas Eve services in 2019
- Photos on Facebook
- Lenten Service times: Ash Wednesday, Noon and 7 pm; Stations of the Cross, Fridays at Noon
- Gluten Free Bread for Lent – Baked after 9:30 am service on Sundays
- Addition of the names of those the flowers are in memory of during prayers of the people

Outreach Ministry Report

January 2019

Prepared by: Kathy Giovine

Food Closet

On January 10th the Food Closet received a \$700 donation from *101 Cycle*, a Christian cycle club. In addition, they donated around 30 to 40 pounds of canned goods. They will be supporting us following their food drives in the future.

The Food Closet also received a \$3,000 grant from the Episcopal Charities Fund of Rhode Island in December 2018. They have asked us to provide speakers during their 2019 campaign to promote the Episcopal Charities. Our food Closet committee has committed to accommodating them if possible.

We are currently in the process of recertifying our membership as an agency with the RI Community Food Bank.

We have a new driver to support Bob Bouthillier. Ted Donnelly has expressed an interest in doing this. Ted will attend an upcoming Food Bank orientation.

The Food Closet committee met on January 10th to discuss the financial status of this ministry. Present were Jean Grover, Mary Blackmore, Lola, and Kathy Giovine. We also asked Susan Newkirk to be present. Hopefully the balance sheet for the Food Closet will improve in 2019 with more donations and grant monies and a little less spending.

Thrift Shop

There is nothing new to report in this ministry.

St. George's Kitchen

Linda Strocky will be meeting with Father Jack on Sunday, January 13th to discuss his vision for this ministry.

Sojourner's House

Linda Strocky will be meeting with the Director of Sojourner's House to discuss ways in which Trinity might be in partnership and/or help to support the ministry of Sojourner's House.