

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

**Agenda · Vestry Meeting · December 19, 2019  
6:30 pm – 8:30 pm**

**Gathering**

**Call to Order**

**Opening Prayer | Rev. Johanna**

**Review and Approval of November Vestry Minutes**

**Follow Up Items**

- Ministry articles in Weekly Tidings (Lynette Cunningham)
- Renewal of Insurance Policy (Steve Gaddes)
- Safe Church Training (Gail Harrison)

**Senior Warden's Time**

**Stewardship Report | 2020 Shining our Light Stewardship Campaign**

**Finance Committee Report | 2020 Proposed Budget Update**

**Treasurer's Report**

- Approval of November's Treasurer's Report for Audit
- 2020 Housing Allowance Declaration

**Property Report**

**Rector's Time**

**Committee/Ministry Reports**

**Closing Prayer and Adjournment**

## November 21, 2019 – Vestry Meeting Minutes

December 2019

Respectfully submitted by Cindy Chatell, Clerk of the Vestry

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**Attendees:** Rev. Johanna Marcure, Levond Jones, Susan Newkirk, Steve Gaddes, John Holmes, Bob Liptrot, Kris Gregory, Deb Luchka, Jill Shurtleff, Gail Harrison, Cindy Chatell, Jim Segovis, and Lynnette Cunningham.

**Absent:** Megan Picozzi.

Opening Prayer by Rev Johanna.

### #1. Reviewed October Vestry Minutes

- Page 3 Sr. Warden's Time – 2<sup>nd</sup> Bullet – change to 'Proposed use for Gram Hall should fit within the structure of our lease'
- Page 3 – type Rector's Time – correct spelling - Esther 'Plouffe'
- Page 5 – change 'John wants to paint Boiler Room'.

**Motion was made and seconded to accept the minutes with changes noted from the October 17, 2019 meeting. All agreed, no opposed. Cindy sustained vote due to meeting absence.**

### #2. Follow Up Items

- Ministry articles in Weekly Tidings:
  - Lynnette will manage updating notes from Committee Chairs.
- Blessing Jars
  - Blessing Jars collected \$1,817.77.
- Christmas Memorial Donations
  - Monies collected during Advent will be directed towards the Food Closet to keep the shelves filled.
- Renewal of Insurance Policy
  - Steve did not have an update for the Vestry. Steve will need some information from Jane prior to any actions. Will follow up within the next week.

### #3. Senior Warden's Time

- **Graham Hall** - Follow up from last month discussion to make better use of the space, relocation of the Thrift Shop and Food Pantry.
  - Steve spoke to Building Official. Our general request does fit within this zone. We will not need to apply for a special use permit.
  - Fire Marshall will need to be involved so we understand code

- Reviewed current size of Thrift Shop (740 sq ft) and Food Pantry (750 sq ft)
- Grant monies may be available to help support the Thrift Store

**Motion was made and seconded to establish an exploratory committee for the feasible options for Graham Hall. Exploratory Committee would be inclusive of participants from the Youth, Bazaar, Food Pantry and Thrift Shop Ministries. All agreed, no opposed.**

#### **#4. Rector's Time**

- Finance Committee
  - Deb Luchka will now serve on the Finance Committee
- Nominating Committee
  - Norman Shardlow has volunteered to serve. Will need 2 additional volunteers.
- 2020 Housing Allowance Declaration
  - Need to declare housing by December, 2019
  - For 2020, rapprochement will be \$38,475.00
- Covenants for our Ministries / Safe Church Training
  - Vestry responsibility to manage Safe Church Training
    - Gail Harrison will manage participants; connect with Jane.
    - All Vestry or ministry members must complete training
- Ministry Reports to Vestry
  - Not getting reports from all of the Vestry's
  - **Send a reminder to the committee chairs via the church bulletin. Cindy to submit to Jane. (Due third Tuesday of each month**
- Medical Benefits
  - Rev Johanna had reenrolled with PP0100

#### **#5. Treasurers Report**

- Susan outlined key takeaways

**Motion was made and seconded to accept the October 2019 Treasurers Report. All agreed, no opposed.**

#### **#6. Stewardship Report**

- Blessing Jar activity collected \$1,817.77.
- Stewardship Pledge Card – We need roughly 9.9% increase to attain goal of \$200,000. 70% of the church congregation is contributing less than average.

If we attain \$200,000, we could balance budget and lower the load from our activities.

- Jim will lead congregation through Ingathering Prayer.

#### **#7. Property Report by John Holmes**

- White cabinet in first classroom has no use. Jill recommended that cabinet be discarded.

**Motion was made and seconded to discard the White Cabinet located in the first classroom. All Approved, No Opposed.**

- 2 small windows near the wheelchair ramp are in need repair. Eric will complete.
- Repair 4 broken lighting fixtures at Parsonage at a cost of \$29.00 ea.
- Filling the back of Aldridge Hall (behind the shed) when material becomes available.
- Will be placing plow markers up in preparation for snow plowing.
  - Stay with the same contractor as in 2019, however with guidance

#### **#8. Committee / Ministry Reports**

Sunday School – Epiphany Service falls on a Monday, January 6<sup>th</sup>.

**Closing Prayer and Adjournment – 9:25 pm**

## Treasurers' Report to the Vestry

December 2019

Respectfully submitted by Susan Newkirk

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### Balance Sheet Items:

- **Altar Guild:** \$15.38 needs to be moved to Operating.
- **Bazaar:** Funds do not appear as the report is only up to November 30. Estimated profit is approximately \$17,000.
- **Capital Campaign:** - \$6602.65 is owed to the restricted account. As previously voted by the vestry, \$500 will be paid each month until the balance owed is .00. We should continue to receive funds from individual commitments until September.
- **One Time Event:** Balance owed is \$699.01. I have requested the accountant pay the balance in full instead of making the regular \$500.00 per month payment.
- **Funds to Other Organizations:** \$28 is owed to the UTO.

### Budget vs. Actual Report:

**Income:** To date, for the 2019 operating budget, we spent \$5,971.09 more than we received.

**Expenses:** We received a notice from the copy machine company (Edron) that we exceeded the total number of color copies allowed for the 5 year contract. We were billed for \$1,145.35 for the overage (22,907 copies at \$0.05 per copy). This is an unbudgeted expense which will need to be paid. In addition, we will have another bill for color printing made from December 9 to January 9. See Finance Committee report below for suggestions on this expense for 2020.

**Food Closet Report:** The food closet Income/Expense report reflects a balance of \$1,605.29 in the black. The average total monthly expense for the Food Closet is \$925. An added expense of \$578 for gift cards brings the December estimated monthly expenses to \$1503. The Vestry has voted to donate the Christmas/Thanksgiving memorial funds to the Food Closet however, with no significant income expected during the first quarter of 2020, the Food Closet will need to use the reserve funds in their account. The balance in the reserve fund is \$18,125.

**\*\*IRS Housing Allowance Recommendation for 2020:**

As required by the Internal Revenue Code (section 107), I recommend Trinity Episcopal Church designate the clergy housing allowance for 2020 to be \$22,400 for Rev. Johanna Marcure.

**2018 Audit:** Audit committee members plan to begin work on the 2018 audit in January.

**2020 Budget:** The Finance committee continues to work on the budget. Areas of concern are:

- **Copy Machine Expenses:** At the time our current copy machine contract was negotiated, 60,000 copies seemed adequate based on prior years usage. A change from prior years is we now print a weekly color insert, print our own color envelopes, letterhead and flyers for stewardship as well as color printing for the bazaar and other activities.

The company has offered us a one-year color copy contract at the cost of \$3000, or we can be charged \$0.06 per copy. The finance committee discussed the possible need to eliminate printing the service bulletin and Tidings insert. A few copies of the Tidings would be made for those who do not have a PC and those who are homebound. We would have a service print out to provide the prayers of the people and other pertinent service-related information so visitors will be able to follow the service, however, we would go back to using the prayer book. It was also suggested we set up a code on the printer to limit access to color printing.

- **Current anticipated Income vs anticipated Expenses.** Using an anticipated pledge income of \$175,000 and relying on income from the Turkey Supper, Bazaar and 20 Week Club our expenses exceed the anticipated income by \$21,281. We need to identify ways to close this gap.
- Note the finance committee did not include any consideration for employee raises.

**\*\* Action by Vestry Required**

Trinity Episcopal Church  
 Balance Sheet  
 As of November 30, 2019

	Nov 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Navigant Operating Checking 19	31,806.21
Discretionary Checking 18	5,212.68
Thrift Shop Checking 19	2,532.32
Emergency Savings 19	25,296.84
Navigant Restricted Checking 19	
Congregation Development Fund	3,283.04
Adult Choir Fund	5,054.15
Altar Guild	15.38
Bazaar	479.41
Building Fund	580.74
Capital Campaign	-6,602.65
Clergy Education Fund	4,241.69
Food Closet	18,124.72
Fundraising (Other)	2,000.00
Funds to Other Organizations 18	28.00
Memorial Donation (Unrestricted)	1,716.42
Mens' Group	26.34
Missionary Fund	3,532.53
One Time Event	-699.01
Pilgrimage Fund	1,725.31
Prayer Shawl Group	100.00
Sabbatical	3,700.00
Wings	3,427.00
Youth Groups	2,209.96
Total Navigant Restricted Checking 19	42,943.03
Cash Box - Fundraising	150.00
Petty Cash	100.00
Total Checking/Savings	108,041.08
Other Current Assets	
DIT-Diocesan Investment Trust 4	238,328.10
Total Other Current Assets	238,328.10
Total Current Assets	346,369.18
Fixed Assets	
Church Buildings	1,005,900.00
Total Fixed Assets	1,005,900.00
<b>TOTAL ASSETS</b>	<b>1,352,269.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	1,024.09
Total Current Liabilities	1,024.09
Total Liabilities	1,024.09
Equity	
DIT-Value Adjustments	-17,165.88
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-10,942.33
Net Income	-18,744.46
Total Equity	1,351,245.09
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,352,269.18</b>

Trinity Episcopal Church  
**Vestry Report - Budget vs. Actual**  
 January through November 2019

	Jan - Nov 19	Budget
Ordinary Income/Expense		
Income		
DIT INVESTMENT INCOME 4	8,094.84	11,000.00
FUNDRAISING 5	16,035.00	29,377.00
OTHER INCOME 5	15,842.47	30,275.00
TITHES & OFFERINGS 3	175,374.23	188,351.00
Total Income	215,346.54	259,003.00
Gross Profit	215,346.54	259,003.00
Expense		
ADVERTISING 14	1,106.75	1,300.00
APPORTIONMENT 12	30,877.00	33,700.00
BANK -EFT FEES 14	779.03	800.00
BUILDING-A Hall (Kitchen) 14	639.42	2,200.00
BUILDING & GROUNDS MAINT 14	7,073.11	13,350.00
CHRISTIAN FORMATION	3,135.98	4,650.00
CONVENTIONS 14	60.00	100.00
INSURANCE 14	5,632.50	7,250.00
MINISTRIES 14	1,672.87	4,750.00
OFFICE 14	11,182.35	13,040.00
OTHER OPERATING EXPENSES 14	93.59	150.00
PAYROLL 14	32,077.08	38,424.00
PAYROLL EXPENSES 14	7,522.44	3,280.00
PWA LAND LEASE & TAXES 14	705.64	765.00
RECTOR'S COMPENSATION PKG 14	96,353.09	109,218.00
RECTOR - SUPPLY CLERGY 14	591.80	1,600.00
SABATICAL FUND 18	0.00	500.00
STATE OF RI MISC FEES 14	22.00	25.00
UTILITIES - Church & Hall 14	15,910.53	17,235.00
WORSHIP & LITURGY 14	5,882.45	6,666.00
Total Expense	221,317.63	259,003.00
Net Ordinary Income	-5,971.09	0.00
Other Income/Expense		
Other Income		
NON-BUDGET INCOME	69,260.64	
Total Other Income	69,260.64	
Other Expense		
NON-BUDGET EXPENSES	82,034.01	
Total Other Expense	82,034.01	
Net Other Income	-12,773.37	
Net Income	-18,744.46	0.00



Trinity Episcopal Church  
Food Closet Income/Expense (All)

12/14/19

January through November 2019

Accrual Basis

Type	Date	Num	Name	Memo	Amount
<b>NON-BUDGET INCOME</b>					
Food Closet Grant					
Check	01/22/2019	867	RI Community Food Bank	2018 Q3 Wakefern Grant	0.00
Check	01/22/2019	867	RI Community Food Bank	2018 Q4 Wakefern Grant	
Check	04/12/2019	881	RI Community Food Bank	2019 Feb Shared Maintenance G...	13.40
Check	04/12/2019	881	RI Community Food Bank	2019 Feb Shared Maintenance G...	26.60
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
General Journal	05/05/2019	2977.00		Scituate Art Festival Grant	2,000.00
Check	05/23/2019	1005	RI Community Food Bank	2019 Q1 Wakefern Grant	138.32
Check	05/23/2019	1005	RI Community Food Bank	2019 Q1 Wakefern Grant	11.68
Check	06/11/2019	1014	RI Community Food Bank	2019 Q1 Wakefern Grant	0.00
Check	06/11/2019	1014	RI Community Food Bank	2019 Q1 Wakefern Grant	0.00
Check	08/06/2019	1036	RI Community Food Bank	2019 Q2 Wakefern Grant (7/18/19)	18.49
Check	10/28/2019	1069	RI Community Food Bank	2019 Q# Wakefern Grant (xx/xx/19)	
Check	11/26/2019	1078	RI Community Food Bank	2019 Q# Wakefern Grant (xx/xx/19)	
Total Food Closet Grant					2,208.49
Food Closet Income 10					
General Journal	01/13/2019	\$1101		1101	700.00
General Journal	01/27/2019	\$1492.00		\$1492	215.00
General Journal	02/03/2019	1112.25		1112.25	399.75
General Journal	02/10/2019	\$281		281.00	40.00
General Journal	02/19/2019	\$1215		\$1,215	1,020.00
Sales Receipt	02/19/2019	2/17	Operating Income	"Outreach"	10.00
General Journal	02/24/2019	\$75		\$75	40.00
General Journal	03/17/2019	\$260		\$260	40.00
General Journal	04/07/2019	\$115		115.00	40.00
General Journal	05/20/2019	666.00		666.00	6.00
General Journal	06/02/2019	1623		\$1623.00	1,176.00
General Journal	06/16/2019	1703.00		1703.00	45.00
General Journal	06/23/2019	2069.00		2069.00	70.00
General Journal	06/30/2019	\$427		427.00	225.00
General Journal	07/14/2019	\$128		Restricted deposit 7/14	20.00
General Journal	07/21/2019	\$137.50		Restricted deposit 7/21	28.00
General Journal	07/28/2019	497.00		Restricted deposit 7/28	5.00
General Journal	08/18/2019	155.00		\$155	35.00
General Journal	08/18/2019	155.00		\$155	25.00
General Journal	08/25/2019	\$1371		\$1371	155.00
General Journal	09/01/2019	672		\$672	7.00
General Journal	09/15/2019	2631		restricted 2631.00	80.00
General Journal	09/22/2019	\$1337		\$1337	32.00
General Journal	10/13/2019	125.00		125.00	100.00
General Journal	10/19/2019	1407.00		1407.00	135.00
General Journal	11/03/2019	725		725	405.00
General Journal	11/10/2019	211		211	110.00
General Journal	11/17/2019	746		holiday baskets	295.00
General Journal	11/17/2019	746		746	55.00
General Journal	11/23/2019	376		376.00	120.00
Total Food Closet Income 10					5,633.75
Food Closet Walk Income					
General Journal	04/29/2019	1779.50		1779.50	605.00
General Journal	06/13/2019	Paypal		K Greene	0.00
General Journal	06/14/2019	Paypal		M Greene	0.00
General Journal	06/14/2019	Paypal		G Lucci, M Lucci	0.00
General Journal	06/16/2019	1703.00		1703.00	1,525.00
General Journal	06/16/2019	Paypal		A Berling	0.00
General Journal	06/23/2019	2069.00		2069.00	1,725.00
General Journal	06/30/2019	\$427		427.00	125.00
Deposit	07/31/2019			PayPal Transfer KDS	344.49
Total Food Closet Walk Income					4,324.49
Total NON-BUDGET INCOME					12,166.73
NON-BUDGET EXPENSES					
Food Closet Expense 16					

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Trinity Episcopal Church  
Food Closet Income/Expense (All)

Accrual Basis

January through November 2019

Type	Date	Num	Name	Memo	Amount
Check	01/22/2019	865	Price Rite	12/03 03740168913	-101.91
Check	01/22/2019	865	Price Rite	12/10 03740162471	-219.54
Check	01/22/2019	865	Price Rite	12/17 03740159541	-167.64
Check	01/22/2019	865	Price Rite	12/21 03740513382	-99.24
Check	01/22/2019	866	Grover, Jeanne	Food Closet	-23.00
Check	01/22/2019	866	Grover, Jeanne	Food Closet	-20.00
Check	01/22/2019	867	RI Community Food Bank	474548 12/06	-270.80
Check	01/22/2019	867	RI Community Food Bank	474857 12/20	-295.07
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-40.25
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-20.14
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-19.00
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-27.00
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-24.84
Check	01/31/2019	871	Grover, Jeanne	Food Closet	-25.94
Check	01/31/2019	871	Grover, Jeanne	Food Closet	-11.00
Check	02/26/2019	873	Price Rite	1/07 03740121039	-72.72
Check	02/26/2019	873	Price Rite	1/22 03740241698	-195.72
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-57.28
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-22.00
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-32.00
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-44.14
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-11.00
Check	03/15/2019	876	Grover, Jeanne	Food Closet	-25.94
Check	03/15/2019	876	Grover, Jeanne	Food Closet	-21.18
Check	04/09/2019	878	Price Rite	2/04 03740125866	-134.82
Check	04/09/2019	878	Price Rite	2/11 03740100105	-126.63
Check	04/09/2019	878	Price Rite	2/19 03740227218	-79.28
Check	04/09/2019	878	Price Rite	2/22 03740566047	-55.23
Check	04/09/2019	879	Blackmore, Mary	food purchases	-46.14
Check	04/09/2019	879	Blackmore, Mary	food purchases	-18.00
Check	04/09/2019	879	Blackmore, Mary	food purchases	-41.14
Check	04/09/2019	879	Blackmore, Mary	food purchases	-44.14
Check	04/12/2019	880	Price Rite	3/11 03740101490	-143.73
Check	04/12/2019	880	Price Rite	3/16 03740663579	-139.02
Check	04/12/2019	880	Price Rite	3/19 03740297090	-26.85
Check	04/12/2019	880	Price Rite	3/27 03740316919	-174.24
Check	04/12/2019	881	RI Community Food Bank	2/07 475732	-342.16
Check	04/12/2019	881	RI Community Food Bank	2/21 476156	-379.54
Check	04/24/2019	883	Blackmore, Mary	food purchases	-87.51
Check	04/24/2019	883	Blackmore, Mary	food purchases	-96.03
Check	04/24/2019	883	Blackmore, Mary	food purchases	-26.14
Check	04/24/2019	883	Blackmore, Mary	food purchases	-10.70
Check	04/24/2019	883	Blackmore, Mary	food purchases	-37.14
Check	04/24/2019	884	RI Community Food Bank	3/21 476874	-246.51
Check	05/23/2019	1003	Blackmore, Mary	volunteer appreciation luncheon	-74.89
Check	05/23/2019	1003	Blackmore, Mary	volunteer appreciation luncheon	-24.00
Check	05/23/2019	1003	Blackmore, Mary	volunteer appreciation luncheon	-11.32
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-38.56
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-18.00
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-12.14
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-12.00
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-20.00
Check	05/23/2019	1005	RI Community Food Bank	4/04 477234	-138.32
Check	05/23/2019	1005	RI Community Food Bank	4/18 477593	-106.55
Check	06/11/2019	1014	RI Community Food Bank	5/02 477927	-204.48
Check	06/11/2019	1014	RI Community Food Bank	5/16 478345	-125.78
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-7.35
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-20.14
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-42.21
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-32.14
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-43.00
Check	06/18/2019	1016	Price Rite	4/22	-107.70
Check	06/18/2019	1016	Price Rite	4/29	-118.32
Check	06/18/2019	1016	Price Rite	5/08	-64.35
Check	06/18/2019	1016	Price Rite	5/13	-46.38
Check	06/18/2019	1016	Price Rite	5/20	-178.46
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-144.86
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-54.14
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-32.14

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Trinity Episcopal Church  
Food Closet Income/Expense (All)

Accrual Basis

January through November 2019

Type	Date	Num	Name	Memo	Amount
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-22.28
Check	07/11/2019	1029	Price Rite	1-30 days	-194.67
Check	07/11/2019	1029	Price Rite	current	-361.74
Check	08/06/2019	1036	RI Community Food Bank	June BBF	-184.87
Check	08/06/2019	1036	RI Community Food Bank	7/18 479777	-68.32
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-74.42
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-48.21
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-36.98
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-24.00
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-36.00
Check	08/19/2019	1040	Price Rite	7/1	-117.48
Check	08/19/2019	1040	Price Rite	7/10	-44.10
Check	08/19/2019	1040	Price Rite	7/17	-131.49
Check	08/19/2019	1040	Price Rite	7/22	-200.13
Check	08/19/2019	1040	Price Rite	7/23	-35.76
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-46.21
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-31.00
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-21.00
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-16.00
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-47.21
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-45.00
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-23.14
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-46.00
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-29.07
Check	10/28/2019	1069	RI Community Food Bank	Sept 1 BBF	-518.47
Check	10/28/2019	1069	RI Community Food Bank	9/05 #480817	-125.53
Check	10/28/2019	1069	RI Community Food Bank	9/19 #481156	-129.49
Check	10/28/2019	1070	Price Rite	7/29	-187.65
Check	10/28/2019	1070	Price Rite	8/05	-47.49
Check	10/28/2019	1070	Price Rite	8/14	-90.90
Check	10/28/2019	1070	Price Rite	8/21	-80.61
Check	10/28/2019	1070	Price Rite	8/27	-33.15
Check	10/28/2019	1070	Price Rite	9/02	-127.95
Check	10/28/2019	1070	Price Rite	9/09	-44.55
Check	10/28/2019	1070	Price Rite	9/16	-108.72
Check	10/28/2019	1070	Price Rite	9/23	-91.92
Check	11/06/2019	1072	Jones, Levond	Aldi 10/28	-19.96
Check	11/06/2019	1072	Jones, Levond	Brigido's 10/31	-15.70
Check	11/26/2019	1076	Price Rite	9/29	-160.57
Check	11/26/2019	1076	Price Rite	10/07	-94.83
Check	11/26/2019	1076	Price Rite	10/16	-63.96
Check	11/26/2019	1076	Price Rite	10/23	-82.63
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-25.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-23.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-23.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-43.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-46.00
Check	11/26/2019	1078	RI Community Food Bank	10/03 #481504	-292.23
Total Food Closet Expense 16					-10,140.92
Food Closet Walk Expense					
4K Walk					
Check	06/18/2019	1017	Jones, Levond		-5.35
Check	06/24/2019	1026	Giovine, Kathleen	ice, gift card 4K Walk	-62.81
Check	07/02/2019	1028	Rhode Island State Police	June 25 invoice for 6/22/19	-352.36
Total 4K Walk					-420.52
Total Food Closet Walk Expense					-420.52
Total NON-BUDGET EXPENSES					-10,561.44
TOTAL					1,605.29

## **Jr. Warden's Report to Vestry**

December 2019

Respectfully submitted by John Holmes

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**Building & Grounds Committee Members:** Norm Shardlow, Bob Bouthillier, Erick Peterson, Allen Abbey and John Morgan.

Heartfelt thanks to all the members of the Building & Grounds Committee for your dedication and hard work in 2019.

We are a very fortunate parish to have such capable, diversified and experienced group of craftsmen. Special thanks to our parish members who offered their advice and the history that guided some of our projects.

The following are projects that have been completed:

1. New lights were replaced in the basement at the rectory by Bob Bouthillier.
2. Raising the water level of the toilet at the lower meeting area at the church seems to be working.
3. New more powerful plunger has replaced an old one in the undercroft bathroom.
4. The white cabinet in one of the classrooms in Graham Hall is gone.
5. Oil is changed in the Snow Blower & greased.
6. All the members of the Building & Grounds helped out at the Bazaar.
7. The large crack in the pavement at Aldrich Hall was filled with crack sealant.
8. John Morgan did a great job trimming all the bushes around the Church proper and the rectory.
9. Just before the Bazaar we experienced a wet snow and frozen rain. Because of the icy conditions we needed heavier snow removal equipment. Dwight Farrar had the equipment needed and did a fabulous clean up, at no charge. I'd like to thank him for his help on such a short notice.
10. The Sanitation company reported all is well with our septic system.

## **Hospitality Report to Vestry**

December 2019

Respectfully submitted by Megan Picozzi

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It has been a pleasure serving as Trinity's Hospitality Chair for the last three years. During our most recent Ministry Fair, three parishioners signed up to be a baker for our fellowship time. I graciously welcomed Kammie Lombardi, Addison Greenough and Lizzie Capron to our ministry. I would also like to thank Kathleen Giovine for her many years of serving on the Hospitality Committee as a Coffee Hour Host. The reason she is stepping away from this ministry is strictly due to the fact that she is now singing in the choir and it is difficult to prepare for coffee hour. She did offer to be a baker instead. Even though I will longer be the chair for this ministry, I am happy to support this ministry however possible.

## **Sunday School Report to Vestry**

December 2019

Respectfully submitted by Megan Picozzi

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During the last four months, we have had a dedicated, loving and nurturing group of teachers to support our children in their journey of learning about God, better understanding what it means to be part of a church community and reaching out to others.

Linda Maynard, who is teaching our primary grade children has a steady enrollment of 4 to 5 children each week. Shirley Hutchings and Mary Jane Smith are the teachers for the upper elementary school aged children (3rd - 6th). They have about 6 to 7 children who attend regularly each week. Renee Melaragno and Megan Picozzi are the teachers and youth group leaders for our middle school youth. They have 9 young ladies that attend on a regular basis.

The second Tuesday of each month, the teachers join together with Rev. Johanna and Jill Shurtleff to discuss and plan the next month's theme and lessons. While teaching our children through scripture, we use a variety of techniques, such as, art, music, writings, videos and baking.

Some of the activities that have taken place since September are making fruit salad for our church family, making cards of appreciation for our Veterans then sent to our RI Veteran's Home. They also made red flowers to present and recognize the Veterans' at Trinity.

The middle schoolers came together on Saturday, November 23<sup>rd</sup> to make homemade banana and pumpkin breads for our shut-ins. They delivered the breads on Sunday, November 24<sup>th</sup>, during their Sunday school time. The shut-ins greatly appreciated them. In preparation for our bazaar, on Sunday, November 24<sup>th</sup>, after church, the middle schoolers came together to make 404 buckeye balls, which were then dipped in chocolate the following night by our high school youth group.

On December 8<sup>th</sup>, the middle school students adopted two children and they went shopping with Renee and Megan to fulfill each child's wish list. After that, they all went to Panera Bread for fellowship and dinner. They ended the evening at LaSalette Shrine to enjoy the beautiful light exhibit, to see all the different mangers from around the world and to walk along the path to learn and read about the Stations of the Cross. It was a wonderful and heart fulfilling day.

Also, as part of our Stewardship Campaign, we introduced to the children what it means to contribute to our church with monetary donations and using our gifts. Each child received envelopes, so they too can make a donation to support our church. As a whole, the children created a beautiful offertory box to place their pledges in. It was very heartwarming to watch a plain empty box being transformed by the children as they express through words and pictures as to what church means to them.

On December 1<sup>st</sup>, all of the children came together to create advent wreaths. To go along with their wreaths a pamphlet went home with them with prayers for each week as they light their candles. They came out beautiful.

Overall, the participation from our children and their families has been outstanding. The children love to come to Sunday School. As each child is on their own journey with God, we try to provide a safe, loving and accepting environment where we all can learn about God and how to carry out the work God wants us to do with others.

### **St. George's Meal Site – Team Delicious – Report to Vestry**

December 2019

Respectfully submitted by Steve Gaddes

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**Team Delicious Members:** Rick Shurtleff, Jill Shurtleff, Lisa Gaddes, and Steve Gaddes  
**New Team Member:** Mary Jane Smith

Date of visit to St Georges – Sunday 12-15-19. The meal was served at 1:30 and clean up was complete by 2:45. This was the 4<sup>th</sup> Trinity meal prepared and delivered for the 2019/2020 Season. The menu consisted of 3 varieties of Calzones – Meatball, Spinach, and Sausage & Pepper. Green Beans Italiano. Clam Chowder. We served Pumpkin Pie for dessert along with fudge. We were able to re-purpose several leftovers from the Turkey Supper and Bazaar Café including Meatballs, Chowder and Pumpkin Pie. Not including the leftovers, the approximate cost of the meal was \$55. We served approximately 28 people which averages to \$1.96 per person. The diners were happy with the menu items. Leftovers were given to St. Georges and they were to be used on the following Sunday meal. We told the St. Georges staff that the Kitchen sink was draining slowly. I think they said it was going to be fixed this week, but my Spanish is very weak.

## **Food Closet Report to Vestry**

December 2019

Respectfully submitted by Jean Grover and Levond Jones

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Clients Served: November 2019: 63 Families

Individuals Served: 161

New Clients: 3

**THANKSGIVING BASKETS:** In addition to the 63 families served during their routine monthly Food Closet visits, sixty-nine Thanksgiving baskets were ordered. However, 9 clients were “no shows” to pick up their baskets, leaving a net of 54 baskets delivered.

**RETAIL PICK-UP PROGRAM:** Price Rite and Brigido’s IGA (RI Community Food Bank Program)

Meat Provided by IGA: 117.28 pounds

Meat Provided by Price Rite: 193.70 pounds

Bread Provided by IGA: 302.15 pounds

Pastry Provided by IGA: 106.40 pounds

**RI FOUNDATION GRANT REQUEST:** A grant request was submitted to the RI Foundation for \$5,000.00. We have just received word that it has been approved and we will be receiving a check by the end of the month.

**TEFAP PROGRAM:** The TEFAP (USDA) Food Program is administered by the RI Community Food Bank. This program at the Food Closet was started a few months ago and has been a tremendous success. Items purchased under this program are provided at no cost to us. Non-TEFAP items can also be ordered from the Food Bank at the usual cost.

**EPISCOPAL DIOCESE GRANT APPLICATION:** Our grant application was denied. The Diocese doesn’t ordinarily provide basic human needs grants to the churches. Episcopal Charities awarded the grant to our Food Closet in 2018 to help support the ministry after its major fund raiser – the Road Race – ended.

**CHRISTMAS BASKETS:** At the present time, we have 54 requests for Christmas baskets; however, we will be continuing to take requests this Thursday, which will increase the total number. Baskets will be distributed on Saturday, December 21.

**ADOPT-A-CHILD GIFT PROGRAM:** This year, we are providing gifts to 40 children from St. Mary’s Home and 29 to our Food Client clients’ children.

## Lay Eucharistic Visitors Report to Vestry

December 2019

Respectfully submitted by Cindy Averill

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Our team consists of Joan Melaragno, Mary Jane Smith, Lynne Donnelly and Cindy Averill. We continue to take communion to 12 folks who are shut ins. We have 9 other folks that we try to keep tabs on that, for their own reasons, do not always want communion.

Sadly, one of our elderly shut-ins passed away on December 12<sup>th</sup>. Mary Madeline Gomersall was a very active member of Trinity Church in her younger years. She was an Altar Guild member, and ECW member, and always helped at the bazaar and suppers.

One of our shut-ins, Suzanne Gentes, has agreed to work on a card ministry for other shut-ins and also to send cards when parishioners are ill or recovering or have lost a loved one. She feels that this is a way she can give back to everyone who remembers her. She will need stamps and some appropriate cards from time to time. She has stamps, Christmas cards, return address labels, and a shut-in list to get her started.

### Visitation List:

Bev Conlon  
Ray Crandall  
Ann Daulquist  
Madalyn Drew  
Norma Farrow  
Jane Gaddes  
Suzanne Gentes  
John and Doreen Del Selva  
Bunny Sarvia  
Olive Sutcliffe  
Dot Uttley

### Homebound, Not Receiving Visits:

Nancy Davis  
Amy Grant  
Carlton Merrill  
Norma Prior  
Marie Wilson  
Lily Zarli