

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

**Agenda · Vestry Meeting · March 21, 2019  
6:30 pm – 8:00 pm**

Gathering

Opening Prayer and Call to Order

Review and Approval of February vestry minutes.

1. Rector's Time:

- Vestry Retreat, March 30<sup>th</sup> from 9:00 am to 3:00 pm

Agenda

Homework

- Bios and Photographs

2. Follow up from February Vestry:

- Update on Providence Water Board
- Review of Draft of Town Counsel Application
- Update from State Fire Marshall for Aldrich and Graham Hall
- Kitchen Report from Linda Musch | Additional Documents

3. Miscellaneous Items

- Food Closet – Annual Walk-A-Thon
- Credit Card/s and Restaurant Depot Cards | Revised Vote Requested

4. Reports:

- Safety Committee Report
- Property Committee
- Treasurer's Report
- Clarification of Additional Reports 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 February 21, 2019

Prepared by: Cindy Chatell

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The Rev. Johanna Marcure opened the meeting at 6:30 pm with prayer.

Introduction of all 2019 Vestry members

Rev. Johanna asked parishioners to review the minutes from the January vestry minutes.

**Motion was made and seconded to accept the minutes from the January 27, 2019 Annual Meeting. All agreed, no opposed.**

Rev. Johanna reviewed Vestry objectives for the upcoming year; responsibilities and expectations of Vestry participation.

Rev. Johanna explained that there are two Challenges:

Sustainability: Our expenses are outweighing income and the need to find ways to bring in additional funds.

Formation: The need to attract new membership thru children or young adult activities.

Website –

- Justin Greenough working on new website and will be available in a few months.
- Possibly add video using iPhone or other methods to insert video.

Retreat –

- Rev. Johanna would like to schedule a retreat off site to educate new members.
- Date & time scheduled for March 30, 2019 from 9:00 am to 3:00 pm.
- Johanna will advise on location.

Telephone System –

- Susan Newkirk stated to improve the current system to digital, our monthly expense would increase \$65.00 per month; \$780.00 per year.

- There is also a headphone option that would help Jane with her hearing impairment if next step were needed.
- Susan Newkirk reviewed with the group different fund accounts that are available to pulled monies from.

**Motion was made and seconded to purchase new telephone system and to review available accounts. All approved, no opposed.**

Graham Hall Rental Opportunity -

Steve Gaddes provided the Vestry an update:

- Property is on Providence Water Supply property, Lot 53, which is 11,000 acres.
- Renting the hall is a permitted use; however, we need to file a 'special use' permit. Other considerations include:
  - Application process and fee; need to be specific on its use.
  - Trinity would need to notify neighboring properties, however not sure of the process involved.
- If rental opportunity is approved, insurance and fire marshal requirements would need to be reviewed.
- Steve Gaddes will follow up with Terry Yeaw and provide an update.
- Looking to complete the process by September 2019.

Kitchen Rental Committee Update –

- Susan Newkirk said that the Department of Health has called requesting inspection. (Mike from RI Dept of Health)
  - Susan Newkirk will call Mike from RI Dept. of Health to relay the message that Trinity is not ready for an inspection.
  - Chef Linda Musch is willing to pre-inspect the kitchen for \$100.00 fee prior to the RI Dept of Health and provide Trinity a list of required improvements.
  - Justin Greenhow and Kristine Gregory have agreed to serve on the committee.

**Motion was made and seconded to approve hiring Chef Linda Musch to conduct pre-inspection in the amount of \$100.00. Chef Linda is to provide Trinity a full report. Monies to be taken from the Discretionary Fund. All approved, no opposed.**

Property Committee Update –

- John Holmes provided the Vestry an update from February 9, 2019 meeting.
- Susan Newkirk informed the group that the Property Committee has \$2,000 budgeted for repairs plus \$1,000 in Other. There is also \$1,200 available in the Kitchen Repair Budget.
- John Holmes will obtain 3 bids for painting services, which is estimated \$9,000-\$10,000.
- John Holmes to provide the Vestry a list of projects that require immediate attention, 3-year, 5-year, and 10-year plan.
- There was also a request to plant flowers in the back of the property.

**Motion was made and seconded to reject the request to plant flowers in the back of the property. All approved, no opposed.**

Treasurers Report –

- Susan Newkirk reviewed the 2019 Budget Form with the new Vestry.
- Susan will complete the application for 1 credit card in Rev. Johanna's name.

**Motion was made and seconded to approve the application for 1 credit card in Rev. Johanna's name. All approved, no opposed.**

- Expenses paid by members, will be reimbursed by the Church.
  - Susan Newkirk will create a donation expense form.

**Motion was made and seconded to approve increasing Rev. Johanna's housing cost per contract from \$15,000 to \$18,000. All approved, no opposed.**

- Susan noted that Pension amount will appear to be higher – vestry budgeted for 11 months vs. 12 months.
- All accounts that contain the name Scott Frazer and Donna Martel to be removed and replaced with Steve Gaddes and John Holmes as Sr. Warden's. Susan Newkirk will remain on account.

**Motion was made and seconded to approve the change. All approved, no opposed.**

Worship Committee Report –

- Lent, Holy Week, and Easter Day services were presented to the vestry.
- Rev Johanna stated that service times will be discussed during the retreat.

Sunday School Report:

- The need to leave the space in an emergency (active shooting, bomb, etc...)

**Motion was made and seconded to approve researching for secondary emergency location. All approved, no opposed.**

Following a closing prayer, the meeting was adjourned at 8:45 pm.

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

**Agenda · Vestry Retreat · March 30, 2019  
9:00 am – 3:00 pm**

Gathering

9:00 am – 9:10 am Opening Prayer

9:10 am – 9:30 am Check-in

9:30 am – 12:00 am Focus of 2019 Vestry

9:30 am – 9:45 am Introduction to Retreat

9:45 am – 10:00 am Focus #1 | Discipleship  
From Technicians of Ministry to Heart & Spirit Ministry

10:00 am - 10:15 am Review of Matthew's Beatitudes

10:20 am - 10:50 am Breakout Session

10:55 am – 11:30 am Sharing from Breakout Session  
Mission Statement for Vestry

11:35 am – 12:00 pm Focus #2 | Shared Space  
Sustainability

12:05 pm – 1:00 pm Lunch

1:00 pm – 1:45 pm Review of all things Finance

1:45 pm – 1:50 pm Break

1:50 pm – 2:30 pm Focus #3 | Vestry's Choice  
Outreach: Connect to the Community Outside our Doors

2:30 pm – 3:00 pm Eucharist

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*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 Retreat | March 30<sup>th</sup>**  
**9:00 am – 3:00 pm**  
**Homework**

**Beatitudes | Matthew 5:1-10**

<https://www.biblegateway.com/passage/?search=Matthew+5%3A1-10&version=NRSV>

In preparation for the exercise, it is helpful to read William Barclay's Daily Study Bible covering Matthew Chapter 5. A link to a website, StudyLight, offering the material for free is included below:

<https://www.studylight.org/commentaries/dsb/matthew-5.html>

The following link is to a secular article on Strong Meekness as a business leader strength. The group working on Meekness thought it was helpful.

<http://www.bretsimmons.com/2011-08/strong-meekness-an-undervalued-virtue-of-leadership/>

Bible	Trinity Church
Blessed are the poor in spirit, for theirs is the kingdom of heaven.	
Blessed are they who mourn for they will be comforted.	
Blessed are the meek, for they will inherit the land.	
Blessed are they who hunger and thirst for righteousness, for they will be satisfied.	
Blessed are the merciful, for they will be shown mercy.	
Blessed are the clean/pure in heart, for they will see God.	
Blessed are the peacemakers, for they will be called children of God.	
Blessed are they who are persecuted for righteousness sake, for there is the kingdom of heaven.	



## REPORTS

### **Stewardship Report**

March, 2019

Prepared by: Jim Segovis

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We have received three additional pledges since our annual meeting. We now have 111 pledges for approximately \$181,480<sup>1</sup> as 2/1819. As a congregation, we have done well despite facing several challenges. We are close to last year's totals of 114 pledges for \$182,608.

Our Stewardship Committee has not met this month and will be starting again in March. We will be discussing new initiatives, as well as sending out a second appeal letter. Also, we will be continuing our stewardship bulletin inserts for the rest of the year.

### **Safety Committee Report**

March, 2019

Prepared by: Rev. Johanna for Steve Lombardi

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At the Safety Committee's request, Steve Lombardi requested a quote for how much it would cost to have an alarm system installed that was designated solely for the purpose of contacting the police in the event of an active shooter.

The system described below would be used only in the event of an active shooter. All other emergencies would require that a call to 911 to made.

The system described below would have two hand held remote controls each with one button on them which, when pressed, would contact the alarm company which would then contact the police department to inform them that there was an active shooter on the premises at Trinity.

Note: The Safety Committee has not yet contacted the Scituate Police or the Scituate Fire Department to determine if such a system would be more beneficial than dialing 911 in the event of an active shooter.

Subject: Security Proposal for Trinity Episcopal Church, North Scituate, RI.

From: David Bastien

- Install 1 Vista 20P Control Panel with 1 English Language Key Pad
- 6 Waterproof Pendant Panic Buttons

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<sup>1</sup> This number needs to be verified by the Trinity Church Treasurer.

- 1 16 Zone Wireless Receiver with relays
- 1 Radio
- 1 Repeater System for the two buildings.
- Cat 5 Water Resistant UV wire.
- Stainless Steel Guide wire between the two building where the Cat 5 wire will secure to, some piping from the guide wire to the buildings will be required.

The installation and material will be \$2300.00.

Monitoring Service will be \$30.00/per month.

Note: If you separate the buildings and install 2 systems then you need two radios and double the monitoring. In short, it will cost more.

### **Property Committee**

March, 2019

Prepared by: Al Abbey

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Property Committee Members: Al Abbey, John Holmes, Eric Peterson, Bob Bouthillier, Norm Shardlow

The following topics were discussed at the March Property Committee Meeting:

- Paint or vinyl side Aldrich Hall. It was the consensus of the committee that the building should be painted.
- John Holmes and Eric Peterson will work on replacing the trim around the door to Aldrich Hall.
- Norm Shardlow and John Holmes have replaced assorted broken tiles on the floor of Aldrich Hall (tiles in closet).
- Downspout at the far corner on the back of Aldrich Hall has been secured.
- Remove air conditioners from back of Aldrich Hall and board up. Vestry needs to approve window. Will need quote for a window that will not rot.
- John Homes will be installing a necessary drain at the back of Aldrich Hall.
- Water that travels down the driveway erodes the flower beds. Pipe drain or stone? It was decided to install edging as a solution.
- Bracket to hold kitchen mats. I have the smaller mat for quote and template.
- Norm Shardlow has installed hose holder at the left of the kitchen door.
- SES Waste Water is installing an Aerator, Date?
- 1 aerator near failure/replace. 1 ground bucket needs replacing after the spring thaw. Vestry will be approached for funding.
- John Holmes will dig trench and place drainage pipe, to drain water from center downspout back of Aldrich Hall. Waiting for spring thaw.
- Eric Peterson has a fix for the window upstairs in Aldrich Hall. Quote needed. Waiting on the spring thaw.

Note: All work no matter how small or large will need vestry approval. With this in mind a formal “Buildings & Grounds & Property Project & Expense & Labor Cost” document was drafted to use when any tasks/work is done on the church property. This includes tasks where materials have been donated.

Everyone was given a copy of the form to be used going forward. This will allow us to keep track of the following:

- Person(s) involved in the task/work
- Labor estimate and actual costs
- Final costs
- Vestry approval

Miscellaneous topics discussed:

- The church door to the handicap ramp has been started, but completion will wait for the spring thaw
- The parking lot dividing buckets are hindering lot snow clearing. It was decided that they be moved during snow clearing months. This will have to begin next year as they're currently frozen and quite heavy.
- An old deacon's bench was donated to the church. It is currently being refinished.

### **Treasurer's Report**

March, 2019

Prepared by: Susan Newkirk

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#### **Old Items – Updated:**

**One Time Event:** The balance owed to the Restricted Account was reduced from \$5699.01 to \$5199.01.

#### **Old Items No Update:**

**Crossing Light:** Payment to Liddell was made in the amount of \$17,028.60. When work is completed the remaining balance will be paid. Balance still owed for work to be done.

#### **Financial Report - Items to Address:**

**Budget vs. Actual Report: Projected Budget Income Deficit:** \$3,000 was budgeted as income from the 20-week club. Typically, preparations begin in January/February with weekly drawings and collection. If this event is not going to take place, we need to identify how the parish will proceed without this income or determine how these funds will be obtained.

**Balance Sheet:** The process of moving funds and closing some Restricted accounts has begun. No funds have been moved from the Restricted account to the DIT to date. The amount to be moved to the DIT is \$17,131.91. I am waiting for approval for the credit card before I move the funds from Navigant to the Diocesan Investment Trust.

**Credit Card:** Application has not been submitted as questions arose after the meeting regarding having only one credit card. Suggestion: Any cards issued must be retained in the office under lock. When card is needed request must sent to the office admin at least 48 hours prior to picking it up.

Card must be signed out by user and signed in by office administrator. Cards should be returned to the office after use. Cards requested are: Hospitality, Community Meals, Office Administrator. Office Administrator card will be held by the treasurer. When needed the office administrator will notify the treasurer to sign out the card.

**Restaurant Depot Card:** The restaurant depot card has not been replaced to date. Two additional cards will be requested. One card for Hospitality, one for Community Meals and one to remain in the office.

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

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
WHAT INCOME?	150.00			
DIT INVESTMENT INCOME 4	0.00	11,000.00	-11,000.00	0.0%
FUNDRAISING 5				
Turkey Supper Proceeds	225.00			
FUNDRAISING 5 - Other	0.00	29,377.00	-29,377.00	0.0%
<i>BAZAR 15,000</i>				
<i>TSUPPER 9,000</i>				
<i>WOMENS 1,000</i>				
<i>2nd SUNDAY 300</i>				
Total FUNDRAISING 5	225.00	29,377.00	-29,152.00	0.8%
OTHER INCOME 5				
Amazon Smile				
Hall Rental	32.27			
AA Donation	200.00	800.00	-600.00	25.0%
Aldrich Hall Rental	100.00	2,600.00	-2,500.00	3.8%
<i>20 WK 3,000</i>				
<i>OTHER 1,000</i>				
<i>WARRANTY 2,000</i>				
<i>etc.</i>				
Total Hall Rental	300.00	3,400.00	-3,100.00	8.8%
Interest Income	18.58	75.00	-56.42	24.8%
Misc Income / Other Sources	0.00	600.00	-600.00	0.0%
Thrift Shop	1,100.00	9,000.00	-7,900.00	12.2%
OTHER INCOME 5 - Other	0.00	17,200.00	-17,200.00	0.0%
Total OTHER INCOME 5	1,450.85	30,275.00	-28,824.15	4.8%
TITHES & OFFERINGS 3				
Altar Guild/Season Memorials	360.00	4,250.00	-3,890.00	8.5%
Christmas	0.00	1,000.00	-1,000.00	0.0%
Easter	0.00	1,500.00	-1,500.00	0.0%
Good Friday 11	0.00	1,300.00	-1,300.00	0.0%
Plate-Non Pledge Offering	1,106.00	2,500.00	-1,394.00	44.2%
Pledges				
Vanco-Capital Campaign	100.00			
Vanco-Pledge Fund	3,442.82			
Pledges - Other	24,569.00	175,000.00	-150,431.00	14.0%
Total Pledges	28,111.82	175,000.00	-146,888.18	16.1%
Pledges Prior Year	624.00	1,500.00	-876.00	41.6%
Special Offering	138.00	1,300.00	-1,162.00	10.6%
TITHES & OFFERINGS 3 - Other	0.00	1.00	-1.00	0.0%
Total TITHES & OFFERINGS 3	30,339.82	188,351.00	-158,011.18	16.1%
Total Income	32,165.67	259,003.00	-226,837.33	12.4%
Gross Profit	32,165.67	259,003.00	-226,837.33	12.4%
Expense				
ADVERTISING 14	0.00	1,300.00	-1,300.00	0.0%
APPORTIONMENT 12	5,614.00	33,700.00	-28,086.00	16.7%
BANK -EFT FEES 14				
Check and Deposit Slip Order	0.00	150.00	-150.00	0.0%
Vanco Fees	104.85	650.00	-545.15	16.1%
Total BANK -EFT FEES 14	104.85	800.00	-695.15	13.1%
BUILDING-A Hall (Kitchen) 14				
Equipment Repair & Maintenance	0.00	1,200.00	-1,200.00	0.0%
Propane	96.55	1,000.00	-903.45	9.7%
Total BUILDING-A Hall (Kitchen) 14	96.55	2,200.00	-2,103.45	4.4%
BUILDING & GROUNDS MAINT 14				
Equipment Maintenance & Repair	0.00	300.00	-300.00	0.0%
Fire Safety & Maintenance	140.00	500.00	-360.00	28.0%

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

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
Floor Maintenance	0.00	600.00	-600.00	0.0%
General Property Repair	-431.57	2,000.00	-2,431.57	-21.6%
Grounds Maintenance & Landscape	15.00	250.00	-235.00	6.0%
Housekeeping Supplies	264.65	500.00	-235.35	52.9%
HVAC Maintenance & Repairs	0.00	1,200.00	-1,200.00	0.0%
Licenses & Fees	0.00	600.00	-600.00	0.0%
Pest Control	200.00	1,200.00	-1,000.00	16.7%
Snow Removal, Sanding	476.59	3,500.00	-3,023.41	13.6%
Trash Removal	158.70	1,200.00	-1,041.30	13.2%
Water & Sewer Maintenance	0.00	500.00	-500.00	0.0%
BUILDING & GROUNDS MAINT 14 - Ot...	0.00	1,000.00	-1,000.00	0.0%
<b>Total BUILDING &amp; GROUNDS MAINT 14</b>	<b>823.37</b>	<b>13,350.00</b>	<b>-12,526.63</b>	<b>6.2%</b>
<b>CHRISTIAN FORMATION</b>				
Scholarships	0.00	3,000.00	-3,000.00	0.0%
SOS, Wings				
Facilitator	0.00	750.00	-750.00	0.0%
Supplies	0.00	200.00	-200.00	0.0%
<b>Total SOS, Wings</b>	<b>0.00</b>	<b>950.00</b>	<b>-950.00</b>	<b>0.0%</b>
Youth Christian Formation				
Curriculum	0.00	500.00	-500.00	0.0%
Supplies-Activities	0.00	200.00	-200.00	0.0%
<b>Total Youth Christian Formation</b>	<b>0.00</b>	<b>700.00</b>	<b>-700.00</b>	<b>0.0%</b>
<b>Total CHRISTIAN FORMATION</b>	<b>0.00</b>	<b>4,650.00</b>	<b>-4,650.00</b>	<b>0.0%</b>
<b>CONVENTIONS 14</b>				
INSURANCE 14	0.00	100.00	-100.00	0.0%
General Liability	0.00	6,600.00	-6,600.00	0.0%
Worker's Comp	527.00	650.00	-123.00	81.1%
<b>Total INSURANCE 14</b>	<b>527.00</b>	<b>7,250.00</b>	<b>-6,723.00</b>	<b>7.3%</b>
<b>MINISTRIES 14</b>				
Adult Christian Formation				
Supplies	63.50			
<b>Total Adult Christian Formation</b>	<b>63.50</b>			
Outreach				
Community Outreach	0.00	1,300.00	-1,300.00	0.0%
Food Closet	0.00	2,000.00	-2,000.00	0.0%
<b>Total Outreach</b>	<b>0.00</b>	<b>3,300.00</b>	<b>-3,300.00</b>	<b>0.0%</b>
Parish Life				
Hospitality	258.57	1,000.00	-741.43	25.9%
Parish Life - Other	314.13			
<b>Total Parish Life</b>	<b>572.70</b>	<b>1,000.00</b>	<b>-427.30</b>	<b>57.3%</b>
Stewardship Program	0.00	450.00	-450.00	0.0%
<b>Total MINISTRIES 14</b>	<b>636.20</b>	<b>4,750.00</b>	<b>-4,113.80</b>	<b>13.4%</b>
<b>OFFICE 14</b>				
Accounting Service	500.00	2,600.00	-2,100.00	19.2%
Computer Servicing & Maintenanc				
Computer Software - Hardware	287.99	700.00	-412.01	41.1%
Website Maintenance	157.75	1,500.00	-1,342.25	10.5%
Computer Servicing & Maintenanc - O...	0.00	500.00	-500.00	0.0%
<b>Total Computer Servicing &amp; Maintenanc</b>	<b>445.74</b>	<b>2,700.00</b>	<b>-2,254.26</b>	<b>16.5%</b>

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

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Copier</b>				
Property Tax - Copier	0.00	700.00	-700.00	0.0%
Toshiba Lease	662.00	4,000.00	-3,338.00	16.6%
Toshiba Supplies	33.94	340.00	-306.06	10.0%
Xerox Maintenance & Supply	0.00	200.00	-200.00	0.0%
<b>Total Copier</b>	<b>695.94</b>	<b>5,240.00</b>	<b>-4,544.06</b>	<b>13.3%</b>
<b>Office Supplies</b>				
General Office Supplies	0.00	600.00	-600.00	0.0%
Paper	188.58	800.00	-611.42	23.6%
Postage	294.35	1,100.00	-805.65	26.8%
Office Supplies - Other	64.55			
<b>Total Office Supplies</b>	<b>547.48</b>	<b>2,500.00</b>	<b>-1,952.52</b>	<b>21.9%</b>
<b>Total OFFICE 14</b>	<b>2,189.16</b>	<b>13,040.00</b>	<b>-10,850.84</b>	<b>16.8%</b>
<b>OTHER OPERATING EXPENSES 14</b>	<b>59.46</b>	<b>150.00</b>	<b>-90.54</b>	<b>39.6%</b>
<b>PAYROLL 14</b>				
Office Administrator	1,292.00	14,200.00	-12,908.00	9.1%
Office Consultant	1,507.50	2,500.00	-992.50	60.3%
Organist	2,056.58	13,364.00	-11,307.42	15.4%
Sexton	1,176.00	8,360.00	-7,184.00	14.1%
<b>Total PAYROLL 14</b>	<b>6,032.08</b>	<b>38,424.00</b>	<b>-32,391.92</b>	<b>15.7%</b>
<b>PAYROLL EXPENSES 14</b>				
Federal FICA Employer Tax	461.45	2,680.00	-2,218.55	17.2%
State of RI Taxes	0.00	600.00	-600.00	0.0%
<b>Total PAYROLL EXPENSES 14</b>	<b>461.45</b>	<b>3,280.00</b>	<b>-2,818.55</b>	<b>14.1%</b>
<b>PWA LAND LEASE &amp; TAXES 14</b>	<b>0.00</b>	<b>765.00</b>	<b>-765.00</b>	<b>0.0%</b>
<b>RECTOR'S COMPENSATION PKG 14</b>				
Continuing Education	240.00	1,000.00	-760.00	24.0%
Health Insurance	4,696.00	28,176.00	-23,480.00	16.7%
Pension	971.61	12,632.00	-11,660.39	7.7%
Rectory-Phone, Wifi, Cable	297.36	1,800.00	-1,502.64	16.5%
Rectory Electric	311.33	2,000.00	-1,688.67	15.6%
Rectory Oil 1	640.60	2,200.00	-1,559.40	29.1%
Salary	8,832.32	57,410.00	-48,577.68	15.4%
Travel & Professional Expenses	160.00	4,000.00	-3,840.00	4.0%
<b>Total RECTOR'S COMPENSATION PKG 14</b>	<b>16,149.22</b>	<b>109,218.00</b>	<b>-93,068.78</b>	<b>14.8%</b>
<b>RECTOR - SUPPLY CLERGY 14</b>				
Mileage	13.92	200.00	-186.08	7.0%
Services	220.00	1,400.00	-1,180.00	15.7%
<b>Total RECTOR - SUPPLY CLERGY 14</b>	<b>233.92</b>	<b>1,600.00</b>	<b>-1,366.08</b>	<b>14.6%</b>
<b>SABATICAL FUND 18</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>STATE OF RI MISC FEES 14</b>	<b>0.00</b>	<b>25.00</b>	<b>-25.00</b>	<b>0.0%</b>
<b>UTILITIES - Church &amp; Hall 14</b>				
<b>Electric</b>				
Church-Undercroft	980.62	6,600.00	-5,619.38	14.9%
Hall	276.60	1,500.00	-1,223.40	18.4%
Electric - Other	252.83			
<b>Total Electric</b>	<b>1,510.05</b>	<b>8,100.00</b>	<b>-6,589.95</b>	<b>18.6%</b>
<b>Oil 2 &amp; 3</b>				
2 Church	1,065.22	3,700.00	-2,634.78	28.8%
3 Hall	1,111.57	1,635.00	-523.43	68.0%
<b>Total Oil 2 &amp; 3</b>	<b>2,176.79</b>	<b>5,335.00</b>	<b>-3,158.21</b>	<b>40.8%</b>

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

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
WiFi & Phone				
Church-Undercroft WiFi/Phone	384.27	2,700.00	-2,315.73	14.2%
Hall WiFi	179.96	1,100.00	-920.04	16.4%
Total WiFi & Phone	564.23	3,800.00	-3,235.77	14.8%
Total UTILITIES - Church & Hall 14	4,251.07	17,235.00	-12,983.93	24.7%
WORSHIP & LITURGY 14				
Altar Guild	360.25	4,561.00	-4,200.75	7.9%
Music-Choir				
Instrumentalists & Musicians	0.00	600.00	-600.00	0.0%
Music	72.00	450.00	-378.00	16.0%
Supply Organist	0.00	300.00	-300.00	0.0%
Total Music-Choir	72.00	1,350.00	-1,278.00	5.3%
Publications - Worship Planning	163.99	655.00	-491.01	25.0%
WORSHIP & LITURGY 14 - Other	0.00	100.00	-100.00	0.0%
Total WORSHIP & LITURGY 14	596.24	6,666.00	-6,069.76	8.9%
Total Expense	37,774.57	259,003.00	-221,228.43	14.6%
Net Ordinary Income	-5,608.90	0.00	-5,608.90	100.0%
Other Income/Expense				
Other Income				
NON-BUDGET INCOME				
Capital Campaign Income 8	1,925.00			
Discretionary Income 11	1,208.15			
Food Closet Income 10	2,424.75			
Memorial Donation Income 11	-24.11			
Mens Group Income 5	895.36			
Thrift Shop Checking Deposits	2,711.50			
Turkey Supper Income 5	225.00			
Wings Income 10	75.00			
Total NON-BUDGET INCOME	9,440.65			
Total Other Income	9,440.65			
Other Expense				
NON-BUDGET EXPENSES				
Congregational Dev Fund Grant D	1,643.45			
Thrift Shop Checking Disb.	1,884.28			
Altar Guild Expense 14	889.75			
Capital Campaign Expense 15	17,028.60			
Discretionary Expense 18	682.50			
Food Closet Expense 16	1,633.81			
Funds to Other Organiz Exp 18	50.00			
Men's Group Expense 14	347.73			
Total NON-BUDGET EXPENSES	24,160.12			
Total Other Expense	24,160.12			
Net Other Income	-14,719.47			
Net Income	-20,328.37	0.00	-20,328.37	100.0%



Trinity Episcopal Church  
**Balance Sheet**  
 As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Discretionary Checking 18	6,066.25
Emergency Savings 19	25,231.18
Navigant Operating Checking 19	35,294.99
Navigant Restricted Checking 19	
Congregation Development Fund	3,283.04
Adult Choir Fund	6,764.11
Building Fund	4,480.74
Capital Campaign	-12,498.60
Clergy Education Fund	4,241.69
Food Closet	17,300.37
Fundraising (Other)	2,000.00
Memorial Donation (Unrestricted)	5,661.42
Mens' Group	176.86
Missionary Fund	3,532.53
One Time Event	-5,199.01
Pilgrimage Fund	1,725.31
Prayer Shawl Group	100.00
Sabbatical	3,700.00
Turkey Supper	225.00
Wings	75.00
Youth Groups	2,209.96
Navigant Restricted Checking 19 - Other	150.00
	<hr/>
Total Navigant Restricted Checking 19	37,928.42
CASH BOX	150.00
Petty Cash	17.40
Thrift Shop Checking 19	2,210.95
	<hr/>
Total Checking/Savings	106,899.19
Other Current Assets	
DIT-Diocesan Investment Trust 4	232,764.60
	<hr/>
Total Other Current Assets	232,764.60
	<hr/>
Total Current Assets	339,663.79
Fixed Assets	
Church Buildings	1,005,900.00
	<hr/>
Total Fixed Assets	1,005,900.00
	<hr/>
<b>TOTAL ASSETS</b>	<b>1,345,563.79</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	1,466.11
	<hr/>
Total Current Liabilities	1,466.11
	<hr/>
Total Liabilities	1,466.11
Equity	
DIT-Value Adjustments	-22,729.38
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-10,942.33
Net Income	-20,328.37
	<hr/>
Total Equity	1,344,097.68
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,345,563.79</b>
	<hr/> <hr/>

## **Outreach Report**

March, 2019

Prepared by: Kathy Giovine

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### **Food Closet**

On March 14 the Food Closet provided 17 clients with the usual meat, eggs, bread, pastry, canned goods, cleaning agents, pasta and some friendly faces and a bit of camaraderie. We also were able to give them stored apples and potatoes, donated by Rt. 101 Motorcycle in No. Scituate.

Our "Walk the Reservoir" committee meeting took place at 11:30 on the same day. In attendance were Levond Jones, Kathy Giovine, Jean Grover, Mary Blackmore, Linda Strokey and Lola Smith. First and foremost, we need permission from the vestry to actually have this event on Saturday May 11, 2019. I am requesting permission in this report because Levond Jones, who would have requested permission in person, may not be able to attend vestry on March 21. We would also like to request that the vestry approve subsequent years to eliminate asking permission every year. Everything else seems to be in place. We have the list of donors to be contacted and all the appropriate literature to be distributed to the various businesses and sponsors. Our expenses this year should be much less than 2018.

### **St. George's Kitchen**

This past Sunday 3/17/19, Trinity provided St. George's with a hot meal. The team consisted of Linda and John Strocky and Steve Gaddes.



To: Jill Shurtleff  
Subject: Pre-Inspection Visit  
Date: March 9, 2019

Visit March 1, 2019

I am an independent food safety consultant my only affiliations with the RI Health Department is that I am an approved Food Safety Trainer and Consultant, there maybe times my views differ from there's.

Your Kitchen is approved by the RI Island Health Department FSV28163, set to renew on April 30, 2019, with Jill Shurtleff as your licensed Food Safety Manager. Having a commercial/ non-profit kitchen 1 certified food safety manager needs to be on duty when food is being prepared and served.

Exemptions to the Food Safety Managers requirement: Just FYI

- 1) Special events sponsored by town or nonprofit civic organizations such as, but not limited to, school sporting events, firemen's picnics, little league food booths, grange and church suppers, and fairs;
- 2) Temporary food services which have a frequency of less than six (6) events a year such as bazaars, bake sales, and suppers. Individuals responsible for temporary food operations preparing potentially hazardous foods shall be required to register with the Division, obtain food safety informational brochures, and distribute these materials to the individuals engaged in food preparation for the event;

Things that I observed and suggestions.

1. Most importantly your kitchen is very clean and well organized.
2. Consider a storm door to keep pests and rodents from entering
3. Empty plastic soda racks can be used to keep items off the, they can also be washed in dish washer, health department frowns on wood as it is absorbent and can harbor bacteria
4. A copy of water testing (well) should be kept in the kitchen
5. New to the food code: Requires the availability of an irreversible registering temperature indicator for hot water mechanical ware-washing operation (thermometer in your dishwasher) sample picture given to Rick Shurtleff.



6. When holding an event, either table tents or sign at the check in table where people arrive warning of Allergies and consumer advisory. Approved language follows.
  - a. Please inform your server if you have a food allergy
  - b. Consumption of raw and undercooked food of animal origin may increase your risk of a food borne illness. Consumers who on especially vulnerable to food borne illness should only eat food from animals that are full cooked
7. New also is the addition of a vomit/ written procedure for cleaning up vomit and diarrhea.
  - a. Information sent to Jill



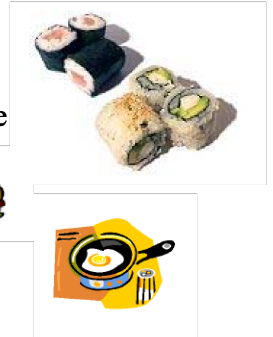
Rhode Island Department of Health  
Office of Food Protection

[www.health.ri.gov](http://www.health.ri.gov)  
(401) 222-2749

## CONSUMER ADVISORIES

The RI Food Code (3-603.11) requires that a **written** consumer advisory be provided for the following foods:

- Foods of animal origin which are served raw such as sushi, shellfish, or steak tartare
- Foods of animal origin which are undercooked such as hamburgers, or eggs; (This includes undercooking these foods at the customer's request)
- Foods containing a raw or undercooked item of animal origin such as Caesar salad made with raw eggs.



The written advisory must inform the consumer of the significantly increased risk to especially vulnerable consumers, such as the immunocompromised, who eat these raw or undercooked foods.

Suggestions for consumer advisories are as follows:

- If only one type of item is served raw or undercooked such as hamburgers:

***Hamburgers are cooked to customer's request. Consumption of raw or undercooked foods of animal origin may increase your risk of food borne illness. Consumers who are especially vulnerable to food borne illness should only eat food from animals thoroughly cooked.***

- If several menu items of animal origin are served raw or undercooked or contain foods of animal origin that are raw or undercooked. Place an asterisk (\*) next to each of the items on the menu and put a written consumer advisory on the bottom of the menu as follows:

***\*This item is raw or partially cooked and can increase your risk of food borne illness. Consumers who are especially vulnerable to food borne illness should only eat seafood and other food from animals thoroughly cooked.***

The size of the print for the consumer advisory should be the same as the rest of the menu.

If the establishment does not have a written menu, the consumer advisory should be posted **within view** of the consumer.

Buffets where raw or undercooked foods of animal origin are served must provide customers with a written consumer advisory. If written menus are not given to customers at buffets then a written consumer advisory that is visible to the consumer must be displayed at the buffet.

**Note: Undercooked hamburgers must not be served to children 12 or under**



## Guidelines for

# Responding to Vomiting and Diarrhea in Food Establishments

Norovirus is highly contagious. It only takes a few particles to infect a person. When someone with norovirus vomits, virus particles can spread up to 25 feet. To keep others from catching the virus, food service operators must contain the vomit and clean and disinfect the area.

Section 2-501.11 of the U.S. Food and Drug Administration (FDA) Food Code requires food establishments to:

- Have written procedures for their employees to follow when cleaning up diarrhea and vomit
- Include in the written procedures how the food establishment protects customers, employees, food, and surfaces from contamination

### All food service operators must:

- Have a written plan for addressing incidents of vomiting and diarrhea
- Restrict or exclude symptomatic employees for 48 hours after the last symptom (RI Food Code, section 2-201.12)
- Restrict or exclude any employee who is diagnosed with **norovirus**, even if they are asymptomatic (do not have symptoms), since they may carry the virus
- Make sure that:
  - » Employees wash hands
  - » Employees do not handle ready-to-eat foods with bare hands
  - » Ill workers are excluded or restricted
  - » Any food that was handled by an ill employee is discarded

### Follow these guidelines for creating a written procedure:

#### Protect customers

- Move guests at least 25 feet away from affected areas
- Block access to contaminated area
- Throw away food and single service items that may have been contaminated

*next page »»*



## Responding to Vomiting and Diarrhea in Food Establishments (*continued*)

### Protect employees

- Require employees who are cleaning up to wear gloves, mask, and apron
- Throw away or launder items after use
- Wash hands thoroughly
  - » Remember: Hand sanitizers may **not** be effective against norovirus

### Contain the spill

- Use baking soda or other absorbent material designed to contain the spill

### Clean up

- Use paper towels for cleanup, and throw them away in a plastic trash or biohazard bag
  - » Do **not** vacuum (vacuuming can spread particles)
- Use soapy water for:
  - » Spill area
  - » Surfaces close to the spill
  - » Frequently touched areas such as faucet handles, door knobs, counters, and phones
- Rinse thoroughly
- Wipe dry with paper towels

### Disinfect surfaces after cleaning (to remove remaining germs)

- Use chlorine bleach for everything except fabrics and rugs
  - » For **hard** surfaces use 1/3 cup bleach (1/4 cup if concentrated) + 1 gallon of water
  - » For **porous** surfaces use 1-2/3 cup bleach (1 cup if concentrated) + 1 gallon of water
- Steam clean or use other disinfectants approved for food service facilities for areas that cannot be bleached:
  - » Phenolic environmental disinfectants at 2-4 times the concentration
  - » EPA-registered disinfectants
- Rinse all food contact surfaces after disinfecting

#### To learn more, go to:

[www.health.ri.gov/diseases/food/?parm=73](http://www.health.ri.gov/diseases/food/?parm=73)

[www.cdc.gov/norovirus/preventing-infection.html](http://www.cdc.gov/norovirus/preventing-infection.html)

[www.foodsafety.gov/poisoning/causes/bacteriaviruses/norovirus/index.html](http://www.foodsafety.gov/poisoning/causes/bacteriaviruses/norovirus/index.html)



# Cleanup checklist for vomiting and diarrhea

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## Cleanup kit for vomiting and diarrhea

- Cleanup checklist
- Masks
- Gloves
- Paper towels
- Plastic garbage bags
- Caution tape
- Disposable clothes
- Baking soda
- Drop cloth

