

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

**Agenda · Vestry Meeting · April 18, 2019
8:00 pm – 9:00 pm**

Gathering

Opening Prayer and Call to Order

Review and Approval of March vestry minutes.

1. Rector's Time

Pilgrim Program

Clarification of Weekly Tidings articles by vestry members

2. Property Report

- Update on Painting

3. Treasurer's Report

- Update on Audit Committee

4. Updates

- Update from PWSB

- Status Zoning Board Application

- Telephone Installation Update

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 March 21, 2019

Prepared by: Cindy Chatell

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

Reviewed February 21, 2019 Vestry Minutes

- 3 corrections noted during meeting
- Minutes corrected and resubmitted to Rev. Johanna.

Motion was made and seconded to accept the minutes with changes noted from the February 21, 2019 meeting. All agreed, no opposed.

Vestry Retreat

- March 30th from 9:00 am to 3:00 pm at Graham Hall
- Homework provided prior to attendance – links provided in email
- Vestry members reminded to submit Bio and Photograph to Rev. Johanna

Follow up from February Vestry Meeting

1. Providence Water Board

- Rev Johanna met with Rich and Steve from Providence Supply Board
- Very supportive, however needed to review with attorney
- Should receive a response from Providence Supply Board the week of March 25th

2. Draft Town Counsel Application

- Steve Gaddes reviewed the zoning board application with the Vestry members.
- Does not involve Scituate Town Counsel but the Zoning Board due to special use permit
- Steve suggested that we provide language regarding perspective tenant.
- Meghan Picozzi will help with information pertaining to Early Learning Center
- Scituate Zoning Board meets 4th Tuesday of the month.

- Trinity Zoning Team meets next Tuesday – if application is completed, may be able to submit application in time for April’s Zoning Board meeting.
 - Application Fee is \$200.00 for Zoning Board Application. Funds used from Advertising Budget.
 - Town of Scituate must legally post a public notice of the agenda.
 - If approved for special use permit, Trinity would have 12 months to use.
3. Update State Fire Marshall for Aldrich and Graham Hall
- Meghan Picozzi reviewed conversation with Fire Marshall
 - Meghan to provide the Vestry a finalized list of required improvements detailed by the Fire Marshall and DCYF so that estimates may be assigned to each improvement.
 - Paying for renovations may come from DIT Fund or loan from the Diocese.
 - Added note, Trinity would be responsible for a licensed water operator and also conducting a Radon Test.
4. Kitchen Report from Linda Musch
- Jill Shurtleff updated the Vestry on the Pre-Inspection visit from Linda Musch
 - Copy of water testing report posted on the wall or bulletin board.
 - Post food allergy notice on bulletin board
 - Pets should not be in kitchen, ever.
 - Post Vomit Clean Up procedure. Posting maintained in binder.
 - Thermostat required for dishwasher in order to monitor temperature.
- Jill will purchase and use funds from Kitchen Budget.

Miscellaneous Items

1. Food Closet – Annual Walk-A-Thon
 - Motion made and seconded to allow the Food Closet to hold an annual Walk A Thon each Spring. All approved, no opposed.
2. Credit and Restaurant Depot Cards
 - Credit Card liability sits with the Church
 - All Cards to be stored in Rector’s office.

- Person's responsibility to obtain credit cards from the rector's office during office house.
- Cards do not have the ability to take cash.

Motion made and seconded to authorize the purchase of 4 credit cards;

- **1 Hospitality with credit limit of \$3,000.00, no ability to take cash;**
- **1 Kitchen with a credit limit of \$500.00, no ability to take cash;**
- **1 Administrator with a credit limit of \$500.00, no ability to take cash;**
- **1 Rev. Johanna with a credit limit of \$200.00, no ability to take cash;**

Also, 2 additional Restaurant Depot cards. All cards will be stored in the Rector's Office. Will be the person's responsibility to obtain credit card from the rector's office during office hours. All approved, no opposed.

Reports

1. Safety Committee Report

- Rev Johanna reviewed the Safety Committee Report.
- Chief of Police recommended to dial 911
- Rev. Johanna asked the Safety Committee to connect with the Property Committee.

Motion made and seconded to table the active shooter recommendation. All approved, no opposed.

2. Property Committee Report

- John Holmes asked the Vestry for permission to paint entire exterior Aldrich and Graham Hall building; and to remove the 2 air conditioners and board up prior to painting.

Motion made and seconded to allocate the following funds for the exterior painting of Aldrich/Graham Hall. \$3,000.00 dispersed from Building Fund and \$2,000.00 from Memorial Fund. All approved and no opposed.

Motion made and seconded to approve the removal of the 2 air conditions from the back of Aldrich Hall and board up windows. All approve, no opposed.

3. Treasurer's Report

- Susan Newkirk noted that there is a \$3,000 deficit due to 20-week club.
- Trinity does still owe approx. \$8,000 to Liddell for unfinished work.
 - Steve Gaddes to inquire when the RI DOT will repair Rt 6.
 - John Holmes to follow up with John Morgan regarding balance of work due from Liddell
- Susan mentioned that a Budget Audit Team is not currently established. Steve Gaddes will reach out to pull together a Budget Audit Committee

Motion made and seconded to approve Treasurers Report for Audit. All approve, no opposed.

4. Clarification of Additional Reports as Necessary

- Rev. Johanna to purchase 10 large print Hymnals at an approximate cost of \$22.00 each. Rev. Johanna will pay from Discretionary Fund.
- Rev. Johanna met with Bryan Schmelling, a Financial Advisor. Brian is willing to speak with anyone from Trinity to help out with financial matters. Will be available on Tuesday 10-1 or 2-4 pm. Reach out to Rev. Johanna to schedule a specific time.

Following with a closing prayer, the meeting was adjourned at 8:50 pm.

TREASURER'S REPORT to the Vestry

TRINITY EPISCOPAL CHURCH, SCITUATE, RI

April 18, 2019

Old Items - Updated:

One Time Event: The balance owed to the Restricted Account was reduced from \$5199. to \$4,600.

Old Items No Update: Crossing Light: Approx \$8,000 is still owed to Liddell for painting of lines.

Financial Report – Items for Review:

Budget vs. Actual Report: The following information is based on a quarterly review of expected revenue and expenses. Areas to Review:

Income:

- *Page 1: Other Income:* Budgeted \$17,200. 0 income showing. This budgeted amount appears to represent the anticipated funds from the Restricted account. I will check with the accountant to see where these funds were credited.
- *Page 1: Tithes a& Offerings – Altar Guild/Seasonal:* Income of \$720 appears to be low. Quarterly amount needed to meet budget is \$1062.
- *Page 1: Pledges:* We need \$43,750 per qtr. Received \$39,356. Deficit of \$4394 for this quarter.
- *Page 1: Pledges Prior Year:* These funds are generally received in the first quarter of the year. We are \$876 short of the amount of anticipated for this category.

Expenses:

- *Page 2: General Property Repair* shows amount of -\$431.57. Must clarify with accountant why we are showing a credit.
- *Page 2: Snow Removal* appears to be in line with budgeted amount.
- *Page 4: Utilities/Electric Other:* This amount should be under Electric Hall. Will have accountant correct. Overall, our electric bill appears to be considerably higher than budgeted for. Quarterly budget \$2025. Expenses to date \$2329.
- *Page 4: Utilities/Oil:* Quarterly anticipated expense is \$1334. Actual Expense for first quarter was \$3648. While usage will be less in the summer, this winter was not particularly cold.
- *Page 5: Worship/Publications-Planning:* We are near max budgeted amount. This occurred because in March, I received a bill for \$160.23 from R. Cichy for advent wreath expenses he incurred in 2018. Late submissions negatively affect the current year budget. I recommend we require all expense reimbursement requests be submitted within 15 days of the end of the year or they will not be paid.

Balance Sheet: 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 credit card approval from the bank before I move the funds from Navigant to the Diocesan Investment Trust.

Credit Card: All required signatures have been received and application to be submitted soon.

Restaurant Depot Card: Need to make another trip. They were out of cards.

04/12/19
Accrual Basis

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

	Jan - Mar 19	Budget
Ordinary Income/Expense		
Income		
DIT INVESTMENT INCOME 4	2,698.28	11,000.00
FUNDRAISING 5		
Other Fundraising Events	100.00	
Turkey Supper Proceeds	225.00	
FUNDRAISING 5 - Other	0.00	29,377.00
Total FUNDRAISING 5	325.00	29,377.00
OTHER INCOME 5		
Amazon Smile	32.27	
Hall Rental		
AA Donation	200.00	800.00
Aldrich Hall Rental	600.00	2,600.00
Total Hall Rental	800.00	3,400.00
IGA	15.21	
Interest Income	25.97	75.00
Misc Income / Other Sources	100.00	600.00
Thrift Shop	2,300.00	9,000.00
OTHER INCOME 5 - Other	0.00	17,200.00
Total OTHER INCOME 5	3,273.45	30,275.00
TITHES & OFFERINGS 3		
Altar Guild/Season Memorials	720.00	4,250.00
Christmas	0.00	1,000.00
Easter	55.00	1,500.00
Good Friday 11	0.00	1,300.00
Plate-Non Pledge Offering	1,708.00	2,500.00
Pledges		
Vanco-Capital Campaign	120.00	
Vanco-Pledge Fund	5,211.73	
Pledges - Other	39,356.00	175,000.00
Total Pledges	44,687.73	175,000.00
Pledges Prior Year	624.00	1,500.00
Special Offering	416.00	1,300.00
TITHES & OFFERINGS 3 - Other	0.00	1.00
Total TITHES & OFFERINGS 3	48,210.73	188,351.00
49900 - Uncategorized Income	10.00	
Total Income	54,517.46	259,003.00
Gross Profit	54,517.46	259,003.00
Expense		
ADVERTISING 14	0.00	1,300.00
APPORTIONMENT 12	8,421.00	33,700.00

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

	Jan - Mar 19	Budget
BANK -EFT FEES 14		
Check and Deposit Slip Order	0.00	150.00
Vanco Fees	154.25	650.00
Total BANK -EFT FEES 14	154.25	800.00
BUILDING-A Hall (Kitchen) 14		
Equipment Repair & Maintenance	100.00	1,200.00
Propane	218.26	1,000.00
Total BUILDING-A Hall (Kitchen) 14	318.26	2,200.00
BUILDING & GROUNDS MAINT 14		
Equipment Maintenance & Repair	0.00	300.00
Fire Safety & Maintenance	140.00	500.00
Floor Maintenance	0.00	600.00
General Property Repair	-431.57	2,000.00
Grounds Maintenance & Landscape	15.00	250.00
Housekeeping Supplies	264.65	500.00
HVAC Maintenance & Repairs	0.00	1,200.00
Licenses & Fees	0.00	600.00
Pest Control	300.00	1,200.00
Snow Removal, Sanding	2,130.45	3,500.00
Trash Removal	238.05	1,200.00
Water & Sewer Maintenance	0.00	500.00
BUILDING & GROUNDS MAINT 14 - Ot...	0.00	1,000.00
Total BUILDING & GROUNDS MAINT 14	2,656.58	13,350.00
CHRISTIAN FORMATION		
Scholarships	0.00	3,000.00
SOS, Wings		
Facilitator	0.00	750.00
Supplies	0.00	200.00
Total SOS, Wings	0.00	950.00
Youth Christian Formation		
Curriculum	0.00	500.00
Supplies-Activities	0.00	200.00
Total Youth Christian Formation	0.00	700.00
CHRISTIAN FORMATION - Other	37.35	
Total CHRISTIAN FORMATION	37.35	4,650.00
CONVENTIONS 14	0.00	100.00
INSURANCE 14		
General Liability	3,425.00	6,600.00
Worker's Comp	527.00	650.00
Total INSURANCE 14	3,952.00	7,250.00

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

	<u>Jan - Mar 19</u>	<u>Budget</u>
MINISTRIES 14		
Adult Christian Formation		
Supplies	127.00	
Total Adult Christian Formation	127.00	
Outreach		
Community Outreach	176.25	1,300.00
Food Closet	0.00	2,000.00
Total Outreach	176.25	3,300.00
Parish Life		
Hospitality	258.57	1,000.00
Parish Life - Other	314.13	
Total Parish Life	572.70	1,000.00
Stewardship Program	0.00	450.00
Total MINISTRIES 14	875.95	4,750.00
OFFICE 14		
Accounting Service	750.00	2,600.00
Computer Servicing & Maintenanc		
Computer Software - Hardware	287.99	700.00
Website Maintenance	241.90	1,500.00
Computer Servicing & Maintenanc - Ot...	160.00	500.00
Total Computer Servicing & Maintenanc	689.89	2,700.00
Copier		
Property Tax - Copier	0.00	700.00
Toshiba Lease	1,026.10	4,000.00
Toshiba Supplies	51.73	340.00
Xerox Maintenance & Supply	0.00	200.00
Total Copier	1,077.83	5,240.00
Office Supplies		
General Office Supplies	59.21	600.00
Paper	330.57	800.00
Postage	294.35	1,100.00
Office Supplies - Other	64.55	
Total Office Supplies	748.68	2,500.00
Total OFFICE 14	3,266.40	13,040.00
OTHER OPERATING EXPENSES 14	59.46	150.00
PAYROLL 14		
Office Administrator	2,924.00	14,200.00
Office Consultant	1,567.50	2,500.00
Organist	3,598.58	13,364.00
Sexton	2,156.00	8,360.00
Total PAYROLL 14	10,246.08	38,424.00

04/12/19
 Accrual Basis

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

	Jan - Mar 19	Budget
PAYROLL EXPENSES 14		
Federal FICA Employer Tax	783.83	2,680.00
State of RI Taxes	0.00	600.00
Total PAYROLL EXPENSES 14	783.83	3,280.00
PWA LAND LEASE & TAXES 14	0.00	765.00
RECTOR'S COMPENSATION PKG 14		
Continuing Education	240.00	1,000.00
Health Insurance	7,044.00	28,176.00
Pension	1,943.22	12,632.00
Rectory-Phone, Wifi, Cable	440.60	1,800.00
Rectory Electric	466.74	2,000.00
Rectory Oil 1	1,066.06	2,200.00
Salary	15,456.56	57,410.00
Travel & Professional Expenses	160.00	4,000.00
Total RECTOR'S COMPENSATION PKG 14	26,817.18	109,218.00
RECTOR - SUPPLY CLERGY 14		
Mileage	13.92	200.00
Services	220.00	1,400.00
Total RECTOR - SUPPLY CLERGY 14	233.92	1,600.00
SABATICAL FUND 18	0.00	500.00
STATE OF RI MISC FEES 14	0.00	25.00
UTILITIES - Church & Hall 14		
Electric		
Church-Undercroft	1,491.15	6,600.00
Hall	276.60	1,500.00
Electric - Other	561.44	
Total Electric	2,329.19	8,100.00
Oil 2 & 3		
2 Church	1,738.41	3,700.00
3 Hall	1,910.03	1,635.00
Total Oil 2 & 3	3,648.44	5,335.00
WiFi & Phone		
Church-Undercroft WiFi/Phone	581.59	2,700.00
Hall WiFi	239.27	1,100.00
Total WiFi & Phone	820.86	3,800.00
Total UTILITIES - Church & Hall 14	6,798.49	17,235.00
WORSHIP & LITURGY 14		
Altar Guild	609.55	4,561.00

04/12/19
Accrual Basis

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

	Jan - Mar 19	Budget
Music-Choir		
Instrumentalists & Musicians	0.00	600.00
Music	72.00	450.00
Supply Organist	0.00	300.00
Total Music-Choir	72.00	1,350.00
Publications - Worship Planning	611.84	655.00
WORSHIP & LITURGY 14 - Other	160.23	100.00
Total WORSHIP & LITURGY 14	1,453.62	6,666.00
Total Expense	66,074.37	259,003.00
Net Ordinary Income	-11,556.91	0.00
Other Income/Expense		
Other Income		
NON-BUDGET INCOME		
Capital Campaign Income 8	2,155.00	
Discretionary Income 11	1,263.15	
Food Closet Income 10	2,464.75	
Fundraising (Other) 5	787.25	
Memorial Donation Income 11	-24.11	
Mens Group Income 5	937.36	
Thrift Shop Checking Deposits	3,634.00	
Turkey Supper Income 5	225.00	
Wings Income 10	750.00	
Total NON-BUDGET INCOME	12,192.40	
Total Other Income	12,192.40	
Other Expense		
NON-BUDGET EXPENSES		
Congregational Dev Fund Grant D	1,643.45	
Thrift Shop Checking Disb.	2,515.06	
Adult Choir Expense 16	50.00	
Altar Guild Expense 14	889.75	
Capital Campaign Expense 15	17,028.60	
Discretionary Expense 18	1,495.08	
Food Closet Expense 16	1,847.35	
Fundraising Other Expense 14	71.94	
Funds to Other Organiz Exp 18	50.00	
Men's Group Expense 14	347.73	
Total NON-BUDGET EXPENSES	25,938.96	
Total Other Expense	25,938.96	
Net Other Income	-13,746.56	
Net Income	-25,303.47	0.00

Trinity Episcopal Church
 Balance Sheet
 As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Navigant Operating Checking 19	34,278.32
Discretionary Checking 18	5,308.67
Thrift Shop Checking 19	2,502.67
Emergency Savings 19	25,238.57
Navigant Restricted Checking 19	
Congregation Development Fund	3,283.04
Adult Choir Fund	6,714.11
Building Fund	4,480.74
Capital Campaign	-12,268.60
Clergy Education Fund	4,241.69
Food Closet	17,136.83
Fundraising (Other)	2,787.25
Memorial Donation (Unrestricted)	5,661.42
Mens' Group	218.86
Missionary Fund	3,532.53
One Time Event	-4,699.01
Pilgrimage Fund	1,725.31
Prayer Shawl Group	100.00
Sabbatical	3,700.00
Turkey Supper	225.00
Wings	750.00
Youth Groups	2,209.96
Total Navigant Restricted Checking 19	39,799.13
CASH BOX	150.00
Petty Cash	100.00
Total Checking/Savings	107,377.36
Other Current Assets	
DIT-Diocesan Investment Trust 4	241,009.11
Total Other Current Assets	241,009.11
Total Current Assets	348,386.47
Fixed Assets	
Church Buildings	1,005,900.00
Total Fixed Assets	1,005,900.00
TOTAL ASSETS	1,354,286.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	5,118.57
Other Current Liabilities	
Payroll Liabilities	1,800.81
Total Other Current Liabilities	1,800.81
Total Current Liabilities	6,919.38
Total Liabilities	6,919.38
Equity	
DIT-Value Adjustments	-14,484.87
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-10,942.33
Net Income	-25,303.47
Total Equity	1,347,367.09
TOTAL LIABILITIES & EQUITY	1,354,286.47

Vestry Report - Thursday, April 18, 2019
Changes for potential preschool required by DCYF

After speaking with my Childcare Licensing Specialist, Marian Howitt, listed below are the changes that would need to be done and/or suggestions to help us utilize our space to full capacity. Before any work is done, a plan would need to be submitted to Veronica Davis, the Director of Licensing and Marian Howitt to be approved.

CHANGES NEEDED

Graham Hall:

- A child size toilet would needed to be added with a low sink to one of the bathrooms upstairs.
- In the Toddler Classroom (classroom off the kitchenette) a small toilet with a small sink would need to be added.
- The stairs on the side of the building would need to be converted into a ramp.
- To increase space, DCYF *recommended* that the walls be taken down between the two classrooms on the backside and frontside of the building to increase class size. An accordion door or barn door can be installed to close off the classrooms for Sundays.

Aldrich Hall:

- Downstairs in Aldrich Hall both bathrooms would remain the same. One toilet would be for the children to use and the other one for the staff to use.

Outside:

- Four foot fence around the open area where the labyrinth is for playground.

Fire Marshall

3/20/19

247 Danielson Pike, North Scituate

Site visit for potential new daycare

Robbie Lopez, Insp.

Facility currently lacks Emergency Forces Notification. (amd. 16.3.4.4.1)

Facility lacks Carbon Monoxide alarms (amd. 16.3.4.6)

Facility lacks smoke alarms in lounges and recreation areas (amd. 16.3.4.6)

Commercial cooking hood requires a current inspection. (NFPA 96-11.2.1)

LPG tank in rear of the building needs to be place a minimum ten (10) feet from structure. (RIFC table 69.3.3.1)

FACP requires a drill switch (amd. 9.6.5.4)

Facility needs electrical outlet plug protection (RIFC 16.5.1.2)

Multiple penetrations thought ceiling assembly. (RILSC 16.3.1)

Upper level storage room contained a large amount of combustibles (RIFC 10.18.3)

Heat detector in infant room needs to be changed to system smoke detector (amd. 16.3.4.6)

Exit door near kitchenette needs signage. (RILSC 16.10.1.2.1)

The circuit breaker for FACP need to be colored red. (amd. 9.6.9.9)

Infant room exit door needs repair. (7.1.10.1)

All bathroom doors require handles that do not lock from the egress side. (RILSC 16.2.2.2.5)

Foam around penetrations from circuit panel need to be removed. (RILSC 10.2.6.1)

There is no detection above drop ceiling. It measured six (6) inches from top of tile to bottom of joist. (I couldn't find any information regarding if it was allowable) (amd 9.6.2.9)

Establish and provide emergency plans (RILSC 16.7.1)

Yearly Contingency Planning Anchor Agency Check-In

Today's Date: **April 14, 2019** Form Completed by: **Jeaneane (Jean) Grover**
Agency Name & ID: **Trinity Episcopal Church Food Closet – ID 115900**
Site's Main Contact: **Jean Grover**

This check-in sheet serves as a reminder to your agency that you are an anchor agency in your immediate community based on the work you are currently doing. As an anchor agency, we need to check-in yearly to review information regarding your willingness to help the Food Bank in the case of a natural disaster or similar situation either in your direct community or state-wide.

Sections:

Leadership Finances Facility and equipment Volunteers Services provided

LEADERSHIP

1. Who is the key decision maker at your agency (name, title, phone, email)?

Jean Grover, Chairman; (401) 647-2322 or Cell (401) 529-7268 Email jeang3@cox.net

2. Who will help the key decision maker execute emergency food distribution?

Rector Johanna Marcure and Vestry members. We would also have assistance from our parishioners whom we would be able to contact through the Trinity database. One of the items being considered is a possible tie-in with our local EMS system. This issue has been tabled for the time being.

FINANCES

1. Please answer the following questions regarding your agency's budget.

- a. What is the *overall* operating budget for the agency?

Overall operating budget for the Food Closet is \$17,500.00.

- b. How many months of your operating budget do you have on hand?

Approximately three months.

- c. What is your *food* budget (food only, no staff or operating)?

Approximately \$75,000.00

FACILITY AND EQUIPMENT

1. Do you have a generator?

Yes

No

We do not have a generator at this time; however, one or more are available to borrow if needed.

2. Do you have the availability to secure extra storage space to take and distribute more food?

Yes

No

If Yes, where is the extra storage space?

We have Aldrich Hall on the first floor which consists of a large dining room and commercial kitchen. In addition, Graham Hall on the second floor has a number of meeting rooms/class rooms/library that can be used for storage.

Other Storage Notes:

We also have the Food Closet area and offices that can be used for storage.

3. Does your agency own its own vehicle(s)

Yes

No

If Yes, please indicate what types of vehicles and how many:

4. Please explain your *cooler* capacity. **Three coolers**

5. Please explain your *freezer* capacity. **Four Freezers**

VOLUNTEERS

1. How many regular (scheduled) volunteers do you have? 16

Other notes about volunteers (special skill-sets, affiliations, etc.):

Our volunteer base consists mostly of Trinity Episcopal Church retired professionals (nurse managers, teachers, etc.). We are also blessed with retired professionals from

Advent Christian Church and Mathewson Street Church who donate their time to this ministry. We have a minimum of four in-house and two drivers each week. We are usually staffed with one additional volunteer on those weeks when we expect an order from the Food Bank.

At the end of each month, an e-mail is sent to all volunteers on the list with the dates and staffing needs for the month. They respond with the dates they can volunteer.

SERVICE PROVIDED/COMMUNITY PARTNERSHIPS

1. Does your agency provide other services beyond food assistance?

Yes

Our agency is part of the Church Outreach Program. We also have a Thrift Store and we are able to provide discount coupons to our clients to shop for clothing and household items.

The other ministry under Outreach provides a hot meal for 35-40 people each month at St. George's Church in Central Falls.

No

Does your agency provide referrals?

Yes

We have resources on hand to provide information on the SNAP program, heating assistance, etc. We also refer to the "211" program if all else fails. We occasionally have requests for financial assistance. There have been times when our Rector has been able to assist out of her Discretionary Fund; however, we prefer not to use this avenue.

No