

**Agenda · Vestry Meeting · June 20, 2019**  
**6:30 pm – 8:30 pm**

**Gathering**  
**Call to Order**

**Vestry Goal #1 – Making Disciples**

*Turning to Christ, Session Two: Do you believe and trust in God the Father?*  
Pilgrim Program lead by Cindy Chatell and Jill Shurtleff.

**Review and Approval of May vestry minutes**  
**Rector's Time**

Correspondence  
Summer Worship | July through Labor Day:  
    One service, 9 am on Sunday mornings: *Worshipping together*  
    Open Hands, Open Hearts, Open Table, Lay Lead  
Follow up on Rental Policy for parishioners to rent tables, chairs, etc.  
For consideration – *Stewardship of our shared financial resources*. Thoughtful  
    and creative possibilities requested!  
Rectory

**Check-in**

Turkey Supper and Bazaar

**Updates**

Special Use Permit Application  
Lease/Rental Committee | Standing Committee Approval Required  
PWSB | Response

**Food Closet**

Yearly Contingency Planning Anchor Agency Check-In  
Food Closet Stocking Procedure  
Region 2 Food Bank Meeting at Trinity: Wednesday, June 26<sup>th</sup> 12 pm – 2 pm

**Property Report**  
**Treasurer's Report**  
**Committee/Ministry Reports**  
**Closing Prayer and Adjournment**

TRINITY EPISCOPAL CHURCH / North Scituate, R.I.

PARISH VESTRY MEETING MINUTES: – May 16, 2019

Respectfully prepared by: Cindy Chatell, Clerk of the Vestry

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**Attendees: Rev. Johanna, Steve Gaddes, John Holmes, Kristine Gregory, Gail Harrison, Deb Luchka, Bob Liptrot, Jim Segovis, Megan Picozzi, Levond Jones, Cindy Chatell**

The Rev. Johanna Marcure called the meeting to order at 6:34

**#1. Reviewed April 18, 2019 Vestry Minutes**

**Noted revisions made.**

**Motion was made and seconded to accept the minutes with changes noted from the April 18, 2019 meeting. All agreed, no opposed.**

**#2. Follow up from April's vestry meeting**

- Aldridge Hall thermostat has been replaced.
- Thermostat in the Undercroft will also be replaced.
- Food Bank Survey has not yet been completed

**#3. Vestry Goal #1 – Making Disciples**

- Read and discussed Chapter 1 of Pilgrim lead by Kris Gregory
- Cindy volunteered for Chapter 2 reading during June Vestry Meeting. Will need to locate a partner

**#4. Pentecost Sunday Pot Luck – Sunday, June 9th after the 9:30 am service**

**#5. Research policy of borrowing tables and chairs limited to parishioners.**

**#6. Reminder - Need a co-chair for a Turkey Super Take Out - Gail Harrison offered to help**

**#7. Property Report**

- Painting has been completed
- Kitchen inspection was completed and inspector has passed the audit.
- Requesting to purchase 1 box of tiles at an approx. cost of \$12.00
- Planning to paint the middle shed with the excess paint

- Renovation cost that would be required to accommodate a potential renter estimated at \$22,000.
- Bazaar Closet will need to be cleaned up per the Fire Marshall.

**#8. Treasurer's Report – Susan Newkirk not available to review report.**

- Review the report and provide a list to Susan during the June Vestry Meeting.

**Motion was made and seconded to postpone acceptance of Treasurers Report until June's Vestry meeting. All agreed, no opposed**

**#9. Website and Social Media is currently being updated by Justin Greenough and Office Administrator.**

**#10. Kris Gregory donated a document laminator to Trinity.**

**#11. Providence Water Board Update**

- Rev. Johanna reached out to Linda from the Diocese for additional contacts to help speed up a resolution.
- Steve believes we should still move forward to obtain a Special Use Permit to the Scituate Zoning Board. Deadline to be in the June Agenda would be the end of next week. If granted, Trinity will have 1 year to use.
- Rev Johanna also noted that the potential renter would be required to sign a 3 year lease. Kris Gregory will review a copy of the lease.
- Steve Gaddes, Susan Newkirk, Kris Gregory and Bob review financials of the potential renter and present to the Vestry.

**Motion was made and seconded that the Vestry Board will review the application prior to next week's submission. All agreed, no opposed**

**#12. Summer Worship Hours**

- 5:00 pm Saturday Lay Lead Service
- 9:00 am Sunday Eucharist
- Start date July 7<sup>st</sup> thru Labor Day Weekend. September 7-8<sup>th</sup> will resume normal schedule

### **#13. Committee Reports**

- Committee's should be reviewing their ministry for continuous improvement and involve more people.
- Vestry members will reach out to committee leads to request a monthly update
- This fall, update the directory with committee members.

**Next Vestry Meeting will be held on June 20<sup>th</sup> at 6:30 pm.**

**Meeting was adjourned at 9:02 pm**



**the episcopal diocese of rhode island**  
office of the bishop

TO: The Presiding Bishop  
The Secretary of the House of Bishops  
The President of the House of Deputies  
The Secretary of the House of Deputies  
The Bishops of the Episcopal Church  
The Ecclesiastical Authority of every Diocese of the Episcopal Church  
The Recorder of Ordinations  
The Church Pension Fund  
The Transition Ministry Office  
The Clergy of the Episcopal Diocese of Rhode Island  
The Vestries of the Diocese of Rhode Island  
The Standing Committee of the Diocese of Rhode Island

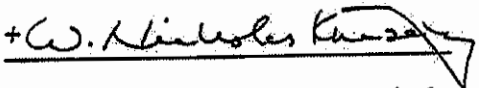
**NOTICE OF AN ACCORD**

In accordance with Title IV.9 of the Constitution and Canon of The Episcopal Church, notice is hereby given that I have reached an Accord with

**The Rev. Dr. John D. Alexander**

based on his admission to conduct unbecoming a member of the Clergy in violation of Canon IV.4.1. (e) of the Canons of the Episcopal Church of the United States.

Under the terms of this Accord, the Reverend Doctor John D. Alexander is suspended from ordained ministry in The Episcopal Church for a period of one (1) year, from June 1, 2019 thru June 1, 2020.



The Rt. Rev. W. Nicholas Knisely  
Bishop of Rhode Island  
June 12, 2019

May 14, 2019

Dear Reverend Johanna and Vestry Members;

I will start by stating I thoroughly enjoy Reverend Johanna's sermon and believe the vestry is doing an outstanding job.

I am a cradle Episcopalian. I have witnessed many changes and most of them are welcome. Adjustments are sometimes necessary. I have been a pledging member of Trinity Episcopal Church for approximately 40 years.

I have volunteered in a number of positions for Trinity; Auditor, Vestry, Chalice Bearer and Scheduler (chalice bearers, readers and greeters/ushers) for both the 8:00 and 9:30 services. I currently volunteer at the turkey suppers by baking and at the bazaar working and baking for the Bake table. Our children were very active in the church's Sunday school and ECC. They both do not reside in Rhode Island and therefore no longer attend Trinity services.

I currently attend the 5:00 PM Saturday service due to my husband Joe's work schedule and my family's needs. I very much enjoy that service and wish there were more parishioners attending that service.

One reason I am very proud to be an Episcopalian is because "everyone is welcome". Also in Deuteronomy; Again I say unto you, That if two of you shall agree on earth as touching any thing that they shall ask, it shall be done for them of my Father which is in heaven. **20For where two or three are gathered together in my name, there am I in the midst of them.**

I attended the 5:00 pm Saturday service April 13<sup>th</sup> to celebrate Palm Sunday. I was extremely disappointed; the Passion was not read and no palms were provided for the attending parishioners. An Evening Pray service was given by Reverend Johanna. When asked why no palms I was told the palms have not been blessed and that going forward the Saturday services before a holiday would not be celebrating the holiday. For the first time in my life within the church I felt unfairness, excluded and unwelcomed.

I am asking Reverend Johanna and vestry members to reconsider this change at the very least for Palm Sunday which is the start of the most holy weeks of Christianity. I don't believe blessing a few palms for the attending parishioners would be such a dilemma. I would also wish to have the Easter Vigil service return to Trinity.

This is a time when the church should be gathering people together regardless of the numbers not excluding. Thank you in advance for reviewing and reconsidering this change.

In peace,

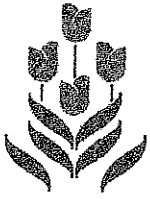
  
Linda L. Alves

September 2, 2016

Marissa Mouradjian  
PO Box 123  
Wauregan, CT 02825

This is to confirm that Marissa Mouradjian rented from Trinity Church, 251 Danielson Pike, North Scituate from September 2 – 4, 2016 - 4 - 8 ft. tables at a cost of \$9 each and 25 chairs at a cost of \$1 each for a total of \$61.

Michelle A. Arrighi  
Parish Administrator



# THE COUNTRY GARDENER

617 West Greenville Road  
No. Scituate, RI 02857  
(401) 647-2208  
Fax (401) 647-2249

# Invoice

Number: 1153

Date: April 20, 2019

**Bill To:**

Trinity Episcopal Church  
Danielson Pike  
No. Scituate, RI 0208057

**Ship To:**

Trinity Episcopal Church  
Danielson Pike  
No. Scituate, RI 0208057

COPY

Date	Description	Tax	Amount
04/20/2019	2 6" Easter Lilies @ \$11.50		23.00
	18 6" Tulips @ \$11.00		198.00
	2 6" Daffodils @ \$11.00		22.00
	2 6" Hyacinths @ \$11.00		22.00
	4 7" Pink Asiatic Lilies @ 20.00		80.00
	15 4" Mini Daffodils @ \$5.50		82.50
	15 4" Grape Hyacinths @ \$5.50		82.50
	3 Window box planters @ \$35.00 each		105.00
	2 10" Mixed Pots with spring bulbs @ \$35.00 each		70.00
		<b>Sub-Total</b>	<b>\$685.00</b>
		State Tax 7.00% on 0.00	0.00
		<b>Total</b>	<b>\$685.00</b>

*operating / Worship*

*Altar Guild*

*Memo: Easter Flowers*

*Please pay  
for Easter  
flowers.  
CA*





Rev. Johanna Marcure <rector.trinitynorthscituate@gmail.com>

## lease agreement

2 messages

**Richard Blodgett** <rblodgett@prowater.com>  
To: rector.trinitynorthscituate@gmail.com

Mon, Jun 17, 2019 at 4:11 PM

Dear Reverend Marcure,

Thank you for contacting Providence Water to explore various options regarding the existing lease agreement between your church and the City of Providence. At this time, Providence Water is interested in retaining the language in the current lease agreement.

If the church wishes to pursue any modifications to the existing lease, changes to the terms of the lease agreement may be necessary, as follows:

1. the lease payment would change to a value based on "current market value" which is consistent with Providence Water's policy for new leases
2. fees related to attorneys, appraisers, etc. associated with the re-writing of the existing lease agreement will be the responsibility of the lessee

Please feel free to contact me if you wish to discuss this issue any further.

Thank you.



**Richard Blodgett**  
Environmental Resources Manager  
(401) 521-6300 Ext. 7316  
(401) 632-4247 [Fax]  
rblodgett@prowater.com  
Providence Water  
125 Dupont Drive  
Providence, RI 02907



**Rev. Johanna Marcure** <rector.trinitynorthscituate@gmail.com>  
To: "Canon Linda L. Grenz" <Linda@episcopalri.org>

Tue, Jun 18, 2019 at 12:13 PM

Here is the response from the PWSB, in writing....

[Quoted text hidden]

## Yearly Contingency Planning Anchor Agency Check-In

Today's Date: **May 27, 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, Chair; (401) 647-2322 or Cell (401) 529-7268**  
**Email: [foodpantry@trinitynorthscituate.org](mailto:foodpantry@trinitynorthscituate.org).**

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

**Individuals who volunteer at our Food Closet.**

### 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 \$17,000.00**

## FACILITY AND EQUIPMENT

1. Do you have a generator?

Yes

No

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?

**There is some limited extra storage space in the area where our Food Closet is located.**

Other Storage Notes:

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

**Trinity Episcopal Church is part of the Church Outreach Program. Trinity Church also runs a Thrift Store and our Food Closet provides discount coupons to our clients to shop for clothing and household items.**

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.**

No

**DRAFT**

**TRINITY EPISCOPAL CHURCH FOOD CLOSET**

**FOOD CLOSET STOCKING PROCEDURE**

The food products for our Food Closet comes from a variety of sources:

The main source of our food items is purchased from the Rhode Island Community Food Bank. We receive shipments from the Food Bank on the first and third Thursdays of each month.

Most times the Food Bank does not have all of the items we require for our Food Closet inventory.

One problem that has arisen recently is that many items offered by the Food Bank are TFAP (USDA) products. We have opted out of this program since TFAP items must be kept separately. We do not have the storage space to do this. In addition, clients who receive these products must complete an application including financial information. We do not have the resources to track anyone receiving USDA products in the event of any USDA food product recalls.

Each week following our Food Closet hours an inventory is taken of what we need to replace/purchase. At the current time, volunteers shop at Price Rite and the dollar stores to purchase items needed for inventory.

We have a house account at Price Rite for this purpose and pay cash and are reimbursed for inventory purchased at other stores.

Examples of items purchased from Price Rite are:

Coffee (\$2.29/can)

Laundry Detergent (\$2.50/gallon)

Dish Detergent (\$.99/bottle)

Bath Soap (\$.34/bar)

Other items required for inventory that are not available from the Food Bank.

Clients are given a choice of coffee or laundry detergent each month in addition to the other household items.

Examples of items purchased from the dollar stores:

Jelly (\$1.00/jar)  
Sugar (\$1.00/lb.)  
Instant Potatoes (\$1.00/box)

A great deal of our inventory is donated through food drives held by various organizations. An example of organizations donating on an on-going basis are:

Clayville Elementary School – Food Drive  
North Scituate Elementary School – Food Drive  
North Scituate Baptist Church – Weekly Donations  
Advent Christian Church – Weekly Donations  
101 Cycle Club – Food Drive and Cash Donations  
Parishioners – Weekly Food Donations

Meats, breads, and pastries are donated by Brigido's IGA and Price Rite through a Retail Pick-Up program set up for us by the Food Bank. A report of what we receive from these two companies is submitted to the Food Bank each month along with a statistical report on the number of individuals suffering from food insecurity we served each month. We served an average of 63 families or 150 individuals each month in 2018.

The biggest problem is funding. At the present time, we have a line item in the budget of \$4,000. Trinity provides utilities and space for the Food Closet. We depend on the proceeds from our 4K Walk and the generosity of our parishioners. Hopefully, we will be the recipient of grant funds from organizations such as the Episcopal Charities, June Levy Grant Fund, Rhode Island Foundation, Scituate Art Festival Committee and Scituate Lions Club. However, there is no guarantee that we will receive any or all grant monies for which we have applied. Many of the grant funds are not released until the third quarter of the year.

/jg

5/26/19

05/14/19  
Accrual Basis

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

	Jan - Apr 19	Budget
Ordinary Income/Expense		
Income		
DIT INVESTMENT INCOME 4	2,698.28	11,000.00
FUNDRAISING 5		
Other Fundraising Events	815.31	
Turkey Supper Proceeds	225.00	
FUNDRAISING 5 - Other	0.00	29,377.00
Total FUNDRAISING 5	1,040.31	29,377.00
OTHER INCOME 5		
Hall Rental		
AA Donation	200.00	800.00
Aldrich Hall Rental	600.00	2,600.00
Total Hall Rental	800.00	3,400.00
Interest Income	33.13	75.00
Misc Income / Other Sources		
Amazon Smile	32.27	
IGA	15.21	
Misc Income / Other Sources - Other	100.00	600.00
Total Misc Income / Other Sources	147.48	600.00
Thrift Shop	2,300.00	9,000.00
OTHER INCOME 5 - Other	0.00	17,200.00
Total OTHER INCOME 5	3,280.61	30,275.00
TITHES & OFFERINGS 3		
Altar Guild/Season Memorials	1,314.00	4,250.00
Christmas	0.00	1,000.00
Easter	1,063.00	1,500.00
Good Friday 11	390.00	1,300.00
Plate-Non Pledge Offering	2,247.30	2,500.00
Pledges		
Vanco-Capital Campaign	180.00	
Vanco-Pledge Fund	6,951.73	
Pledges - Other	49,888.00	175,000.00
Total Pledges	57,019.73	175,000.00
Pledges Prior Year	624.00	1,500.00
Special Offering	506.00	1,300.00
TITHES & OFFERINGS 3 - Other	0.00	1.00
Total TITHES & OFFERINGS 3	63,164.03	188,351.00
Total Income	70,183.23	259,003.00
Gross Profit	70,183.23	259,003.00
Expense		
ADVERTISING 14	0.00	1,300.00
APPORTIONMENT 12	11,228.00	33,700.00

05/14/19  
 Accrual Basis

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

	Jan - Apr 19	Budget
<b>BANK -EFT FEES 14</b>		
Check and Deposit Slip Order	0.00	150.00
Vanco Fees	204.73	650.00
BANK -EFT FEES 14 - Other	3.90	
<b>Total BANK -EFT FEES 14</b>	<u>208.63</u>	<u>800.00</u>
<b>BUILDING-A Hall (Kitchen) 14</b>		
Equipment Repair & Maintenance	100.00	1,200.00
Propane	218.26	1,000.00
<b>Total BUILDING-A Hall (Kitchen) 14</b>	<u>318.26</u>	<u>2,200.00</u>
<b>BUILDING &amp; GROUNDS MAINT 14</b>		
Equipment Maintenance & Repair	0.00	300.00
Fire Safety & Maintenance	809.00	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	55.00	600.00
Pest Control	400.00	1,200.00
Snow Removal, Sanding	2,130.45	3,500.00
Trash Removal	317.40	1,200.00
Water & Sewer Maintenance	60.00	500.00
BUILDING & GROUNDS MAINT 14 - Ot...	0.00	1,000.00
<b>Total BUILDING &amp; GROUNDS MAINT 14</b>	<u>3,619.93</u>	<u>13,350.00</u>
<b>CHRISTIAN FORMATION</b>		
Scholarships	0.00	3,000.00
SOS, Wings		
Facilitator	300.00	750.00
Supplies	39.68	200.00
<b>Total SOS, Wings</b>	<u>339.68</u>	<u>950.00</u>
Youth Christian Formation		
Curriculum	0.00	500.00
Supplies-Activities	0.00	200.00
<b>Total Youth Christian Formation</b>	<u>0.00</u>	<u>700.00</u>
<b>CHRISTIAN FORMATION - Other</b>	<u>164.35</u>	
<b>Total CHRISTIAN FORMATION</b>	<u>504.03</u>	<u>4,650.00</u>
<b>CONVENTIONS 14</b>	0.00	100.00
<b>INSURANCE 14</b>		
General Liability	3,425.00	6,600.00
Worker's Comp	527.00	650.00
<b>Total INSURANCE 14</b>	<u>3,952.00</u>	<u>7,250.00</u>



05/14/19  
Accrual Basis

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

	<u>Jan - Apr 19</u>	<u>Budget</u>
<b>MINISTRIES 14</b>		
Outreach		
Community Outreach	276.99	1,300.00
Food Closet	0.00	2,000.00
Total Outreach	276.99	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
<b>Total MINISTRIES 14</b>	<b>849.69</b>	<b>4,750.00</b>
<b>OFFICE 14</b>		
Accounting Service	1,000.00	2,600.00
Computer Servicing & Maintenanc		
Computer Software - Hardware	287.99	700.00
Website Maintenance	463.21	1,500.00
Computer Servicing & Maintenanc - Ot...	160.00	500.00
Total Computer Servicing & Maintenanc	911.20	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	198.62	600.00
Paper	330.57	800.00
Postage	294.35	1,100.00
Total Office Supplies	823.54	2,500.00
<b>Total OFFICE 14</b>	<b>3,812.57</b>	<b>13,040.00</b>
<b>OTHER OPERATING EXPENSES 14</b>	<b>59.46</b>	<b>150.00</b>
<b>PAYROLL 14</b>		
Office Administrator	4,012.00	14,200.00
Office Consultant	1,567.50	2,500.00
Organist	4,626.58	13,364.00
Sexton	2,520.00	8,360.00
<b>Total PAYROLL 14</b>	<b>12,726.08</b>	<b>38,424.00</b>
<b>PAYROLL EXPENSES 14</b>		
Federal FICA Employer Tax	973.55	2,680.00
State of RI Taxes	0.00	600.00
<b>Total PAYROLL EXPENSES 14</b>	<b>973.55</b>	<b>3,280.00</b>

05/14/19  
 Accrual Basis

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

	Jan - Apr 19	Budget
PWA LAND LEASE & TAXES 14	0.00	765.00
RECTOR'S COMPENSATION PKG 14		
Continuing Education	240.00	1,000.00
Health Insurance	9,392.00	28,176.00
Pension	1,943.22	12,632.00
Rectory-Phone, Wifi, Cable	727.08	1,800.00
Rectory Electric	584.39	2,000.00
Rectory Oil 1	1,275.59	2,200.00
Salary	19,872.72	57,410.00
Travel & Professional Expenses	439.44	4,000.00
Total RECTOR'S COMPENSATION PKG 14	34,474.44	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	22.00	25.00
UTILITIES - Church & Hall 14		
Electric		
Church-Undercroft	1,872.55	6,600.00
Hall	276.60	1,500.00
Electric - Other	757.24	
Total Electric	2,906.39	8,100.00
Oil 2 & 3		
2 Church	1,958.04	3,700.00
3 Hall	2,305.52	1,635.00
Total Oil 2 & 3	4,263.56	5,335.00
WiFi & Phone		
Church-Undercroft WiFi/Phone	846.93	2,700.00
Hall WiFi	239.27	1,100.00
Total WiFi & Phone	1,086.20	3,800.00
Total UTILITIES - Church & Hall 14	8,256.15	17,235.00
WORSHIP & LITURGY 14		
Altar Guild	1,459.94	4,561.00
Music-Choir		
Instrumentalists & Musicians	300.00	600.00
Music	119.63	450.00
Supply Organist	0.00	300.00
Total Music-Choir	419.63	1,350.00

05/14/19  
Accrual Basis

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

	Jan - Apr 19	Budget
Publications - Worship Planning	601.84	655.00
WORSHIP & LITURGY 14 - Other	160.23	100.00
<b>Total WORSHIP &amp; LITURGY 14</b>	<b>2,641.64</b>	<b>6,666.00</b>
<b>Total Expense</b>	<b>83,880.35</b>	<b>259,003.00</b>
Net Ordinary Income	-13,697.12	0.00
Other Income/Expense		
Other Income		
NON-BUDGET INCOME		
Other Collections UTO etc.	60.00	
Capital Campaign Income 8	3,349.50	
Discretionary Income 11	1,512.15	
Food Closet Grant	40.00	
Food Closet Income 10	2,504.75	
Fundraising (Other) 5	71.94	
Memorial Donation Income 11	-24.11	
Mens Group Income 5	1,053.36	
Outreach Income 10	605.00	
Thrift Shop Checking Deposits	5,602.00	
Turkey Supper Income 5	225.00	
Wings Income 10	1,600.00	
<b>Total NON-BUDGET INCOME</b>	<b>16,599.59</b>	
<b>Total Other Income</b>	<b>16,599.59</b>	
Other Expense		
NON-BUDGET EXPENSES		
Congregational Dev Fund Grant D	1,643.45	
Thrift Shop Checking Disb.	4,324.00	
Adult Choir Expense 16	50.00	
Altar Guild Expense 14	889.75	
Capital Campaign Expense 15	17,028.60	
Discretionary Expense 18	1,745.08	
Food Closet Expense 16	4,102.30	
Fundraising Other Expense 14	71.94	
Funds to Other Organiz Exp 18	50.00	
Mem Donation Unrestric Exp 15	1,000.00	
Men's Group Expense 14	415.15	
WINGS Expense 16	1,300.00	
<b>Total NON-BUDGET EXPENSES</b>	<b>32,620.27</b>	
<b>Total Other Expense</b>	<b>32,620.27</b>	
Net Other Income	-16,020.68	
<b>Net Income</b>	<b>-29,717.80</b>	<b>0.00</b>

05/15/19  
Accrual Basis

Trinity Episcopal Church  
Balance Sheet  
As of April 30, 2019

	Apr 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
FMSI ACH DIRECT DEPOSIT	3,062.39
Navigant Operating Checking 19	24,099.39
Discretionary Checking 18	5,007.67
Thrift Shop Checking 19	2,661.73
Emergency Savings 19	25,245.73
Navigant Restricted Checking 19	
Congregation Development Fund	3,283.04
Adult Choir Fund	6,714.11
Building Fund	4,480.74
Capital Campaign	-11,074.10
Clergy Education Fund	4,241.69
Food Closet	14,961.88
Fundraising (Other)	2,060.00
Memorial Donation (Unrestricted)	4,661.42
Mens' Group	267.44
Missionary Fund	3,532.53
One Time Event	-4,199.01
Outreach	605.00
Pilgrimage Fund	1,725.31
Prayer Shawl Group	100.00
Sabbatical	3,700.00
Turkey Supper	225.00
Wings	300.00
Youth Groups	2,209.96
Total Navigant Restricted Checking 19	37,795.01
CASH BOX	150.00
Petty Cash	100.00
Total Checking/Savings	98,121.92
Other Current Assets	
DIT-Diocesan Investment Trust 4	241,009.11
Total Other Current Assets	241,009.11
Total Current Assets	339,131.03
Fixed Assets	
Church Buildings	1,005,900.00
Total Fixed Assets	1,005,900.00
<b>TOTAL ASSETS</b>	<b>1,345,031.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	2,078.27
Total Current Liabilities	2,078.27
Total Liabilities	2,078.27
Equity	
DIT-Value Adjustments	-14,484.87
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-10,942.33
Net Income	-29,717.80
Total Equity	1,342,952.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,345,031.03</b>

05/15/19

Trinity Episcopal Church  
Food Closet Income/Expense (All)

Accrual Basis

January through April 2019

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 Grant	13.40
Check	04/12/2019	881	RI Community Food Bank	2019 Feb Shared Maintenance Grant	26.60
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
Total Food Closet Grant					40.00
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
Total Food Closet Income 10					2,504.75
<b>Total NON-BUDGET INCOME</b>					<b>2,544.75</b>
<b>NON-BUDGET EXPENSES</b>					
Food Closet Expense 16					
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
Total Food Closet Expense 16					-4,102.30
<b>Total NON-BUDGET EXPENSES</b>					<b>-4,102.30</b>
<b>TOTAL</b>					<b>-1,557.55</b>

**Trinity Episcopal Church  
2019 – 2020 Treasurer Scope of Work**

1. Weekly:

Scan Bills and send them to the Accountant.

Include Counter's Sheet with bills that are sent to the Accountant.

If necessary, include some narrative if there are bills which the Accountant may not be familiar.

Approval sent to Accountant to pay the bills.

Sends the balance of the account after the bills are paid.

Sends an unpaid bills report

Depending on the balance, send approval to pay particular unpaid bills.

File bills by:

Operating Account

Restricted Account

Counter Sheets

DIT Funds

2. Bi-Weekly

Payroll

3. Monthly Reports:

Vestry Reports and Narrative

Food Closet Reports

Fundraiser Events

Review Transaction Report to be sure expenses are accurately accounted.

Print off Bank Statements and File

Reconcile Rector's Discretionary Account

4. Quarterly

Balance Petty Cash

## 5. Annual Responsibilities

Coordinate with Stewardship

Annual Budget Process with Finance Committee

Set up and be available for Annual Audit/Be available to answer questions and get documents needed by Audit Committee

Annual Meeting Report

Trust & Endowments

Parochial Report

Two State Reports:

Non-Profit Report

Licensing

## 6. Fundraising

Handle Money

Manage Square

Cash Boxes

Deposits

**Trinity Episcopal Church  
2019 – 2020 Assistant Treasurer**

1. Pledges

Ordering pledge envelopes

Assigning pledge numbers

Printing out new counter forms.

Printing out semi-annual pledge statements to be mailed by the parish administrator

Printing out capital campaign pledge statements to be mailed by the parish administrator

[Kelly Lemire – VANCO posting]

**Trinity Episcopal Church  
2019 – 2020 Counter Chair**

1. As Necessary

Procedure Notebook

Update counter forms

Send out general housekeeping emails

**Trinity Episcopal Church  
2019 – 2020 Administrative**

1. Set up Tickler File

Contracts

UTO

Supplies

Liturgy Insert

2. Restock all forms as necessary

3. Maintain Database and update addresses as necessary

4. Annual storage of files



## **Food Closet Report**

June 2019

Respectfully submitted by: Jean Grover and Levond Jones

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### **People Served:**

Families	72
Individuals	188
New Clients	8

### **United Health Services**

Representatives are at the Food Closet every Thursday to assist our clients with health care needs. From January 2019 to now, eight clients have been served.

### **TFAP/USDA Program**

This is a program being offered by the RI Food Bank. There are specific items (the usual items of canned goods and dry goods) on the Food Bank inventory list that can only be accessed by clients who sign up for this program.

Requirements for food pantries and clients to participate:

1. Clients must provide financial information on their application.
2. The products purchased for this program must be stored separately from other products.
3. A system for informing these specific clients of any recalls on the products is needed.

Our Food Closet would like to participate as the variety of food items on the regular list is dwindling for non-participants with this program.

We will need the vestry's support. This will require more administrative tasks by the Food Closet. Our suggestions for implementing this program:

1. Financial Information: We are in the process of determining the exact financial requirements needed. This program requires participant financial information.
2. Storage: To comply with separate storage, we would require another storage cabinet (similar to the cabinets we now use). More space would be needed for this additional cabinet. We suggest that the moving the chest

freezer back to Aldridge Hall to give us this additional space. We would also allocate one of our current storage cabinets, thereby giving us a total of two cabinets.

3. Recall System: We suggest sending emails or snail mail to all clients participating in this program. Email information would need to be included on the application. By using email, the cost would be kept lower.

### **New Initiatives**

Potential Community Food Drives: Placing boxes for a limited time (a week) on a monthly basis at the following establishments and having a volunteer on hand at points to welcome and thank donors.

Possible locations for Food Drives may be:

- ECC
- Library
- Coldbrook Café
- Family Dollar Store
- Village Tavern
- Famous Pizza
- Saturday Farmer's Market

### **Upcoming**

Trinity will be hosting the RI Food Bank Region 2 Forum (Northern RI) on Wednesday, June 26<sup>th</sup> in Aldrich Hall from 12:00 pm to 2:00 pm.

Wednesday, June 26<sup>th</sup>

12:00pm-2:00pm [lunch will be served]

Trinity Episcopal Church

249 Danielson Pike, Foster, RI 02825

# Region 2 Forum Agenda Northern RI

## Region 2 Member Agencies:

- ❖ Allendale Baptist Church
- ❖ Casa de Oracion Jesus Christ Fountain of Life
- ❖ Chepachet Union Church
- ❖ Comprehensive CAP Foster
- ❖ Education in Action Thornton Elementary Pantry
- ❖ Embassy of Christ Church Food Pantry
- ❖ Refocus Bourne Group Home Food Center
- ❖ St. Paul the Apostle
- ❖ St. Robert Food Closet
- ❖ SVDP St. Philip Food Pantry
- ❖ Town of Scituate Food Pantry
- ❖ Tri-County CAP North Providence
- ❖ Trinity Episcopal Church
- ❖ Western RI SDA Food Pantries

## ❖ Introductions (30 min)

- Name, Agency & 1 program update to share

## ❖ Updates: News from the Food Bank (30 minutes)

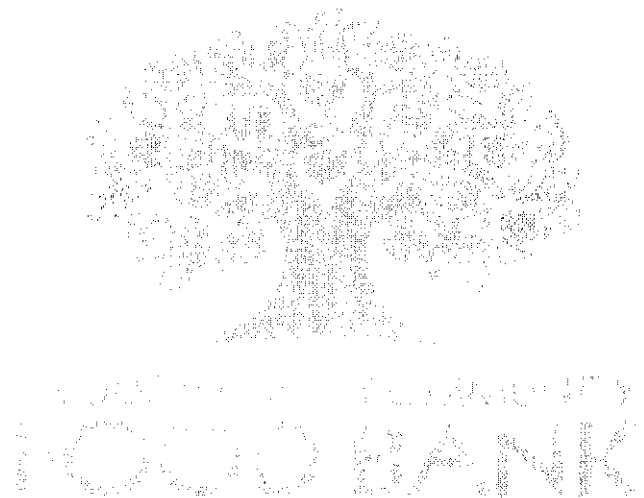
- Upcoming Trainings
- Community Resources
- Upcoming Events

## ❖ Discussion: *Biased? Not Me!* (60 minutes)

## ❖ Adjourn/Next meeting date

### Record Your Good Ideas:

Note the good ideas that occurred to you during this forum here



## Meal Angels Report – June, 2019

Trinity Meal Angels continued their support to families in the parish by providing meals in times of need. In May-June, we received one request for meals, and provided six meals over two weeks for the Jeanne Paglio family. In addition, we are extremely fortunate in this parish that we have many “unofficial” Meal Angels who automatically respond to the needs of others, whether a request is made or not. We are so grateful for this caring support and thank all our Angels for their generous gifts. Six Angels have volunteered to make meals to be frozen and to serve as our emergency supply, especially over the summer months. Requests for meals should be through the Rev. Johanna, the parish office or one of the Meal Angel Co-Chairs.

From: Priscilla Liptrot & Shirley Hutchings

## **Lay Eucharistic Visitor's Report**

June 2019

Respectfully submitted by: Cindy Averill

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There are currently three of us sharing the responsibility of visiting our shut-ins and taking communion to them. There are, as of the first week in June, fourteen people receiving "home" communion. Usually once a month is sufficient but when a person is in an unstable situation they will certainly be seen more frequently.

We may also be asked to follow someone who is at home following an illness or surgery and would like a home communion during their recovery time.

We try to set up scheduled visits with our long-term shut-ins so they can count on us for a spiritual visit and allow the client some private time to express their thoughts and prayers.

Anyone can request a visit from one of us by calling the church office, Rev. Johanna or Cindy Averill.

## **Altar Guild Report**

June 2019

Respectfully submitted by: Cindy Averill

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The members of the Altar Guild continue to set up the altar for services on Saturday evening and Sunday morning each week. There are four teams who work on a rotating schedule and being responsible for one week out of ever four. They also are responsible for any special services held during their week, such as a funeral, wedding, baptism, or special service for Ash Wednesday or a particular saint's day.

In the past few weeks there have been two funerals and a baptism, all of which required a special set-up.

At this time, we have openings on the Altar Guild. We would like to add 3-6 new members to our teams. If you hear of any members of our congregation looking for some way to become involved in church events, please pass this opening on to them.