

**MINUTES
OF A REGULAR MEETING OF
THE VESTRY OF
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**
a California nonprofit religious corporation

March 12, 2019

A regular meeting of the Vestry of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the “Parish”), was held in St. John’s Cafe at 125 Canterbury Drive, Aptos, California, at 7:00 PM on Tuesday, March 12, 2019, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent
The Rev. Tracy Wells Miller, Rector	X	
Anne Baker (2019)		X
Barbara Raney (2020)	X	
Bart Coddington (2021)	X	
Benjamin Davis (2021)	X	
Francis Bayaca (2021)	X	
Karen Greenleaf (2020)	X	
Marlene Bumgarner (2019)	X	
Michael Hudson (2021)	X	
Patricia McGowan (2020)	X	
Rick Becton (2019)	X	
Sally Lewis (2020)	X	
Others		
Jon Showalter, parishioner	X	
Liz Lindsley, facilitator	X	
Nelson Crandall, Clerk of the Vestry		X

The order of presentation of the items below does not necessarily reflect the order of discussion of the items at the meeting.

¹ Term ends in December in the year indicated.

Clerk of the Vestry Nelson Crandall prepared these minutes based on notes taken by Sally Lewis.

CALL TO ORDER AND DEVOTIONAL EXERCISE

Mother Tracy called the meeting to order. Seeking Our Call facilitator Liz Lindsley lead the opening prayer. As a devotional exercise, Liz led a discussion of the things that excite the members to be part of the Parish and their dreams for the future. Liz left the meeting at the conclusion of the devotional exercise.

APPROVAL OF MINUTES

Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the minutes of the February 12, 2019 meetings of the Vestry are hereby approved as presented.

APPRECIATION OF NANCY YOUNG

Upon motion duly made, seconded, and unanimously carried, the following recitals and resolutions were ratified:

WHEREAS, Nancy Young has faithfully directed the Altar Guild for 25 years leading with patience, kindness, and calm, and is now returning to the ranks of volunteers; and

WHEREAS, Nancy has always been ready to be at the service of each Rector (as opposed to telling the Rector what to do) and led her volunteers to do the same; and

WHEREAS, Nancy has faithfully cleaned and polished brass candlesticks, silver chalices, and all the other accoutrements of the sacristy, and laundered and ironed fair linens to free them from wax, wine, soot, lipstick, and who knows what else, and amassed a vast array of cleaning products and secret remedies; and

WHEREAS, Nancy has quietly recruited many effective Altar Guild members and trained them in her careful ways, attending to and recording every detail of the work of the Altar Guild for those 25 years, and modelling that attention for her volunteer members; and

WHEREAS, Nancy has only desired that she and the work of the Altar Guild fade completely in the background to the glory of God and the benefit of parish worship; be it therefore

RESOLVED, that the Vestry of the Episcopal Church of St. John the Baptist, Aptos, California on behalf of the entire parish does hereby express our deep gratitude and appreciation to Nancy Young for her devoted service to this ministry.

RESOLVED FURTHER, that a copy of these recitals and resolutions be entered into the official records of the Episcopal Church of St. John the Baptist, Aptos, California as of March 12, 2019.

PAROCHIAL REPORT

Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the 2018 Report of Episcopal Congregations and Missions According to Canons I.6, I.7, and I.17 (Otherwise known as the Parochial Report) in substantially the form attached to these minutes as Exhibit A is hereby approved and the officers of the Parish are authorized to execute and submit the report to the Diocese of El Camino Real.

SAFE SPACES DISCUSSION AND DECISION

Mother Tracy reported that since the last Vestry meeting, the AFC (Association of Faith Communities of Santa Cruz) has asked the Parish to participate in its SafeSpaces program. Parishioner Jon Showalter led a discussion of the program. In advance of the discussion, Vestry members were provided with a copy of the draft SafeSpaces procedures attached as Exhibit B, a copy of the form of SafeSpaces rules for clients attached as Exhibit C, and the form of SafeSpaces survey form attached as Exhibit D for the Parish to submit to AFC for evaluation of the Parish as a suitable participant.

Following detailed discussion of the issues raised in the materials, and upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Rector and the Wardens are authorized to take such actions and execute such documents as are appropriate to enroll the Parish as a provider of three (3) parking spaces in the AFC SafeSpaces programs on terms consistent with the draft SafeSpaces procedures and form of SafeSpaces rules for up to six months and to establish rules and procedures that will pertain to the clients of the program to be located at the Parish.

RESOLVED FURTHER, that the Outreach Committee is delegated the power to oversee the operation of the Parish's participation in the SafeSpaces program in the ordinary course, subject to the supervision of the Vestry and the Rector.

RESOLVED FURTHER, that the Outreach Committee is directed to prepare a written evaluation of the Parish's participation in the SafeSpaces program, including collecting and incorporating parishioner input, for submission to the Vestry no sooner than three (3) months and no later than six (6) months after the date the first SafeSpaces client spends a night in the Parish parking lot.

RESOLVED FURTHER, that extension of the Parish's participation in the SafeSpaces program beyond six (6) months shall require an affirmative authorization by this Vestry after considering the written evaluation.

SHELTER NIGHTS DECISION

After discussion and upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Rector and the Wardens are authorized to cause the Parish's participation in the AFC Shelter Nights program to expand from two Tuesdays per month to every Tuesday.

Jon left the meeting at this point.

BUDGET DISCUSSION AND DECISION

Consistent with last month's discussion, it was observed that after including the operating surplus from 2018 with projected contributions, there is approximately \$58,000 in unallocated funds available in the current budget. The Vestry members made suggestions for use of the funds as follows:

- clear and maintain exterior drains (≈\$2,900)
- moving the nursery wall to expand the worship space available (no estimate)
- restriping the parking lot (no estimate)
- strip and refinish exterior doors (≈\$7,500 to \$10,000)
- one confidential item (\$2,000)²
- attendance for three persons at The Episcopal Network for Stewardship (TENS) 2019 annual conference in Indiana April 30 – May 2 (Clerk's note: ≈\$300 for three to attend remotely; ≈\$975 registration for three to attend in person; air fare, hotel, and travel not included)
- reimbursement of education expenses (≈\$450)
- Godly Play expense (≈\$300)
- ESL iPads (\$500)
- new microwave oven (≈\$2,300)
- new flat screen television and wiring (≈\$4,000)
- dishwasher repair (no estimate)
- motorized window repair (no estimate)

It was noted that the Finance Committee meets on the first Tuesday of the month.

LIAISON DISCUSSION

There was a discussion of the difficulty Vestry members face as liaisons. Specific items discussed included:

- the temptation to be the committee instead of just a liaison;
- recruiting committee members;
- recruiting committee chairs;

² This adjustment was unanimously approved upon motion duly made and seconded.

- educating committees about when they have discretion to spend and when Vestry approval is required
- dealing with parishioners who expect the parish to reimburse them for purchases they have made without committee or Vestry approval
- coordinating the Architecture Committee and the Building and Grounds Committee
- using Dropbox to get more information to the Finance Committee

TREASURER'S REPORT

There was no Treasurer report.

EVALUATION

Each participant at the meeting gave a one- or two-word evaluation of the meeting. The words used included eye-opening, productive (three times), relaxed, progress, good communication, and respectful.

ADJOURNMENT

There being no further business, the meeting was adjourned. Mother Tracy led a closing prayer.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

2018 PAROCHIAL REPORT

THE 2018 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
 ACCORDING TO CANONS I.6, I.7, AND I.17
 (OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



Name of Congregation Episcopal Church of St John the Baptist, Aptos, CA		Diocese El Camino Real	
Street Address 1 125 Canterbury Dr		City Aptos	State CA
Street Address 2		Zip +4 95003-4367	County Santa Cruz
Mailing Address 1 P. O. Box 188		City Aptos	State CA
Mailing Address 2		Zip +4 95001-0188	Phone # 831-708-2278
Federal Tax ID # 94-1629317	Congregation's Email address admin@st-john-aptos.org	Congregation's Web Address www.st-john-aptos.org	

Report Preparation

Page 2 Prepared by (<i>Print or type name</i>) Tracy J. Wells Miller	Daytime Phone 8315317190	Email Address rector@st-john-aptos.org
Page 3 Prepared by (<i>Print or type name</i>) Eileen Begley	Daytime Phone 8317082278	Email Address bookkeeper@st-john-aptos.org

Certified by the Clerk of the Vestry

Certified by (<i>Print or type name</i>) Nelson Crandall	
Signature	Date

Certified by Treasurer/Financial Officer

Certified by (<i>Print or type name</i>) Anne Baker	
Signature	Date

Certified by Rector/Vicar/Person in Charge

Certified by (<i>Print or type name</i>) Tracy J. Wells Miller	Daytime Phone 8315317190
Signature	Date

Vestry Approval

Indicate date that your 2018 Parochial Report was approved by the Vestry or Bishop's Committee (Canon I.8.1)	Date
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Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report: Using the 2017 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2017.

Active Baptized Members of the Reporting Congregation Reported Last Year (See your 2017 Parochial Report, Box M17) Members Reported Last Year = M17.

Using the Register of Church Membership and Rites:

During the Report Year
Increases in Membership 1. **Increases during year:** All members added to the baptized members section of your congregation's Membership Register during 2018 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count. **Total Increases = 1.**

Decreases in Membership 2. **Decreases during year:** All baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count. **Total Decreases = 2.**

Active Baptized Members of the Reporting Congregation At Year-End M18: Add the increases entered in Box 1 to Box M17. Then subtract the decreases entered in Box 2 for the total active membership as of December 31, 2018. **Total Active Baptized Members (end of report year) = M18.**

Communicants in Good Standing of the Reporting Congregation
 Adults 3. **Adult communicants in good standing (age 16 and over) =** 3.
 Youth 4. **Youth communicants in good standing (under age 16) =** 4.
 5. **Total communicants in good standing (3 + 4) =** 5.
Others Active 6. **Others who are active whose baptisms are not recorded in the Parish Register, or in another Episcopal congregation.** Others = 6.

Using the Service Register:

Average Sunday Attendance for 2018 7. **Sunday (& Saturday Evening) Attendance:** Divide total attendance by the total number of Sundays when services were held. **Average Sunday Attendance = 7.**
 8. **Average Principal Worship Service Attendance on a Weekday (in congregations without Sunday or Saturday evening services)** = 8.
Easter Attendance in 2018 9. **Easter Sunday Attendance** (9)

Sacraments & Services:

Number of Holy Eucharists Celebrated During 2018 10. **Total Sunday & Saturday Evening Eucharists** (10)
 11. **Total Weekday Eucharists** (11)
 12. **Total Private Eucharists** (12)
Daily Offices and Other Services Held During 2018 13. **Daily Offices Held on Sunday** (13)
 14. **Daily Offices Held on Weekdays** (14)
 15. **Marriages conducted in 2018** (15)
 16. **Burials conducted in 2018** (16)

Using the Register of Church Membership and Rites:

Baptisms in 2018 17. **Baptisms 16 years and older** (17)
 18. **Baptisms under 16 years of age** (18)
Confirmations in 2018 19. **Confirmations 16 years and older** (19)
 20. **Confirmations under 16 years of age** (20)
Received in 2018 21. **Received by a bishop** (21)

Education:

Children and Youth 22. **Total Church School Students Enrolled** (22)
Adult Education 23. **Regular Sunday or weekday adult education programs held?** Yes No
 24. **Number of adults engaged in religious education or spiritual formation**

Languages in which Worship is conducted:

25. **English** **Spanish** **French** **Other**
 26. **Other (please list)** _____

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2018 :			
Number of Pledges	1. Number of signed pledge cards for 2018 -report year	(1)	82
Total \$ Pledged	2. Total dollar amount pledges for 2018-report year	(2)	\$300,711
Report of Revenues and Expenses for 2018 :			
Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)	\$317,798
	4. Money from investments used for operations in 2018	(4)	\$55
	5. Other operating income, including unrestricted gifts & restricted gifts used for operations, & contributions from congregation's organizations	(5)	\$19,216
	6. Unrestricted bequests used for operations	(6)	\$0
	Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A		\$337,069
	7. Assistance from diocese for operating budget	(7)	\$0
	Total Operating Revenues (A + 7) = B		\$337,069
Non-Operating Revenues	8. Funds received for capital projects	(8)	\$130,795
	9. Additions to endowment, & other investment funds	(9)	\$3,345,552
	10. Contributions & grants for congregation based outreach & mission programs	(10)	\$46,905
	11. Funds for transmittal to other organizations	(11)	\$12,876
	Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C		\$3,536,128
	Total All Revenues (B + C) = D		\$3,873,197
Operating Expenses	12. To diocese for assessment, apportionment, or fair share	(12)	\$48,954
	13. Outreach from operating budget	(13)	\$11,993
	14. All other operating expenses	(14)	\$256,875
	Subtotal Operating Expenses (12 + 13 + 14) = E		\$317,822
Non-Operating Expenses	15. Major improvements & capital expenditures	(15)	\$139,450
	16. Expense for congregation's outreach & mission	(16)	\$28,043
	17. Funds contributed to Episcopal seminaries	(17)	\$1,000
	18. Funds transmitted to other organizations	(18)	\$32,185
	Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F		\$200,678
	Total All Expenses (E + F) = G		\$518,500
At Year-End:			
As of December 31, 2018	19. Total cash in all checking & passbook savings accounts	(19)	\$1,302,277
	20. Total investment at market value (not including cash reported in line 19)	(20)	\$2,512,141

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-charge or interim 1. Wells Miller		First name Tracy	Middle name Jennifer
Title of position Rector		Year ordained 2011	Diocese of canonical residence El Camino Real
Employment status at this congregation <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation 2017	Church pension status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate priest, assisting priest or curate		First name	Middle name
Title of position		Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate, assisting or other priest		First name	Middle name
Title of position		Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate, assisting or other priest		First name	Middle name
Title of position		Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary		Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no priest at present, who leads Sunday worship services? (check all that apply)

- Supply priest Deacon Lay worship leader Other: _____
 A long-term supply priest: _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1 1. Anderson		First name Jean	Middle name W.
<input checked="" type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon		Year ordained 2009	

Last name of Deacon #2		First name	Middle name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon		Year ordained	

Name(s) of other congregation(s) currently served by these priests (if any)

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Explanation of Unique or Unusual Clergy Situation

--

Outreach Ministries and Volunteer Activity of this Congregation

Using the checkboxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2018.

If **yes**, indicate whether a **few** volunteers were involved in the ministry, or a **larger** number of your members were involved.

Please also estimate in the space provided approximately how many people were helped or served **each month** by the ministry.

	No	Yes		
		Few volunteers involved	Many volunteers involved	Estimated number of people served
1. Food pantry, soup kitchen, or meal projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Cash, vouchers, or help with rent/utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
4. Day care, preschool, before- or after-school programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Tutoring or literacy programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10
6. Health programs (parish nurse, clinics, health education, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	impossible to know!
8. Job placement, job training, employment counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Building projects (such as Habitat for Humanity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	not sure
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
11. Programs for the elderly and homebound persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Clothes closet, thrift store	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	440
13. Homeless or no-freeze shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10
15. Other, not listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EXHIBIT B

SafeSpaces Procedures

Draft

Determine Eligibility

The Program Manager will develop sources for new SafeSpaces participants through the Homeless Service Center, law enforcement agencies, participating congregations and other point of contact agencies for homeless services.

People seeking to participate in this program will receive an intake assessment by the AFC Program Manager. Potential participants are screened via an in-depth interview designed to identify:

- Determine immediate crises, both personal and vehicle-related
- Verify identification or assist in obtaining identification
- Income verification if any – employment, government, food stamps, etc.
- Determine monthly expenses and bills
- Obtain pertinent info and ID regarding children and dependents
- Verification of relationship between participant adults and minors.
- Determine legal issues pending
- Determine medical issues.
- Determine substance abuse issues
- Determine mental health issues
- Determine what other agencies, if any, are providing assistance
- Determine whether the vehicle being occupied is insured, operational, and registered
- Determine criminal background to exclude those that have a record for sexual predation, violent crime or criminal behavior associated with substance abuse.
- Willingness and ability to cooperatively and respectfully live on faith community property (Host Site) through personal interview and reference checks.

Faith Community Site Survey

The AFC will meet with clergy and leaders of the congregation to determine what services and access are appropriate and available answering the following questions:

After completion of this survey, the AFC will work with the Host Site to implement the needed physical modifications of the site, and adjust rules to host site's needs.

Participant placement

After the site assessment and modifications have been made, The Program Manager will develop a list of potential participants that best match the Host Sites requirements. Applicants will be interviewed by the Host Site for acceptance.

If accepted, Staff will negotiate a move in date, and accompany the participant in their arrival and orientation to the facility, their primary contact, and review of the rules governing.

Within one week of arrival, the Program Manager will convene a meeting of Host Site Representatives, and the participant to discuss the program and any issues that may have arisen.

SafeSpaces Procedures
Draft

Participant monitoring

The Program Manager, will develop a plan with the participant that will potentially lead to more secure housing, employment or better employment, obtaining earned benefits, etc. and will periodically meet with participants to see to its successful completion.

The Program Manager will discuss the participant's continued use of the Host Site and modification of rules or behavior acceptable to the parties with the Host Site representative and the participant.

Staff will be readily available to talk through any emerging situation or misunderstanding at the participant's or Host Sites request.

Ending Participation

Depending on the needs of the Host Site or the participant access to the host site will end for the following reasons:

- End of the agreed upon time for the participant,
- Successful completion of the housing plan,
- By request of the participant, program manager or the host site.

If either the host site or the participant wishes to leave the program, they will inform the Program Manager. The Program Manager will inform the affected parties and arrange for departure and restoration of the property, if needed.

EXHIBIT C

FORM OF SAFESPACES RULES

You are an honored guest of the Association of Faith Communities and _____. We welcome you with the love of God.

We have established this parking program to provide a safe place for those living out of their vehicles. You are authorized to park your vehicle from _____ to _____ each day. During the hours of ___pm to ___am. In addition to a place to park, relax and sleep overnight without fear of harassment or arrest for trespassing, we intend to offer you:

Dignity, respect and accountability that comes being a member of an intentional community.

For the safety and success of this program, we have established the following policies and rules. Failure to abide by any of them will jeopardize your continue participation in the program, may result in a warning, restricted privileges, and access to site facilities. Violation of rules 10-14 will result in your immediate exit from the program and property.

1. You are expected to keep your vehicle operational and free of any fluid leaks. It may not occupy more than one parking space.
2. Respect for the facilities and grounds, staff and members, the neighbors and your fellow participants is a requirement of the program.
3. Quiet hours are to be observed from 10pm to 7am. At other times, your conversations and the volume of any audio or video devices being used in your vehicle, the parking lot, grounds or building must be kept low, so as to not disturb any of your neighbors.
4. You may smoke in designated areas only.
5. You will be expected to keep all your belongings in your vehicle unless otherwise agreed to. Littering will not be tolerated.
6. Only people who have completed our background check and screening may park here or stay overnight; no friends or guests are permitted on the property.
7. You may use the bathrooms nearest the entrance of the church. Please make every effort to keep it clean
8. Kitchen availability. When the building is otherwise open and not in use by other parties.
9. You will leave the property between the hours of 7:30am and 7:00pm daily.
10. Pets- If you have a pet, it must be under your immediate control at all times: either inside your vehicle or leashed. Pets may not roam free, make excessive noise, threaten or harm others. Clean up your pet's waste.
11. It is your responsibility to comply with all applicable California state laws with regard to driving your vehicle. We will not be liable for any damages to or by your vehicle, since it is your responsibility under the law to carry insurance. If your vehicle is left unattended without agreement with us for more than three days, we will attempt to contact you. If we are unable to do so after five days, your vehicle may be impounded.

12. Alcohol, marijuana and illegal drugs (under federal law) are prohibited.

13. Fireworks, firearms or other weapons are strictly prohibited.

14. No violence, intimidation or verbal abuse will be tolerated. Degrading ethnic, racist, sexist, homophobic or other demeaning remarks are not acceptable. Talk to us as you would your grandmother.

15. You are responsible for the safety and well-being of your children. You may not put your child in the care of other participants of the program or members or staff without written permission of you and us on file. You may not strike or verbally abuse your child or as a form of discipline or for any other reason. We will be required to contact CPS if any of the rules regarding children are violated.

16. You will display the parking permit on the windshield at all time when on the property

EXHIBIT D

SafeSpaces Site Survey

What services are available currently:

-Bathrooms (or black and gray water removal)

-Electricity

-Water

-Showers

-Kitchen

When available? _____

If any of these services are not available currently available what modifications would be acceptable to the Host Site?

-Wiring for electricity

-Siting of a PortaPotty

-Hours of availability for internal restrooms, etc.

What kind and number of participants is this Host Site willing to accept?

-Families

-Women with children

-Single men

-Pets

What hours of access to the site are acceptable to the Host Site?

-Hours of the day

-Number of days or months

What deviation from standard rules (see attached) are needed for this site?

What level is the congregation willing to engage with the participant?

-all landlord like contact through clergy?

-landlord like contact through designated congregant?

-a congregant to act as a partner with the participant as they adjust to the site and develops a housing plan with the Program Manager?

-what programs and services of the faith community are the participants invited to join?