



# Annual Report

of the

# Parish

of

Episcopal Church of St. John the Baptist,  
Aptos, California

a California nonprofit religious corporation

Annual Meeting

(Part Two♥)

to review

Calendar Year 2020

held on

February 6, 2021

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♥ Part One was the Vestry election on December 6, 2020.

# 2020 Annual Report

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## **Rector's Report, The Rev. Tracy J. Wells Miller**

Dear Parishioners & Friends of St. John's,

I remember watching the show "20/20" when I was growing up and thinking, "One day, that'll be the year!" It seemed so far away, like the year 2001 must have seemed when the movie *2001: A Space Odyssey* came out. I'd always looked forward with some positive anticipation to 2020, thinking it would be a really cool year because it was a really cool number. Never in my wildest dreams would I have imagined that I would spend most of 2020 cooped up in my house in response to "stay at home" or "shelter in place" orders in the midst of a global pandemic.

When I look back on the annual report I wrote last year, it seems light years away. I was talking about how we'd just come out of the parish-wide discernment process in mid-2019 and were poised to begin taking steps to putting our new vision for our future into place. In many ways, we're only just now beginning to move forward on that work, since the shelter-in-place order in mid-March changed EVERYTHING about how we did church.

Although we didn't do a lot of the things I anticipated we'd do in 2020, we did a lot of OTHER things instead – which you'll see highlighted in these pages. To use one of the "buzzwords" of the pandemic, we "pivoted" and learned how to do all our ministry and fellowship online via videoconferencing.

Staffing-wise, in 2020 Diane Scofield became the permanent, long-term manager of the Helpful Shop (a position she had served on an interim basis since the fall of 2018). The vestry took a financial leap of faith in bringing Matt McCabe onto our paid staff in 2020, as Director of Children & Family Ministries. (He had already been with us for half a year as our on-site volunteer sexton when we discovered that he had a professional background working with children.) In an ironic twist of fate, Matt's first Sunday as Director of Children & Family Ministries was March 8, the last Sunday we held in-person worship services in 2020. I can't imagine a more difficult task than starting a job working with children in the middle of a pandemic, but Matt has done so gracefully. He continues to serve as our sexton on a volunteer basis, in which he is ably assisted by his wife Patricia and his daughter Bella. In September 2020, we changed from having a bookkeeper on staff to using an outside agency to manage our books.

Hopefully, the Narrative of Parish Resources we produced with our fall pledge campaign helped you to see that ministry did not stop at St. John's in 2020, and this Annual Report will emphasize that again. It did, however, look very different than we had originally planned, and in some ways, we may feel that we have "lost" a year in 2020. With all that we lost, we also gained inspiration from surprising sources and even picked up a few new parishioners along the way who we still have never yet met in-person!

Despite all the silver linings we've been able to discern, I know we are all missing the tangible aspect of being in one another's presence that has been so lacking this year. With COVID-19 vaccines beginning to be distributed in early 2021, I feel like I can see a light at the end of the tunnel for a future when we can once again hug each other at the Peace and at coffee hour.

As a parishioner aptly put it, the online experiences we've been having via Zoom and YouTube are not life - they're life support. I pray that this parish, along with all the COVID-19 patients out there, may come off "life support" in 2021 and be restored to abundant life at its fullest in the flesh.

In the sure and certain hope of the Resurrection,

*Tracy Wells Miller*+  
Rector

## The Clergy of St. John's

Name	Position
The Reverend Tracy J. Wells Miller	Rector
The Reverend Joan Anderson	Deacon
The Reverend John Duncan	Assisting Priest
The Reverend Eliza Linley	Assisting Priest
The Reverend Mary Lou McKenney	Assisting Priest

## The Staff of St. John's

Name	Position
Andrew Carter	Director of Music Ministries
Rosa Miriam Escobar	Janitor
Lisa Freeman	Aptos Community Youth Program Director
Matt McCabe	Sexton (volunteer) and Director of Children & Family Ministries
Maritza Medina	Nursery Coordinator
Diane Scofield	Helpful Shop Manager
Chrys Sparks	Office Manager

## The Bookkeeping Service of St. John's

Lynn Myers Bookkeeping Service, Inc.  
Tiana Brooke, account manager

## The Officers of St. John's

Office	2020	2021
Rector	Tracy J. Wells Miller	Tracy J. Wells Miller
Senior Warden	Bart Coddington	Bart Coddington
Junior Warden	Benjamin Davis	Andrew Pudan
Clerk of the Vestry	Nelson Crandall	Nelson Crandall
Treasurer	Nelson Crandall	Nelson Crandall
Assistant Treasurer		John Melvin

## The 2020 Finance Committee of St. John's

Member	Capacity
John Melvin	Chair; former Treasurer
Bart Coddington	Senior Warden
Nelson Crandall	Treasurer
Barbara Raney	ACYP Liaison
Annie Henry	External Ministries Support Team Liaison
Anne Baker	At large; former Treasurer

## The Endowment Committee of St. John's

Chris Cottle  
Michael Hudson  
John Melvin

## The Vestry of St. John's

Term	Member	Support Team
Ended Dec. 2020	Karen Greenleaf	Internal Ministry
	Sally Lewis	Internal Ministry
	Patricia McGowan	Administration
	Barbara Raney	External Ministry
Ends Dec. 2021	Francis Bayaca	External Ministry
	Bart Coddington	Administration
	Benjamin Davis	Administration (2020)/ Internal Ministry (2021)
	Michael Hudson	Administration
Ends Dec. 2022	Cara Lucchesi / Vacancy <sup>1</sup>	Internal Ministry
	Annie Henry <sup>2</sup> / Vacancy	External Ministry (2020)/ Administration (2021)
	Chris Rowen	Internal Ministry (2020)/ External Ministry (2021)
	Nancy Shephard	External Ministry
Ends Dec. 2023	Kathy Butler	Internal Ministry
	Win Fernald	External Ministry
	Andrew Pudan	Administration
	Debra Spencer	Internal Ministry

## The 2020 Diocesan Convention Delegates of St. John's

Voting	Alternates
Charles Greenleaf	Tom Butler
Win Fernald	Sherrie DeWitt
Robbie Kilpatrick	Karen Greenleaf
Vacant	Patricia McGowan

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<sup>1</sup> Cara Lucchesi was elected to this seat in December 2019 and resigned in September 2020; Heather Richardson was elected to fill this seat on a trial basis in December 2020 and resigned in January 2021.

<sup>2</sup> Resigned January 2021

## **Senior Warden's Report, Bart Coddington**

I agreed to be the Senior Warden while in my second year on the vestry. I was assured it would only be for one year.

In January we had our normal vestry retreat at the St. Francis Retreat Center in San Juan Batista. We had presentations on a new way to organize a vestry – teams rather than individual assignments. This took us a while to get our heads around. We even needed a refresher course at the February vestry meeting. The idea behind this organizational movement is to prevent some vestry members from having very time-consuming assignments while others have light duties.

We were still trying to get used to the new scheme when the country got hit with COVID-19. The country and all of us at St. John's scrambled for information and what we needed to do to stay safe.

Early on, the vestry made the decision to pretty much shutter the church. Almost no indoor functions have been held since. We have all learned how to spell Zoom.

I continued working on the replacement water treatment system. The new system was installed as we were shutting down operations. It still has not been tested under "normal" operations.

We created a Re-Entry Team to work on when we would start to have in-person events at St. John's again.

Things eased up for a while in late spring, but then came back in the summer. It was about this time I think we all realized we were in for the long haul. We got accustomed to Sunday services being on Zoom. Mother Tracy got more creative with bringing in more pre-recorded segments for our worship.

2020 has turned into the year that will not quit.

In December I was asked to continue on as the Senior Warden. I accepted.

Respectfully submitted,

*Bart Coddington*

## **Junior Warden's and Building and Grounds Report, Benjamin Davis**

**Changing Responsibilities.** In 2020, buildings and grounds were the primary responsibility of me as the Junior Warden. In 2021, our volunteer Sexton, Matt McCabe, will be responsible for buildings and grounds and the Junior Warden will again be the "People's Warden," as was the case before 2020. The basis for vestry reorganization changed with the help of Joanna Shreve at the beginning of the year. I will defer further explanation of this structure to Mother Tracy and the incoming Junior Warden, Andrew Pudan. My (Benjamin Davis's) new role is in the internal ministries support team.

**Effect of COVID-19.** The buildings and grounds at St. John's have been closed for the majority of 2020 due to the Covid19 pandemic. All vestry meetings have been in an electronic format and services have been conducted online during this strange time. Buildings and grounds have been maintained actively, however.

**Challenges and Successes.** Here is a written inventory of many of the progress points that have been applied in 2020:

- A new and extensive **water filtration system** replaced our old system. A stolen electronics board prompted the change.
- Two new **digital water meters** were installed at the street with one metering buildings and one metering grounds.
- A significant **leak** leading into the cistern was repaired.
- The outer perimeter of **irrigation** has been turned off. Ongoing leaks or issues have been addressed.
- Part of the interior system has an ongoing electrical issue affecting the **bell tower area**.

**Landscape Maintenance.** Our landscape contractor has had productivity issues. A solution has been presented by the addition of a supervisory aspect in Thomasjohn Wells Miller. He now is a volunteer offering a significant number of hours each week facilitating the proper maintenance of our grounds. Leonard Foreman co-chairs the Layweeders. Together they have brought the grounds up to a better standard. Basic maintenance has largely been performed. Our grounds are maintained by volunteers. Anybody who would like to help might contact Thomasjohn or Leonard. Earlier in the year gophers were abated and Thomasjohn Wells Miller continues to mow and maintain the grassy area.

**New Washer and Dryer.** A new clothes washer and dryer have been purchased and installed after the mechanical failure of our old units. Thanks Anne Baker!

**Benches.** The Architecture & Space Use Committee and the vestry have approved two new benches that we will order when we can gather more regularly on the parish campus. One will provide a waiting space next to the parking lot. A second granite bench will be placed in the corral. Thanks to Alliee DeArmond, Anne Sherwood, Mary Jane Chambers, and one anonymous donor!

**Exterior Woodwork.** The barn doors and the front door have received a dramatic makeover thanks to a donation from the Rebeles. They were stripped, sanded, and refinished with four coats of marine varnish by Michael Daugherty. Thanks to the Rebeles! Michael also donated his time to wash and stain the back deck as a gift in memory of Anne and Albert Isaacs. Thank you, Michael!

*Junior Warden's and Buildings and Grounds Report, continued*

**Hearing loop.** Also thanks to the Rebeles, there will be a hearing loop when we return to in-person worship. The hearing loop will stream the sound system input directly to most hearing aids, eliminating much ambient noise. Thanks once more to the Rebeles!

**Pipes, Locks, and Boiler.** We have maintained our pipes with a pressure washing, removing backflow issues. Our locks have been serviced and our boiler repaired.

We will look forward to mass vaccinations for COVID-19 and hope for a resumption of in-person worship in 2021.

Respectfully submitted,

*Benjamin Davis*

## **Director of Music Ministries' Report, Andrew Carter**

St John's music ministry has had a strange year to say the least, so this is a year in review with an eye to the future.

**Choral Music.** 2020 started off much as any normal year. The choir was meeting weekly and singing in service twice a month, which will be the future goal. Unfortunately, singing in a group is perhaps the most dangerous pastime there is during COVID. Who would've thought that singing together could actually be harmful to your health? So for now, any in-person choir rehearsals or contributions to service are on hold. On the plus side, I have learned to put together virtual ensembles with Garageband. While a little unorthodox, it at least gives us a chance to contribute to the worship service.

**Individual Contributions.** While observing social distancing and stay-at-home orders, many of our parishioners were able to contribute by recording themselves playing and singing. These were then programmed as offerings and added to our weekly online service. It has been wonderful to have so many of you contribute and I look forward to many more as we continue with virtual worship.

**Lenten Taizé.** One of the last things that I remember doing before the pandemic was the Great Litany, which to me signals the beginning of Lent. During Lent I spent quite a lot of time learning the technology that I have been using every week since. We also moved the Taizé services on Wednesday evenings to a virtual format after the shelter-in-place order went into effect mid-Lent. It is the plan to begin Taizé again when Lent begins, so look for information on how to participate.

**Hand Chime Choir.** Perhaps the biggest change and greatest addition to come out of 2020 has been the institution of our Hand Chime Choir. The idea of this ensemble grew out of a desire to meet in-person to make music. While this ensemble is still in its infancy, I am planning to widen its scope. I would like to start a beginning level group in which I can teach anyone who would like to participate. This ministry would begin with the basics of playing the instruments and elementary musicianship. Hand chimes and bells are a perfect place to get your feet wet, so I hope many of you will be interested in joining. It is a great place to spend time as a family and with friends.

**Ann Thiermann.** Lastly, I would like to welcome Ann Thiermann as a regular contributor to our music ministry. Ann is a talented organist and pianist, who has already begun recording preludes and offertories for us. She has also agreed to provide some accompaniment for our choir once it's time to reconvene.

Here is to a full and fulfilling 2021. As vaccinations begin, I am beginning to see light at the end of the tunnel. Hope to see you all very soon.

Respectfully submitted,

*Andrew Carter*

## Director of Children & Family Ministries' Report, Mathew McCabe

It's been a full year – navigating through a global pandemic, wildfires, civil liberty riots, and one of the worst recessions of our time – but somehow we've all made it through and are doing fine!

### Here's What We Have Been Up To ...

For the first half of 2020, the Children's Ministry focused on maintaining relationships and engagement with our families by organizing fun art projects and games, over a Zoom platform.



For the second half of 2020, the Children's Ministry created a Minecraft world, in which many wonderful games have been played on Sundays at Minecraft Church from 10 a.m. to noon.

Respectfully submitted,  
*Mathew McCabe*

## **Helpful Shop Manager's Report, Diane Scofield**

The Helpful Shop continued to thrive at its new location in Seacliff at the start of the year. We were operating on a full-time schedule and had plenty of volunteers. Quality donations were coming in and sales were up over the previous year.

We had our Grants Luncheon in February and awarded a total of \$23,000 to local non-profits in Santa Cruz County. Mother Tracy announced that I was now the permanent Manager of the Helpful Shop.

Less than two weeks later, COVID-19 hit and we closed shop March 17th. We had just put out all our Easter decorations, to no avail.

In November, we were allowed to re-open the shop. Due to most volunteers being over 60, we had a very small volunteer base. We were able to open Saturday, Sunday, and eventually Wednesdays for about six weeks. During this time we raised over \$5,000.00, which was awesome! It would normally have taken us a month working full-time to earn the same amount. People were ready to get out and shop. But then again, we were asked to close on December 13th, just before our big Christmas sales.

When we do reopen, it will be limited as to what we can do until we increase our volunteer base.

Respectfully submitted,

*Diane Scofield*

## **Aptos Community Youth Program Director's Report, Lisa Freeman**

2020 was an adventurous year for the Aptos Community Youth Program!

**The Lounge at Aptos Junior High School.** I started off the year collaborating with our students to get our Lounge at Aptos Junior High School open. I worked with students to design the Lounge and overall put the space together from scratch. The students did a beautiful job, and we received significant positive feedback about it from students, parents, teachers, and others in our community about how welcoming the room felt, and our students were excited to use it. The students and I had big dreams and ideas for all we wanted to use the Lounge for and the benefit it would have.

**Transition to Zoom.** After being open for about a month, in mid-March we had to halt our programming at the school due to COVID-19. I diligently worked to get all ACYP programming quickly transferred into the digital sphere. I had great support along the way from students, parents, teachers, and our Aptos Community Youth Committee. Our virtual programming brought a sense of community into the living rooms of these students by providing:

- guest speakers
- movie and game nights
- art
- leadership workshops
- virtual projects
- a safe space for students to check-in and see friends.

**Supporting our Community.** By August, we finally had approval under state COVID-19 guidelines to shift into a hybrid model of programming. We both started in-person offerings and continued our virtual activities. The in-person activity our students most wanted was to help students in need in our community during this time of economic challenge. Therefore, amid wildfires and school starting back up, my students and I organized a successful back to school drive for students in Watsonville and a subsequent headphone drive in September for students coming through the PVUSD food lines.

**Thanks to You!** It was wonderful to see the generosity of St. John's and broader community shine through with all those who donated school supplies and headphones, to help families and students in need in our community.

**ACYP Outreach Club.** A group of our students officially started the ACYP Outreach Club at Aptos High School, which attracted new students to join our program during this year of disconnection. As we moved into fall our students continued to express significant interest in doing community projects and volunteering during this time, so we spent time at the Homeless Garden Project, Second Harvest Food Bank, and working on a Teacher Appreciation Project to honor all our wonderful teachers in Aptos schools who are doing a lot for our students right now. They enjoyed making cards and putting together treat bags. Our local educators were very appreciative.

**Finishing 2020.** We closed off the year with some of my high school students participating in a Local Voices Network conversation with Santa Cruz Local to share about their experiences with distance learning that they felt brought them closer as a group and has inspired them to start their own podcast. We also were able to provide a fun virtual end-of-the-year "Happiness is Now" party led by a professional dancer whom my students adored.

*Aptos Community Youth Program Director's Report, continued*

Overall, ACYP has faced developing its identity as a new program amid pandemic, but I couldn't be prouder of what we were able to do this year and the lives this program impacted during a time of challenge for students in our area. These youth leaders give me much hope that we are on the road to a brighter future that includes ACYP continuing to be a source of community, love, fun, and hope, with youth voices and leadership at the center of our work, as we seek to create a stronger community.

Respectfully submitted,

*Lisa Freeman*

## Stewardship Committee Report, Karen Greenleaf and Annie Henry

### Year-round Stewardship - 2020 Theme: Gratitude

- **eNews.** Almost all editions of the weekly or biweekly St. John's eNews included a "Gratitude During a Pandemic" column in which parishioners are quoted regarding their thanksgivings. Quotes were acquired by comments in coffee hours or phone calls made as part of Pastoral Care calls.
- **Minute for Ministry and Living Epistles.** The outlines for each sharing were updated. A number of parishioners shared during worship services about how their personal ministry is affected by their spirituality or concerning a pertinent aspect of their spiritual life.
- **Quarterly Pledge Statements.** Instituted listing examples of what pledged funds allowed the parish to accomplish. The basic pattern was to list one item in the parish, one in the "greater church," and one outside the church on each giving statement.
- **Postcards.** Sent to parishioners deemed to be more isolated during the pandemic or who had not been attending on-line worship. Each card included a quote that referred to gratitude and was handwritten by a member of the committee. Cards were donated by Lise Crowley and included her artwork.

### Fall Pledge Campaign

- **Statistics.** Total pledged: \$302,479. Seventy-five families pledged; of those, 10 were new or renewed pledgers, 34 increased their pledge (40%), and 4 decreased their pledge.
- **Outline of Campaign.** Major focus for the committee was a 48-page Narrative of Parish Resources and the accompanying mailings.
- **Narrative of Parish Resources.** The Narrative was expanded this year, as it was seen as an historical document due to the pandemic. Mailed to 113 families. More statistics were included regarding how the funds and donated hours were distributed and the breakdown of financial giving. Treasurer Nelson Crandall wrote a synopsis of the parish's financial standing. An online pledge card simplified compiling the statistics and was used by about 90% of the parish. Those uncomfortable with computer reporting were provided a paper pledge form. Jim VonSchmacht's donating the printing saved major funds.
- **Friends and Family Mailing.** Mailed the Narrative of Parish Resources to 55 families that had a connection to the parish, along with a letter from the Rector. This allowed the families to know how the parish fared during the pandemic.

**Members** of the Stewardship Committee are: Sherrie DeWitt, Charles Greenleaf, Karen Greenleaf, Annie Henry, Juan Medina, Susan Von Schmacht, and Mother Tracy Wells Miller. The committee meets via Zoom on the 4th Monday of the month, usually at 3:15. New members are always welcome.

Respectfully submitted by co-chairs,

*Karen Greenleaf*  
*Annie Henry*

## **Treasurer's Report, Nelson Crandall**

I was appointed Treasurer in January 2020. I am not sure why I volunteered for the position; I suppose I felt called to do so. My qualifications were that I took Accounting 101 during my senior year at Cal (45 years ago) and have some experience interpreting financial statements.

**Cash Management.** For years John Melvin, the parish's former Treasurer, has performed the parish's treasury functions such as transferring monies between accounts, facilitating the sale of gifts of publicly traded stock, and interacting with the investment advisors overseeing the parish's small endowment, certain trusts established by former rector Larry Mikkelsen, and the Rebeles' gift that established the Aptos Community Youth Program. Anne Baker assisted him in these functions during her five-year tenure as John's successor as Treasurer and continues to do so. I would have been overwhelmed if I had to perform that function when I became Treasurer. In January 2021, the vestry created the office of Assistant Treasurer and appointed John Melvin to fill that role. John is now recognized as an officer of the parish again, and deservedly so.

**PPP Loan.** It was my pleasure to handle the paperwork for obtaining the parish's \$38,000 Paycheck Protection Program (PPP) loan. It was the one duty in which I always felt comfortable.

**2021 Budget.** Anne Baker did me the enormous favor of preparing the first draft of the 2021 budget and then sat in silence (mostly) as I reformatted it to meet what I perceived as the vestry's needs and my needs. You will need to be the judge of how well I fared.

**QuickBooks.** When first appointed, I had no experience in using QuickBooks. (I still have no experience as a user.) I was given read-only access to QuickBooks but was otherwise on my own. I was unable to communicate with the bookkeeper except at Finance Committee meetings. Anne Baker did her best to explain the parish financial statements to me, but it was difficult to put the pieces together. I frequently felt out of my depth. Even after we hired Lynn Myers Bookkeeping Services a few months ago, I felt I couldn't see very far into the big picture.

In the past week, as I have spent hours on the telephone with Tiana Brooke of LMBS. Tiana has listened patiently to my concerns, answered my questions, explained her answers by opening hidden doors in QuickBooks, listened to my ideas, pointed out consequences, discussed alternatives, and implemented my resulting requests, all in a delightful British accent. It has been a pleasure working with her. Nevertheless, we are both still learning the system we inherited, and I continue to find small errors in QuickBooks as I write this report.

QuickBooks is intended primarily for business use. Its default settings, some of which cannot be changed easily, use business concepts that are not appropriate for nonprofits. We can (and have) changed some of these defaults, but it is time consuming. The Finance Committee has begun to explore accounting software that is intended for nonprofits instead of business.

**Annotated Budget.** The most common observation I hear about our financial statements is that parishioners and members of the vestry do not understand them. It is my mission to change that. The budget included with the financial statements is a Word document, not a document that QuickBooks generated. The Word document is based on QuickBooks, but organized differently, which means the math has to be checked manually. It is a painstaking process that cannot be done monthly or with respect to Statement of Financial Position or Statement of Accounts. To understand the budget, please be sure to read the notes.

Respectfully submitted,

*Nelson Crandall*

## **Architecture & Space Use Committee Report, Jon Showalter**

The Architectural and Space Committee has plugged along in managing and planning for the building we can't occupy. Sigh.

In addition to the normal list of things to fix or replace, like the water softener and washer/dryer, we hope to deliver some new things the vestry has approved for you to enjoy when we return.

A hearing loop system has been installed so those with a t-coil in their hearing aid should hear the microphoned parts of our services much better.

Benches have been approved for those waiting for pick up and will be ordered and installed after the buildings reopen.

The barn doors and back deck have been so well refinished they look new, and the parking lot might be restriped by our return.

The committee has also reviewed for the vestry the original purposes the congregation thought we might incorporate into our building when it was built lo those many years ago against how we view the uses and purposes today.

Lastly, we are developing a design for the first stage of an outdoor columbarium for the vestry's consideration.

Architecture & Space Use Committee Members:

Anne Baker, Benjamin Davis, Charles Greenleaf, Matt McCabe, John Melvin, Andrew Pudan, Rowland Rebele, Jon Showalter, Thomasjohn Wells Miller, and Mother Tracy.

Respectfully submitted,

*Jon Showalter*

## **Columbarium Committee Report, Anne Baker**

Since conception of the Canterbury parish campus plan, an area for an outdoor columbarium has been included. The location approved in our permit is the area under the trees next to the lawn. You may have noticed some pavers in lines marking an early concept of where niche walls could be placed.

In 2020 we were directed by the vestry to do the challenging task of working with the parish architect to develop a buildable inspiring plan. We contracted with Form4 Architecture to lead us through this design process. We are again working with Paul Ferro, the architect who did the construction drawings, building permits, and supported us with the general contractor in 2008-9 to produce our current beautiful facilities.

We started by contributing all kinds of images that inspired the feeling we would like the installation to evoke. Form4 took those and factored in the location of our existing trees to produce a few design directions. We narrowed those to our favorite and then continued to refine and tailor the design to suit our multipurpose use of the space.

The design refinements continue while we in parallel work out the cost and funding model for the project. A design isn't any good if we can't afford to build it! Our goal is for the niche walls to be paid for by subscription income. Once we have a complete package of design and funding plan, we will present it to the vestry and the parish.

Columbarium Committee members:

John Melvin, Anne Sherwood, Amma Eliza Linley, Rick Becton, Bill Kell, Mother Tracy Wells Miller, Anne Baker

Respectfully submitted,

*Anne Baker*

## **Worship Report, Debra Spencer**

**Pre-COVID-19 Worship.** The year began with Bishop Lucinda's ordination in January, the Grants Luncheon and Ashes to Go in February, a pared-down Lenten series and Taizé services in February and part of March.

**The Advent of Online Worship.** The Worship Committee and the Alternative Services Planning Team were separate when the year began but Mother Tracy called them to meet together once the quarantine took hold, and a general change of focus after COVID-19 began. Our main task this year has been to imagine online worship and prayer. Members of both teams skilled in technology stepped in and helped the rest of us grasp how to make remote worship possible. Gradually, we figured out how to hold in-person prayer, worship, and music-making while masked and distanced.

**Virtual Innovations.** We planned a great many things at the start of the year that never happened. We adapted most things so they could happen. Among the notable things that emerged:

- **Friday NoonTime Prayer.** Alliee DeArmond continued Friday NoonTime Prayer on-line after Shelter in Place, and in November returned to consistent in-person services at the church. She also devised and led singers in a rendition of "All God's Creatures Got a Place in the Choir," live on Zoom (no small feat) for St. Francis Day.
- **Virtual Music.** We changed the service music with each season. In addition to providing hymns, service music, and solos on Sundays, Andy Carter started up the chime choir, which met in-person on Wednesdays, masked and distanced, and performed via recording on Christmas and live on the Feast of the Epiphany. Andy engaged guest organists for festive services.
- **Weeknight Compline.** Anne Baker began Zoom Compline every weeknight at 10pm.
- **Lenten Taizé.** Sherrie DeWitt and Andy Carter devised and conducted Taizé services online during Lent.
- **Minecraft Children's Church.** In late fall, Matt McCabe began holding Children's Church in the virtual world of Minecraft, where they produced a tour through a model of the old church on Depot Hill and a tour through the events surrounding Jesus' birth for Christmas.
- **Sunday Service Format.** Mtr. Tracy and the united worship team designed online morning prayer and spiritual communion Sunday services that could be joined on either Zoom or YouTube. The Blessing of the Animals was adapted for Zoom. On All Saints Sunday, we held our first celebration of Holy Eucharist since March, with Mother Tracy and her husband broadcasting from inside the sanctuary while everyone else watched online. Communion was available in one kind (wafer only) via drive-through distribution in the parking lot after the service.
- **Blue Christmas.** Originally planned to be in-person, the Blue Christmas service was held on Zoom after Mtr. Tracy had to quarantine after being exposed to someone with COVID-19. New this year was an opportunity for people to share what brought them to the service, during a period of instrumental background music.

*Worship Report, continued*

**Computer Outreach.** Mtr. Tracy and others offered parish members without computers ways to access the services with borrowed computers or by phone. Office Manager Chrys Sparks made and posted videos online to show people how to connect to Zoom and YouTube.

**Virtual Blessings.** Many drawbacks to online services are evident. But surprises have emerged:

- **Out of Area Attendees.** Some new parishioners from out of the area (one from Florida) come regularly to Sunday service and coffee hour and would not have been able to join us in-person. Mother Tracy's parents enjoyed attending both Christmas Eve services from their home in South Carolina!
- **Virtual Harmony.** Although choir members can't sing together, Andy has worked out how to blend our individually recorded voices into a choir that sings together virtually.
- **Faces.** Many people have said that just to see each other's faces on a computer screen is comforting and encouraging.

**Safe Worship.** In all our discussions, the health of the parish--physical, mental, and spiritual--was primary. We followed the Bishop's guidelines, even when we wanted to go off and do something she didn't sanction. It was very hard, but we stuck to her instructions. She wants us all to be safe, and so does Mtr. Tracy.

Trust us: we really, really look forward to planning worship services where we all gather safely to celebrate the presence of the Lord. Let's hope that can happen in 2021.

Respectfully submitted,

*Debra Spencer*

## Server Scheduling Report, Nelson Crandall

St. John's has so many active servers who participate in the liturgy that it is sometimes difficult to schedule everyone.

**When Does Scheduling Occur?** Scheduling is done three times a year: in March for the April through July period; in July for the August through November period; and in November, for the December through March period. Coincidentally, this corresponds roughly to the church year, which begins around December 1.

**How is the Schedule Compiled?** Scheduling begins with an email to everyone on the server list asking them for the dates in the next four months that they already know they will or might have a conflict. The request also asks for availability on special service days. These days include:

- Ash Wednesday, around noon and 7 p.m.
- Maundy Thursday, around 6:30
- Good Friday at noon
- Easter Vigil at 5 a.m.
- Easter Eucharist at both 9 and 11 a.m.
- Blue Christmas
- Christmas Eve at around 4 and 10 p.m.
- Christmas Day at around noon

When there has been a good response, days are scheduled one role at a time. The objective is to give each person in a given category an equal opportunity to serve in that role. If some people seem to serve more than others, it is because they volunteer for more kinds of roles. A spreadsheet is circulated so people can plan for the days they are scheduled and arrange swaps or substitutions when conflicts arise.

### What Kinds of Servers Are There?

- **Acolytes.** Acolytes help the presiding priest during in-person service by carrying the cross on entry and exit and helping to prepare the table for the Eucharist. Youth are encouraged to act as acolytes. Some training is required. The acolyte normally serves as the psalm leader during in-person service and is assigned the role as psalm leader for online service. Acolytes wear a white alb (a robe-like garment), furnished by the parish, for in-person services and sit up front as part of the altar party. St. John's has 17 parishioners on the acolyte list, including one youth.
- **Chalice Bearers.** Chalice bearers carry the cup of wine to parishioners, following behind the priest who serves the bread or wafer. Like acolytes, chalice bearers wear a white robe, furnished by the parish, for in-person services and sit as part of the altar party. Some training is required. During COVID-19, no wine is being served for Eucharist and it might be a while after in-person services resume before wine is served again. St. John's has 16 parishioners on the chalice bearer list.
- **Intercessors and Lectors.** Intercessors lead the Prayers of the People. Lectors read the first Bible reading (the Lesson), the second Bible reading (the Epistle), and in a prayer service where there is no Eucharist, the final Bible reading (the Gospel). Intercessors and lectors receive the text they are to read a few days in advance. Some people only lead the prayers of the people, some people only serve as lectors, and many do both. St. John's has 23 parishioners on the intercessors list and 35 parishioners on the lectors list.

*Scheduling Report, continued*

- **Ushers and Virtual Ushers.** Ushers greet parishioners as they arrive for service and give them a service bulletin, distribute the collection plate and take it to the altar, and take attendance. For online services, the virtual usher takes attendance and acts as a co-host for Zoom meetings. Some training is required. St. John's has 13 parishioners on the ushers list and 5 parishioners on the virtual ushers list.
- **Sound.** Persons assigned sound duty turn the audio equipment off and on and adjust it as appropriate during in-person service. St. John's has 3 parishioners on the sound list. Sherrie DeWitt is also qualified for sound duty, usually serving at special services.
- **Thurifers.** Thurifers swing a metal censer suspended from chains, in which incense is burned during worship services. They are robed as part of the altar party. The last thurifer served at the 2018 Easter Vigil. There are two parishioners on the thurifer list.

**How do I sign up?** Parishioners interested in serving should email Nelson Crandall at [ncrandall@enterpriselaw.com](mailto:ncrandall@enterpriselaw.com) or call or text him at 650-799-6477.

Respectfully submitted,

*Nelson Crandall*

## **Episcopal Church Women Report, Alliee DeArmond**

The ECW continued to meet monthly throughout 2020, under the leadership of Alliee DeArmond with strong support from Karen Greenleaf and Barb Raney. Planned programs shifted with the tides of the pandemic; the greatest loss was lunch!

Programs started with a bang in January with the Daughters of the King presenting different forms of prayer, followed by Mary Jane Chambers talking about our library in February. A hilarious, failed attempt at a conference call in March was augmented by an email thread on “What we are reading.”

In April we had an email conversation around what people were feeling and thinking as Shelter in Place took hold. In May, Chrys Sparks and Sherrie Dewitt led a tutorial on using Zoom and Realm; the link to the tutorial is regularly in St. John’s eNews.

In June, our focus shifted out toward the community with a program led by homeless advocate Mary Beeson. By July, we had settled firmly into Zoom; still sadly missing lunch. Barb Raney led us in a creative poetry writing exercise with wonderful results. In August we shared works of visual art that had impacted us. Dee Roe led us in a meeting focused on laughter in September.

Charmion Burns pointed us outward in October with a discussion of classes and workshops offered through the Church Divinity School of the Pacific and the national Episcopal Church. November brought us back into sharing within the group, discussing best books, followed by Christmas stories and memories in December.

In sum, the ECW had a solid run of informative, creative, and personally revelatory meetings, that resulted in community building, general fellowship, additional knowledge, and deepening of interpersonal relationships. We will continue in 2021 under the leadership of Barb Raney — ever hoping for a resumption of lunch.

*Alliee DeArmond*

## **Compline Report, Anne Baker**

Weeknight 10 p.m. Compline on Zoom began in early June as an experiment for one month. By the end we couldn't stop! In all these months we have only missed one night. Worship Committee members Anne Baker and Sherrie DeWitt form the organizational backbone, providing Compline texts from three different sources, and cycling through lots of alternatives within the prayers. We are 4 regulars, with others who occasionally drop in. Each night includes a pause for intersessions where we offer up special thanksgivings, healing prayer, and/or support for the people or events of the day. We use the Book of Common Prayer, the New Zealand Prayer Book, and the Northumbria Community (Celtic) day of the week Compline prayers.

Illustrating how Zoom brings us closer together, Jo Anna Marquart, former member of St John's now residing in Danville, is a regular participant. Compline takes 8-12 minutes and is a beautiful way to prepare for a peaceful night's rest. Thanks be to God!

Respectfully submitted,

*Anne Baker*

## **Adult Formation Report, Debra Spencer**

**Our Mission.** The Adult Formation Team is charged with imagining, developing, and offering to the congregation workshops and Bible studies designed (we hope) to enhance everyone's knowledge of scripture and of our role as Christians in the wider world. One goal this year that guided nearly all our sessions was learning how to talk to each other across social and theological divides.

**Pre-Shelter-in-Place Offerings.** We offered meetings on Sundays at 9:15, which were a mix of Bible study of the weekly lectionary and two series on specific scriptures and topics outside the lectionary. In January and February we studied selected letters of St. Paul, with team members researching and presenting each letter for discussion by the group. In March we began a scripture-based study of Creation Care.

**Shelter-in-Place Offerings.** Stunned by the lockdown order in March, the team took a break to reorient ourselves and our sessions to meeting on Zoom. In May, June, and July, we offered Sunday lectionary studies, guided by Brian Raney. The Creation Care study was resumed in August. From September through November we resumed the regular lectionary study, which often benefitted from Sunday 9:15 members who also were also part of small-group Bible studies during the week and had prior experience with the scriptures. In December we held a four-week study of scriptures relating to themes of the Sundays in Advent (Hope, Peace, Joy, and Love), each led by members of the Formation Team and encouraging large- and small-group discussion.

**Living Epistles.** We initiated a series of Living Epistles to complement scripture readings from the Epistles each Sunday.

**Braver Angels.** Mtr. Tracy acquainted the congregation with Braver Angels, an organization that gathers people from all sides of the political spectrum and encourages them to engage in civil listening and communication.

**Discernment Goals.** In July we reviewed our goals from the parish-wide discernment process in 2018-19, evaluated our progress on each goal, and adjusted our future goals considering the pandemic.

**See No Stranger.** In September and October we offered an evening book study of Valarie Kaur's *See No Stranger: A Memoir and Manifesto of Revolutionary Love*, which included brief presentations by session leaders and large- and small-group Zoom discussions. Before the start of this study, some members of the formation team attended a workshop of the Kaleidoscope Institute to learn Respectful Communications Guidelines, among other helpful techniques. These guidelines were taught and employed during the *See No Stranger* workshops and will continue to be used in our sessions as needed.

**Going Forward.** We continue to discuss how to improve our use of technology, our skills for including everyone in the discussions, and our knowledge of scripture, church history, and the needs of the wider world. We look forward to going on with this work in 2021 and encourage everyone to join us.

Respectfully submitted,

*Debra Spencer*

## **Pastoral Care Committee Report, Brian Raney**

This plague year has been a time of challenges and opportunity for the Pastoral Care Committee. After being established in 2019 with the able leadership of Win Fernald, the chair was transferred to Brian Raney in June of 2020, a couple of months into what has become nearly a year of travel and meeting restrictions. The committee is in charge of eight ministries, some of which haven't been initiated, some that aren't practical in plague times, and a few that are working well.

**Prayer List Ministry.** The Prayer List ministry has been successfully resurrected through the efforts of Sherrie Dewitt and others. More details on this ministry follow this report.

**Call Ministry.** The Call Ministry, led by Brian Raney, has been quite successful in its goal of having every household in the parish receive a phone call every two weeks. There are fourteen callers in the program. Each caller is given four or five households to call each week. Both callers and the callees have reported how these calls keep the parishioners connected in these times of isolation. Old friendships have been reestablished, and new friendships born.

**Card Ministry.** The Card Ministry, under the able leadership of Vicky Wilson, has been sending two birthday cards to every parishioner for whom we have a birthday on file. Vicky sends one card as the "official" card from St. John's and recruits a second volunteer to send a personal birthday card.

**Transportation Ministry.** The transportation ministry is limping along. We have five people who've volunteered to drive people to their doctor appointments, but we don't have many takers. I expect that this ministry will become much more active when we start meeting to worship at St. John's again. There will probably be a lot of overlap between the transportation ministry and the visiting and meal ministries.

**Suspended Ministries.** During these plague times we're not operating the Pastoral Visit ministry, the Meal Delivery ministry, or the Lay Eucharistic Visitor (LEV) ministry. Hopefully, these will spin up before 2022. We're going to need volunteers to lead these ministries as well as do the visits. The Rev. Mary Lou McKinney has volunteered to train the LEV ministers once we can start meeting again.

**New Member Welcome and Integration.** We've been talking about how to do the new member welcome and integration ministry, but have made little progress, mostly because we don't currently have a champion for that ministry.

**Pastoral Care Hotline.** Brian Raney monitors the Pastoral Care Hotline, but it is rarely called. Perhaps we need to make it better known.

Respectfully submitted,

*Brian Raney*

## **Prayer List and Prayer Chain Ministry, Sherrie DeWitt**

Sometime in late March or April, we noticed a need to update the prayer list. Many people worked to collect updated information and I agreed to maintain the list, using a template Chrys, our office manager, created from an old format. It became evident that prayer is a matter of great interest and something that we **could** do while sheltered in place. People at Zoom coffee hour are asked if they have items for prayer; and also items for thanksgivings. We created a Prayer Group on Realm (everyone is a member of that group) and post a new list periodically for any Realm participant to access. Monday night evening prayer, Daughters of the King, and Friday NoonTime prayer regularly use the prayer list. It is emailed directly to the new [prayer@st-johns-aptos@gmail.com](mailto:prayer@st-johns-aptos@gmail.com) email group when the list is updated.

Just at the end of the year we worked to refine the guidelines, are developing some timeframes and a new format (stay tuned!) and became a part of the Pastoral Care Committee.

We also have used the Prayer Chain several times. The Prayer Chain consists of people who have agreed to drop everything and pray immediately for a particularly urgent matter, usually with one person or family. One email and a couple of phone calls and it is activated!

I have treasured the opportunity to use my skills with spreadsheets and details to keep this ministry working, I have treasured the conversations by email or phone with those who have a prayer need and working with those who are frequent users. And I have seen that we can all be prayer warriors.

Respectfully submitted,

*Sherrie DeWitt*

## **Prayer Shawl Ministry, Karen Greenleaf**

The Prayer Shawl Ministry is under the auspices of Daughters of the King and was started in 2004. To date, 277 shawls have been knitted, blessed, and gifted. Each shawl has a small cross attached and is blessed by clergy at the altar. The yarn is bought with Daughters' funds but, at this point, most knitters are not members.

During 2020, nineteen shawls were brought or mailed to those experiencing some hardship – grief, illness, major stress, addiction, etc. Fourteen recipients were parishioners and five were friends or family members of parishioners. Any parishioner can give a prayer shawl to a person in need. Should you wish to do so, contact Karen Greenleaf (728-3044) or Vicky Wilson (688-3763). If shawls are in short supply, priority goes to parish members.

Prayer shawl knitters are: Carolyn Ames, Marlene Bumgarner, Meg Campbell, Sherrie DeWitt, Karen Greenleaf, Anne Sherwood, and Vicky Wilson. We normally meet at someone's home twice a month and knit, chat, and have dessert. During COVID-19, this was not possible. We have recently knitted together and chatted via Zoom. Others are always welcome to join us. We will even teach a person who wishes to learn to knit. Contact Vicky or Karen if you would like to be part of this ministry.

Respectfully submitted,

*Karen Greenleaf*

## **Outreach Committee Report, Francis Bayaca**

The Outreach Committee meets monthly. Its function is to allocate funds for charities that exemplify a worthy endeavor. Our goals are to help the hungry, imprisoned, and homeless and to provide clothing for the poor. We exist to support those in need in our community, our parish, and the larger world. Examples of the groups and charities we support include:

**AFC's SafeSpaces and Rotating Shelter.** Pre-COVID-19, these programs hosted overnight dinners and stays on a weekly basis. This is done in conjunction with other area churches.

**South Sudan Refugee Scholarships.** This is a program in which we provide funding for students' education on a trimester basis. This is achieved through private donations generously given by members of our Parish and beyond.

**The Helpful Shop.** This is a 65-year-old outreach ministry of the parish. It is staffed by volunteers who accept and resell used clothing and other household items donated by our parishioners and supporters in the community. Each year, the surplus earned by the Helpful Shop is used to provide grants to various organizations. A list of the grant recipients can be found on the St. John's website. Due to the pandemic and with the Helpful Shop closed for a significant time in 2020, we were unable to provide grants to the various organizations we would typically help in previous years.

**Aptos Community Youth Program.** This program (which is funded by the generous endowment given by the Rebele family) was formed in 2019. Lisa Freeman was hired as the youth director. The youth of the community have shown great enthusiasm for the program. In 2020, the youth initiated a "little free food pantry" project in conjunction with community volunteers. It will be a small box located on St. John's campus, operating on a "take what you need and leave what you can" premise.

**\$30,000 CFP Grants.** Due to the COVID-19 pandemic, in April the Outreach Committee asked the vestry to approve special emergency \$10,000 grant from the Community Project Fund. (The role of the Outreach Committee with respect to the Community Project Fund is discussed in the minutes of the December 27, 2020 and January 10, 2021 parish meeting minutes attached as Exhibits C and D to this annual report.)

In the interest of helping others during the early unpredictable phase of the pandemic, \$5,000 was given to Santa Cruz Ventures and \$500 was given to the discretionary fund of the head of each of 10 congregations in the Diocese of El Camino. The congregations that received the funds were determined in consultation with the Diocese.

In November and December, the Outreach Committee urged the vestry to ask the congregation to approve \$20,000 in grants from the Community Project Fund. The congregation decided that the grant should be made and should be made immediately to the Community Foundation of Santa Cruz's COVID-19 Response Fund to be distributed to those in need.

**Committee Budget Grants.** In 2020 the vestry allocated \$1,500 to the committee for outreach grants. The 2020 recipients were Salvation Army (Santa Cruz) and Loaves and Fishes (Watsonville), each of which received \$750. This was during the early phase of the pandemic.

Obviously 2020 was a trying year for all of us. However, the Outreach Committee always strived to help others in need and will continue to do so in 2021 and for many years to come.

Respectfully submitted,

*Francis Bayaca*

## **Santa Cruz County Regional Youth Ministry 2020 Annual Report, Pamela Stevens**

Before the pandemic, the youth group met every month in person. We took trips to the Santa Cruz pier, went bowling, camped in Big Sur, and enjoyed Sunday dinners together in Santa Cruz or Aptos. In these experiences, youth learn about the Christian faith and our Episcopal Church. If they and their priest desire it, they can receive preparation for Confirmation through our activities. The youth take an active role in determining our activities. We might have a special Eucharist for just our group with a priest by candlelight, or we might run around screaming for several hours at the pier. Mtr. Tracy and Fr. Austin have been involved in some of our activities.

Our weekend-long pilgrimage to the sea in Monterey when we visited the beach and the Aquarium and volunteered doing beach clean-up created memories the youth still talk about. We had scheduled several service projects the youth designed, including an art show for youth, but those remain pending until we can gather once again.

### **In 2020, the Santa Cruz County regional youth group has adapted to the pandemic with virtual meetings.**

We are now a small group, but we are sticking together. The group meets every Friday, on its Discord channel, for a check-in. In September, the group purchased a realm in Minecraft online play in creative mode. Throughout the week the youth post memes and continues to chat on Discord.

Youth missionary Pamela Stevens hosts meetings and moderates the Discord chat along with at least one other "Safe Church" trained adult from among Fr. Austin Leininger (Rector of Calvary Church in Santa Cruz), Austin's wife Jane Leininger, or Pamela's husband David van Greuningen. All of the adult leaders have years of youth ministry and parenting experience.

The third annual White Elephant Advent party took place over Zoom through the miracle of online orders and home delivery. Valentine's Day care packages have been sent to the youth, and a St. Patrick's Day siblings-inclusive party will follow in March. Currently, the youth are ages 12-14, with several 11-year-old siblings and friends who will join the group starting this summer.

Photos from the Advent party are below.



Respectfully submitted,

*Pamela Stevens*

## **EXHIBIT A**

### **MINUTES OF THE 2019 ANNUAL MEETING OF THE PARISH OF EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA** a California nonprofit religious corporation

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February 3, 2019

Part Two of the Annual Meeting of the Parish of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the “Parish”) was held on February 3, 2019 at the Parish Hall at 125 Canterbury Drive, Aptos, California pursuant to notice duly given.

At the start of the meeting, parishioners were given a copy of the Annual Report of the Parish, the Financial Report of the Parish, the Agenda for the Annual Meeting, and the draft Minutes of the 2018 Annual Meeting.

#### OPENING

The Rev. Tracy Wells Miller, Rector of the Parish, called the meeting to order at 9:16 AM and led the opening prayer. Mother Tracy then introduced Nelson Crandall, Clerk of the Vestry, as the clerk for the meeting. Parishioners filled most of the chairs in the Parish Hall, and Mother Tracy noted the presence of a quorum.

#### APPROVAL OF THE MINUTES OF THE 2018 ANNUAL MEETING

Mother Tracy entertained a motion to approve the minutes of the 2018 Annual Meeting. It was observed that word “Nicholson” in the draft minutes should have been “Mikkelsen.” With that correction, upon motion duly made, seconded, and carried by unanimous voice vote, the minutes of the 2018 Annual Meeting were approved.

#### CALL FOR PARTICIPATION IN PARISH DISCERNMENT PROCESS

Mother Tracy observed that when the Parish had to make decisions during the year, the question would arise how the proposed action reflected the Parish mission. Although the Parish has several ministries, there was no consensus about the mission of the Parish as a whole. At Mother Tracy’s urging, the Vestry agreed to begin a Parish discernment process based on the Faith Leader program as described in the Rector’s Report. Mother Tracy explained how parishioners who did not already have copies of the Faith Leader materials could obtain them. Mother Tracy urged everyone to participate in the process going forward, regardless of whether they participated to date and regardless of whether they are able to complete the assignment for each week.

#### INTRODUCTION OF ANDY CARTER

Mother Tracy introduced the new Director of Music Ministries, Andy Carter. Andy made a short statement.

## OUTGOING WARDENS' REPORTS

Outgoing Senior Warden Bill Kell and outgoing Junior Warden Andrea Seitz gave brief oral reports based on their written reports included in the Annual Report. Mother Tracy expressed her gratitude to both of them for their service as Wardens for the past two years.

## INTRODUCTION OF OFFICERS

Mother Tracy then introduced Rick Becton as the new Senior Warden. Barbara Raney as the new Junior Warden, Nelson Crandall as the Clerk of the Vestry, and Anne Baker in her continuing role as Treasurer. In connection with introducing Nelson, Mother Tracy recognized Nancy Shephard for her 7-plus years of service as the outgoing Clerk of the Vestry. Each officer made a short statement after being introduced.

## RECOGNITION OF NEW VESTRY MEMBERS

Mother Tracy recognized the recently elected new members of the Vestry, Francis Bayaca, Marlene Bumgarner, Bart Coddington, Michael Hudson, Patricia McGowan, and Benjamin Davis (who was elected after having been appointed mid-year to fill a vacancy on the Vestry). Each Vestry member stood to be recognized.

## ALTAR GUILD DIRECTOR

Mother Tracy announced that Nancy Young is stepping down as director of the Altar Guild after 25 years of service in that capacity and will be succeeded on March 1 by Eileen Fernald. Eileen stood to be recognized and praised Nancy Young's service.

## DIOCESAN CONVENTION DELEGATES AND ALTERNATES

Mother Tracy recognized 2018 Alternates Marlene Bumgarner, Bart Coddington, Leonard Foreman, and Patricia McGowan as delegates to the annual Diocesan Convention. Upon motion duly made, seconded, and carried by unanimous voice vote, Charles Greenleaf, Win Fernald, and Robbie Kilpatrick were each elected by acclamation to a two-year term as the Parish's representatives to the Diocesan Convention, to serve as Alternates in 2019 and as delegates in 2020.

## CONTENTS OF THE ANNUAL AND FINANCIAL REPORTS

Mother Tracy stated that copies of the written reports included in the Annual Report and of the Treasurer's Report would be posted on the Parish website.

## TREASURER'S REPORT

Anne Baker summarized her written Treasurer's Report, which had been omitted from the separately printed financial report. Among other things, Anne noted that the amounts budgeted for "flexible" accounts had been reduced by 15% to keep the budget balanced. Bart Coddington rose to ask those who have made pledges to be paid in installments to make their contributions at the beginning, rather than the end, of the relevant installment period. In response to a question,

Anne discussed the source of funds for maintenance of the new organ, which for budgeting purposes is treated as part of the building.

During Anne's presentation, a parishioner made a motion, which was seconded, to advise the Vestry to use the 2018 operating surplus to restore the 15% reduction in "flexible" accounts. After brief discussion of the merits, the motion was defeated by voice vote.

#### QUESTIONS AND COMMENTS

In response to a comment, Mother Tracy urged those with concerns about specific budget items to contact the Vestry liaison.

#### CLOSING

Mother Tracy then led a closing prayer.

The meeting adjourned at 10:15.

Respectfully submitted,

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Nelson Crandall, Clerk of the Vestry

**EXHIBIT B**

**MINUTES OF THE 2020 ANNUAL MEETING  
OF THE PARISH OF  
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**  
a California nonprofit religious corporation

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December 8, 2019  
and  
February 9, 2020

Part One of the Annual Meeting of the Parish of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the "Parish") was held on December 8, 2019 at 9:15 A.M. at the Parish Hall at 125 Canterbury Drive, Aptos, California pursuant to notice duly given. The only item of business was election of members of the Vestry by secret ballot. Each candidate (Annie Henry, Cara Lucchesi, Chris Rowen, and Nancy Shephard) was elected to a three-year term.

Part Two of the Annual Meeting was held on February 9, 2020 at 9:15 A.M. at the Parish Hall pursuant to notice duly given.

On February 8, 2020, the Rev. Tracy Wells Miller, rector of the Parish, posted links to the Annual Report of the Parish, the Parish's December 31, 2019 Statement of Financial Position (balance sheet), and 2019 Annual Budget vs Year to Date on the Parish's Realm website. Copies of those documents, along with the Part Two agenda, were available in hard copy.

**OPENING**

Mother Tracy called the meeting to order at 9:16 AM and led the opening prayer. Mother Tracy then introduced Nelson Crandall, Clerk of the Vestry, as the clerk for the meeting. Mother Tracy noted the presence of a quorum.

**APPROVAL OF THE MINUTES OF THE 2019 ANNUAL MEETING**

Copies of the minutes of the 2019 annual meeting were not available, so consideration of the draft minutes was deferred to the 2021 annual meeting.

**OUTGOING WARDENS' REPORTS**

Outgoing Senior Warden Rick Becton was unavailable. Outgoing Junior Warden Barb Raney gave a brief oral report based on her written statement included in the Annual Report. Mother Tracy expressed her gratitude to both of them for their service as Wardens for the past year.

**INTRODUCTION OF OFFICERS**

Mother Tracy introduced Bart Coddington as the new Senior Warden, Benjamin Davis as the new Junior Warden, and Nelson Crandall as the Clerk of the Vestry and Treasurer.

DRAFT

### RECOGNITION OF NEW VESTRY MEMBERS

Mother Tracy recognized the new members of the Vestry: Annie Henry, Cara Lucchesi, Chris Rowen, and Nancy Shephard. Each Vestry member stood to be recognized.

### DIOCESAN CONVENTION DELEGATES AND ALTERNATES

Mother Tracy recognized 2019 Alternates Charles Greenleaf, Win Fernald, and Robbie Kilpatrick as delegates to the annual Diocesan Convention. Upon motion duly made, seconded, and carried by unanimous voice vote, Tom Butler, Sherrie DeWitt, Karen Greenleaf, and Patricia McGowan were each elected by acclamation to a two-year term as the Parish's representatives to the Diocesan Convention, to serve as Alternates in 2019 and as delegates in 2020.

### APTOS COMMUNITY YOUTH PROGRAM DIRECTOR REPORT

Staff member Lisa Freeman, the Aptos Community Youth Program (ACYP) Director, gave a brief oral report based on her written statement included in the Annual Report and recognized parishioners who served on the committee that helped create the ACYP and advised the rector in hiring Lisa as its director.

### HELPFUL SHOP REPORT

Staff member interim Helpful Shop Manager Diane Scofield gave a brief oral report based on her written statement included in the Annual Report.

### TREASURER'S REPORT AND 2020 BUDGET HIGHLIGHTS

Outgoing Treasurer Anne Baker reported that unlike 2018, there was a budget deficit at the end of 2019. Anne also observed that although most parishioners increased their pledges for 2020, the total amount pledged was less than in 2019. Notwithstanding the reduced recourses, the Vestry has budgeted for a paid director of children's and family ministries. The Vestry concluded that the Parish will not be able to attract families with children to St. John's unless visitors can see that the Parish has appropriate staff resources in place. To balance the budget, the Vestry has had to reduce budget allocations to COPA (Communities Organized for relational Power in Action) and the AFC (Association of Faith Communities) sheltering program. The Vestry hopes to make up the shortfall through additional fundraising.

### CLOSING

Mother Tracy then led a closing prayer.

The meeting adjourned at 10:15 AM.

Respectfully submitted,

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Nelson Crandall, Clerk of the Vestry

**EXHIBIT C**

**MINUTES OF THE DECEMBER 27, 2020 SPECIAL MEETING  
OF THE MEMBERS OF  
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**  
a California nonprofit religious corporation

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December 27, 2020

A special meeting of the members of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the “Parish”), was held via Zoom conference at 9:00 a.m. on Sunday, December 27, 2020, pursuant to notice duly given.

ATTENDANCE

The following members were present for most of the meeting:

The Rev. Tracy Wells Miller	Michael DeArmond Sherrie DeWitt	Eliza Linley John Melvin
The Rev. Joan Anderson	Eileen Fernald	Cindy Phillips
Francis Bayaca	Win Fernald	Joanna Phillips
Bart Coddington	Cal Giaimo	Andrew Pudan
Nelson Crandall	Charles Greenleaf	Diane Scofield
Lise Crowley	Karen Greenleaf	Jon Showalter
Alliee DeArmond	Bill Kell	Debra Spencer

In addition, the following members were present at the end of the meeting:

Janet Duncan	Barb Raney	Rowland Rebele
The Rev. John Duncan	Brian Raney	Anne Sherwood
Emilie Holder	Pat Rebele	

Mother Tracy called the meeting to order at 9:09 a.m.

**Background.** In November 2019, the Vestry specified that 10% of the Strong bequest and all future undesignated bequests be “designated for outreach ministry to be determined by the congregation as a whole and in which the congregation is involved.” In April 2020, the Vestry named the resulting fund the Community Project Fund (CPF) and agreed that the initial amount of the CPF would be \$104,542. In the same meeting, the Vestry authorized an exception to the congregational determination requirement to finance \$10,000 in grants to help offset the immediate impact of the COVID-19 shelter-in-place order.

At the December 8, 2020 meeting, the Vestry considered a proposal of the Outreach Committee to take \$25,000 from the CPF and distribute it as grants to non-profits in the County because the Helpful Shop does not have the funds to do so. After discussion, the Vestry authorized Mother Tracy to call a Parish Zoom meeting to discuss a proposal to use CPF funds to pay for \$20,000 in the kinds of grants that the Helpful Shop would normally make.

Mother Tracy announces that she called the meeting for the purpose of discussing the proposal; that she would make a recording of the meeting available to those unable to attend; and that a Parish vote would be taken at a Zoom meeting to be held on Sunday, January 10, 2021.

**Procedure.** Mother Tracy asked the participants to use the Zoom raise hand feature to speak. Generally, participants spoke in the order in which their hands were raised, with preference given to those who had not yet spoken over those who had previously spoken.

**Questions and Answers.** During the meeting, the following information was provided:

- *Who Has the Helpful Shop Helped?* In response to a question, Eileen Fernald said she could compile a list of the organizations to which the Helpful Shop had made grants over the years. There are some organizations that have received grants regularly.
- *Helpful Shop Performance.* In response to a question, Treasurer Nelson Crandall said that he expected the Helpful Shop to show a deficit of about \$11,000 for 2020. Another parishioner stated that the Helpful Shop would have about \$15,000 in sales (gross revenue) for 2020.

**Views Expressed.** The following views were expressed. No one questioned the extent of the community's need. Otherwise, however, there was no consensus.

- Community Need.
  - *Unusual Need.* The COVID-19 shutdown has hurt local business and cost people their jobs so that more people than normal need help with food and rent.
  - *Growing Need.* The community needs are growing because many jobs will have been lost forever and businesses and residents will not be able to repay past-due rent.
- Parish Resources.
  - *Cash Reserves.* The Parish should not be accumulating cash for any purpose when there is so much immediate need in the community.
  - *History of Organic Giving.* There was a time when parishioners would ask for donations for a particular cause during announcements at Sunday services and those parishioners who felt called to do so gave.
  - *Role of the Vestry.* The Vestry has the power to determine how to use funds that are not restricted by the terms of the donation or bequest. The Vestry has the power to remove restrictions on use that the Vestry itself imposed.
- Role of the Community Project Fund.
  - *Appropriate CPF Uses.* The CPF is intended to be a source for financing new ministries rather than maintaining existing ministries. Nevertheless, it is appropriate to use the CPF as a source of emergency funding.
  - *Preserve CPF Capital by Lending to the Helpful Shop.* The CPF could loan money to be used for grants this year, with the loan to be repaid in installments over five years out of future Helpful Shop operating surpluses.
  - *The CPF is Not Fixed.* Vestry policy is that 10% of future undesignated bequests will be added to the CPF.
  - *Loans are Onerous.* The Helpful Shop should not be burdened with future obligations to repay loans.

- Role of the Helpful Shop.
  - *Presence.* Through its grants, the Helpful Shop creates and maintains community awareness of the Parish.
  - *The Helpful Shop is More than Grants.* The original purpose of the Helpful Shop was to finance Parish worship accessories.
  - *Changing Demands.* The COVID-19 shelter-in-place has reduced the demand for some community services. Other community services have already attracted extra financing because of COVID-19. We do not know the current needs of the organizations the Helpful Shop has traditionally helped.
  - *Community Will Understand.* The community will understand if the Helpful Shop is unable to finance grants this year.
  - *Do not Sever Surplus from Grants.* The Helpful Shop should not make grants if the Helpful Shop does not have sufficient operating surplus to do so.
- Alternative Suggestion.
  - *Emphasize Importance of Sales.* The Helpful Shop should make grants out of its gross revenue for 2020 and the Parish should pay the Helpful Shop's operating expenses (rent, utilities, salary, and bookkeeping).
  - *Do not Dilute the Helpful Shop Brand.* The Parish should not make grants in the name of the Helpful Shop if the Helpful Shop does not have sufficient operating surplus to fund the grants.
- Role of the \$38,000 Paycheck Protection Program Loan.
  - *Do Not Accept Government Money.* Accepting money from the federal government violates the principle of separation of church and state.
  - *The PPP Loan Has Allowed the Parish to Fund the Helpful Shop.* The Parish has used the PPP Loan proceeds to pay Helpful Shop rent, utilities, and salaries that Helpful Shop operations otherwise could not have funded, as was the purpose of the loan. The Parish expects the loan to be forgiven.

No decisions were made.

#### ADJOURNMENT

The meeting was adjourned at 10:18 a.m.

Respectfully submitted,

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Nelson Crandall, Clerk of the Vestry

**EXHIBIT D**

**MINUTES OF THE JANUARY 10, 2021 SPECIAL MEETING  
THE MEMBERS OF  
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**  
a California nonprofit religious corporation

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January 10, 2021

A special meeting of the members of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the "Parish"), was held via Zoom conference at 2:00 p.m. on Sunday, January 10, 2021, pursuant to notice duly given.

ATTENDANCE

The following members were present:

The Rev. Tracy Wells Miller	Alliee DeArmond Michael DeArmond	Bill Kell Eliza Linley
The Rev. Joan Anderson	Sherrie DeWitt	Judith Maxfield
Francis Bayaca	Janet Duncan	John Melvin
Kathy Butler	The Rev. John Duncan	Cindy Phillips
Tom Butler	Eileen Fernald	Andrew Pudan
Bart Coddington	Win Fernald	Barb Raney
Margy Cottle	Cal Giaimo	Brian Raney
Leonard Cowan	Charles Greenleaf	Dee Roe
Nelson Crandall	Karen Greenleaf	Jon Showalter
Jane Dawson	Tina Grubbe	Debra Spencer

Mother Tracy called the meeting to order at 2:15 p.m.

**Background.** In November 2019, the Vestry specified that 10% of the Strong bequest and all future undesignated bequests be designated for outreach ministry to be determined by the congregation as a whole and in which the congregation is involved. In April 2020, the Vestry named the resulting fund the Community Project Fund (CPF) and agreed that the initial amount of the CPF would be \$104,542. In the same meeting, the Vestry authorized an exception to the congregational determination requirement to finance \$10,000 in grants to help offset the immediate impact of the COVID-19 shelter-in-place order.

At the December 8, 2020 meeting, the Vestry considered a proposal of the Outreach Committee to take \$25,000 from the Community Project Fund and distribute it as grants to non-profits in the County because the Helpful Shop does not have the funds to do so. After discussion, the Vestry authorized Mother Tracy to call a Parish Zoom meeting to discuss a proposal to use CPF funds to pay for \$20,000 in the kinds of grants that the Helpful Shop would normally make, which was held on December 27, 2020. A recording of the meeting is available to those unable to attend. It was announced that a Parish vote would be taken at this meeting.

**Procedure.** Mother Tracy asked the participants to use the Zoom raise hand feature to speak. Generally, participants spoke in the order in which their hands were raised, with preference given to those who had not yet spoken over those who had previously spoken. Mother Tracy asked the participants to keep their comments to one minute.

The first question before the meeting was:

Should the Parish use a part of the Community Project Fund now, since it is difficult under the COVID-19 shelter-in-place for parishioners to take part together in a group project? (The current fund balance is approximately \$94,600.)

After approximately five persons expressed their views, a majority of the participants voted in favor of a motion to proceed to a vote on the first question. Mother Tracy announced that by secret Zoom poll, the vote on the first question was 19 yes, 3 no. Abstentions were not counted.

There was then discussion of the second question, which was:

If so, should \$20,000 be used to provide grants to local community entities in lieu of the Helpful Shop grants that are normally made yearly? (Because the Helpful Shop was closed from the beginning of the shelter-in-place through October, no funds are available for grants this year.)

Some alternative sources and methods of funding were discussed. There was confusion about how the decision would be made about to whom to make the grants. Ultimately a majority of the participants voted in favor of a motion to proceed to a vote on the second question. Mother Tracy announced that by secret Zoom poll, the vote on the second question was 19 yes, 3 no. Abstentions were not counted.

## ADJOURNMENT

The meeting was adjourned at 3:21 p.m.

## SUBSEQUENT ACTION

At 12:58 p.m. on Monday, June 25, 2021, Mother Tracy asked parishioners to vote via an online poll on how to use the \$20,000 on January 10. The poll would be open through Wednesday, January 27 at 5 p.m. The alternatives were:

- Send the entire amount (\$20,000) to the Santa Cruz Community Foundation (SCCF) and let them decide which local non-profits are most in need and distribute the funds to them, since time is of the essence.
- Take suggestions from parish members of projects or organizations to fund, then have the entire parish vote on the list of suggestions as to which will be funded.

By a vote of 20 to 17, the first proposal (designated with a blue dot) was selected.

Respectfully submitted,

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Nelson Crandall, Clerk of the Vestry