

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

November 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 the St. John’s Youth Center at 125 Canterbury Drive, Aptos, California, at 7:00 PM on Tuesday, November 12, 2019, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector	X		Nelson Crandall, Clerk of the Vestry
Anne Baker (2019)	X		Lisa Foreman, ACYP Coordinator
Barbara Raney, Junior Warden (2020)	X		Charles Greenleaf, parishioner
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, Senior Warden (2019)	X		
Sally Lewis (2020)	X		
Vacant			

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

OPENING

Mother Tracy called the meeting to order at 7:02 PM and led the opening prayer. As a formation exercise, the members discussed the seventh, eighth, and ninth factors of the System Change Index: Growing Aspirations to Quality, Infrastructure for Member Care and Involvement, and Conflict

¹ Term ends in December in the year indicated.

Prevention and Management.² The consensus on the seventh factor was that the Parish rates between medium and high, although not on every subfactor. The consensus on each of the eighth and ninth factors was that the Parish rates about average, with room for improvement in some areas.

APPROVAL OF THE MINUTES OF THE OCTOBER REGULAR VESTRY MEETING

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

RESOLVED, that the minutes of the October 8, 2019 meeting of the Vestry uploaded to the Vestry shared Dropbox folder are hereby approved.

2019 HELPFUL SHOP GRANTS COMMITTEE

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

RESOLVED, that the committee for recommending the grants to be funded by the surplus from Helpful Shops operations during 2019 shall consist of Jeanne O’Grady, Margy Cottle, Loris Gielczyk, Eileen Fernald, and Daniel Oliver, with Jan Beebe as an alternate if any appointed member is unable to serve.

CLERGY HOUSING ALLOWANCE RESOLUTION

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

WHEREAS, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church-designated allowance paid to her as part of her compensation to the extent used by her for actual expenses in owning or renting a home; and

WHEREAS, the Rev. Tracy Wells Miller is compensated by Episcopal Church of St. John the Baptist, Aptos, California (the “Parish”) exclusively for services as a minister of the gospel; and

WHEREAS, the Parish does not provide Mother Tracy with a rectory; be it therefore

² The System Change Index consists of 9 factors: 1) congregational self-definition, 2) pastor’s role, 3) size of paid staff, 4) optimum unfilled capacity at the main sabbath services, 5) degree of movement toward “multicell” reality, 6) delegation of planning and change management tasks to special groups with appropriate gifts, 7) growing aspirations to quality, 8) infrastructure for member care and involvement, and 9) conflict prevention and management.

RESOLVED, that the compensation for the Rev. Tracy Wells Miller for the year 2020 shall include \$60,000 per year designated as a housing allowance.

ACYP POLICIES AND PROCEDURES

On October 31, Lisa Freeman circulated the revised draft Aptos Community Youth Program Manual of Program Policies, Procedures, and Operations attached as Exhibit A. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Aptos Community Youth Program Manual of Program Policies, Procedures, and Operations circulated to the Vestry on October 31, 2019 is approved.

REVISED APTOS COMMUNITY YOUTH COMMITTEE CHARGE

Reference was made to the revised Aptos Community Youth Committee Charge circulated to the Vestry before the meeting, a copy of which is attached as Exhibit B. After discussion, and upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the revised Aptos Community Youth Committee Charge circulated to the Vestry on November 12, 2019 is hereby ratified and approved.

TITHING OF UNDESIGNATED REQUESTS

There was a discussion of the request of the Outreach Committee. It was observed that all five comments on the proposal posted to Realm were opposed to its adoption. It was also noted that some parishioners are withholding their pledges pending adoption of the Outreach Committee proposal. Upon motion duly made, seconded, and carried by a vote of six in favor, four against, and one abstention, the following resolution was adopted:

RESOLVED, that a tithe (10%) of all undesignated bequests to the Parish, including the Strong bequest and the proceeds from the sale of the Mission St. property, be designated for outreach ministry to be determined by the congregation as a whole and in which the congregation is involved.

REVISION TO ARTICLE 4 OF THE PARISH'S BYLAWS

Reference was made to the following proposed revision of Article 4 of the Parish's Bylaws circulated before the meeting:

Proposed Revision to St. John's By-Laws

ARTICLE 4

Qualifications of Vestry Members

The Canons of the Diocese of El Camino Real require all Vestry members to be adult confirmed communicants in good standing. Additionally, during the 12 month

period before ~~the announcement of election (60 days prior to the second Sunday in Advent)~~ the names of the nominees are announced to the parish, vestry members and candidates for the vestry must have contributed to the ~~undesignated~~ operating fund or building fund of the parish.

It was observed that some active parishioners do not give to the Parish in their own name or at all, disqualifying them from serving on the Vestry. It was observed that the Bylaws require that a contribution have been made to the undesignated fund or building fund of the Parish during the 12-month period before the announcement of election. It was explained that the first proposed change would allow people whose names arose in the Nominating Committee's discernment process to remedy any failure to satisfy the financial giving requirement by making a gift before the names of the nominees were announced to the Parish. (The Nominating Committee indicated that this year's potential candidates all satisfied the financial giving requirement in any event.) The second proposed change was intended to address a question about what constituted an "undesignated" fund. After discussion, the Vestry decided to defer a vote until the December meeting.

BUDGET PRIORITIES

There was a discussion of the membership trends of the Parish for the past ten years. There was a report of the pledges received to date. Treasurer Anne Baker circulated a working draft of the 2020 budget and discussed proposed changes from the 2019 budget attached as Exhibit C.

FINANCIAL REPORTS

Before the meeting, the Parish bookkeeper distributed the Parish's October 31, 2019 balance sheet and reports comparing the budget to actual for the month of October 2019, for the ten months ended October 31, 2019, and for the 2019 calendar year. The bookkeeper also distributed a profit and loss statement for the Helpful Shop for the ten months ended October 31, 2019. The reports are attached as Exhibit D.

TREASURER'S REPORT

Anne Baker circulated the report on Expenses by Liaison attached as Exhibit E.

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included go team, engaged, confusing, thoughtful, thought provoking, listened well.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A



**Aptos Community Youth Program
Policies and Procedures for the Protection of Youth**

(Revised October 31, 2019)

TABLE OF CONTENTS

1.	THE APTOS COMMUNITY YOUTH PROGRAM “LIVING” VISION STATEMENT (2019)	2
2.	CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH	3
2.1.	Purpose.	3
2.2.	Training and Recertification.	4
2.3.	No Abuse or Neglect.	4
2.4.	Familiarity with this Manual.	4
2.5.	Familiarity with the Guidelines for Appropriate Affection.	4
2.6.	Zero Tolerance.	5
2.7.	Definitions.	5
3.	STAFF ROLES AND RESPONSIBILITIES	5
3.1.	Rector, Community Youth Coordinator’s Direct Supervisor.	5
3.2.	Community Youth Coordinator.	6
3.3.	Essential Duties and Responsibilities of Community Youth Coordinator.	6
4.	VOLUNTEER PERSONNEL DEFINITIONS	7
5.	VOLUNTEER SCREENING AND SELECTION	8
5.1.	Provisions that Apply to All Volunteers.	8
5.2.	Initial Screening for Regular Volunteers.	9
5.3.	Initial Screening for Occasional Volunteers.	9
5.4.	Initial Screening for Crossover Personnel.	9
5.5.	Initial Screening for Committee Members.	10
5.6.	Subsequent Screenings.	10
6.	VOLUNTEER EDUCATION AND TRAINING	10
6.1.	Diocese Requirements.	10
6.2.	Community Youth Program Volunteer Education Requirements (adapted to meet Diocese Requirements)	11
7.	MONITORING AND SUPERVISION OF PROGRAMS	11
7.1.	Community Youth Program Activities Approval Process.	11
7.2.	Structural Guidelines and Standards.	12
7.3.	General Conduct for the Protection of Children and Youth.	12
8.	ELECTRONIC COMMUNICATIONS	14
8.1.	A. Electronic Communications between Staff, Volunteers, Youth and Children.	14
8.2.	Permitted Social Media.	15

8.3.	Additional Guidelines:	16
8.4.	Child to Child or Youth to Youth Electronic Communications.	16
9.	RESPONDING TO PROBLEMS	17
9.1.	Reporting Inappropriate Behaviors or Policy Violations with Children or Youth.	17
9.2.	Reporting Suspected Abuse of Children or Youth.	17
9.3.	Responding to Child and Youth Behavior Conduct Violations.	18
10.	GUIDELINES FOR APPROPRIATE AFFECTION AND INTERACTIONS	19
10.1.	Guidelines for Appropriate Affection.	19
10.2.	Guidelines for Appropriate Interactions.	21
10.3.	Bullying Prevention.	21
10.4.	Transportation Restrictions.	22

1. THE APTOS COMMUNITY YOUTH PROGRAM Background Information (2019)

1 During the spring of 2018, The Episcopal Church of St. John the Baptist parishioners Rowland and Pat Rebele made a 2.4 million dollar financial gift to St. John's Episcopal Church to create a Community Youth Program that would serve youth ages 11-18 in Santa Cruz County. The Vestry at The Episcopal Church of St. John the Baptist voted to accept the gift. The Aptos Community Youth Program is a partnership between local youth, area schools, and the Episcopal Church of St. John the Baptist that creates opportunities for all youth, regardless of religious affiliation, to grow, play, learn and become compassionate leaders to help solve some of our community's toughest challenges. The Episcopal Church of St. John the Baptist desires to engage with youth in the community as allies to support them during their junior high and high school years, and redefine what it means to practice youth ministry from the 21st-century church.

2. CODE OF CONDUCT FOR THE PROTECTION OF YOUTH

2.1. Purpose.

Relationships among people are at the foundation of ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships. Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by the Diocese of El Camino Real and the Episcopal Church of St. John the Baptist Aptos Community Youth Program to help the church create safe environments for children and youth and for those who minister to them. All Church Staff and Volunteers are asked to carefully consider each statement in the Aptos Community Youth Program Policies and Procedures for the Protection of Youth before agreeing to adhere to the statements and continue in service to the church.

2.2. Training and Recertification.

Staff and Volunteers agree to do their best to prevent abuse and neglect among youth involved in Aptos Community Youth Program activities and services by attending the required training, recertifying every three years and ensuring that practices and policies are in place and are effectively implemented and monitored in the Diocese.

2.3. No Abuse or Neglect.

Staff and Volunteers agree to not physically, sexually or emotionally abuse or neglect a youth and remain vigilant in their oversight of those who work with youth by modeling and encouraging the right action of others.

2.4. Familiarity with this Manual.

Staff and Volunteers agree to read, understand and comply with the policies for general conduct with youth as defined in the Aptos Community Youth Program Policies and Procedures for the Protection of Youth.

2.5. Familiarity with the Guidelines for Appropriate Affection.

Staff and Volunteers agree to read, understand and comply with the Guidelines for Appropriate Affection with youth. All Staff and Volunteers acknowledge their obligation and responsibility to protect youth and agree to report any observed, known or suspected abuse of youth to appropriate church personnel and/or state and local authorities in accordance with these policies.

2.6. Zero Tolerance.

Staff and Volunteers understand that the Episcopal Church of St. John the Baptist and the Aptos Community Youth Program has zero tolerance for the abuse of youth and agree to comply in spirit and in action with this position.

2.7. Definitions.

2 For purposes of this policy the following definitions apply:

A **youth** is defined as anyone who is at least 11 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older but still in high school.

3. STAFF ROLES AND RESPONSIBILITIES

3.1. Rector, Community Youth Coordinator's Direct Supervisor.

The Rector approves all program activities, meets weekly one-on-one with Community Youth Coordinator, and oversees the work of the Community Youth Coordinator to ensure compliance with California State Law, Episcopal Church of St. John the Baptist Personnel Policies, and Aptos Community Youth Program Policies and Procedures for the Protection of Youth.

3.2. Community Youth Coordinator.

The Community Youth Coordinator is a full time, year-round, non-exempt, employee of the Episcopal Church of St. John the Baptist under the direct supervision of the Rector. This position consists of no more than 40 hours in a week, no more than six days in a week (with five being the norm), and no more than eight hours in a single day. The Community Youth Coordinator oversees and directs all aspects of the Aptos Community Youth Program. This includes youth recruitment, parental engagement, activity development, training and evaluating volunteers, setting policies, collaborating with area schools, churches, businesses and organizations. The Community Youth Coordinator is responsible for organizing and appointing an advisory committee of area youth, parishioners at the Episcopal Church of St. John the Baptist, educators, and community members to assist her or him in coordinating and implementing the program.

3.3. Essential Duties and Responsibilities of Community Youth Coordinator.

3 The duties and responsibility of the Community Youth Coordinator include the following:

Coordinator and Role Model. Coordinate programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide

guidance and role modeling to youth: educate, encourage, develop self-esteem, and provide positive alternatives to unhealthy behavior.

Spokesperson. Be the face of the youth program from the Episcopal Church of St. John the Baptist: develop relationships with schools, faith communities, and community organizations serving youth ages 11-18, and work with them to identify and invite youth to participate in the program.

Policies and Procedures. Work with the Rector and Vestry to develop policies and guidelines for the operation of the youth program, including appropriate means of interaction with students via email, phone, and social media.

Volunteer Recruitment and Training. Recruit, train and direct volunteers and other staff to lead or assist in program activities. Develop an application process and policies for approval of volunteers and outside vendors, including background checks.

Job Descriptions. Work with the Rector and Personnel Committee to develop job descriptions for part-time program staff and volunteers.

Safety. Maintain functioning, safe, positive physical spaces for the youth. Ensure the safety of all participants through adherence to the Safeguarding God's Children program and all diocesan and parish policies regarding adult-youth interactions, as well as appropriate state laws. Ensure all employees and volunteers have received the "Safeguarding Gods Children Training" and other required screening.

Design Program Activities. Design program activities in consultation with area youth and with approval from the Rector.

Budget. Develop an annual budget (with input from the Aptos Community Youth Committee and the parish Treasurer) and submit it to the Vestry in November/December for approval.

Accounting. Monitor program spending and account for all revenues and expenditures.

Scheduling; Assembling Resources. Develop and distribute a schedule of classes and activities and acquire needed equipment materials, transportation and space required to execute them.

Collaboration. Collaborate with youth, parents, community organizations, and the Episcopal Church of St. John the Baptist Community Youth Committee in the implementation of program activities.

Behavior Guidelines. Develop policies for behavior/conduct of youth in the program in consultation with youth and professionals working with youth.

Lead Program Activities. Lead program activities as needed; encourage youth, parents, and others in the community and congregation to take leadership roles whenever possible.

Program Name and Mission Statement. Develop a name and mission statement for the program in a process that is youth-led.

More Collaboration. Encourage parent, community and congregation participation in program development, classes, workshops and events.

Supplies. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions as necessary, controlling expenditures against monthly supply budget.

Monthly Report. Report monthly to the Vestry on the youth program's activities.

Other. Related duties as required.

4. VOLUNTEER PERSONNEL DEFINITIONS

4 For purposes of this policy, the following are included in the definition of Community Youth Program Volunteer personnel when they are functioning in their respective roles for the church:

Volunteer Program Supervisor: a person who has been screened and selected to supervise and manage all Community Youth Program activities, including providing volunteer supervision and enforcement of all Aptos Community Youth Program policies and operations procedures. The Volunteer Program Supervisor can support the Community Youth Coordinator in executing necessary supervision of programs, and also step in for the Community Youth Coordinator in case of absence. This person must take additional Safeguarding God's Children for Ministries modules in addition to Safeguarding for Congregations.

Regular Volunteer: a person, whether paid or unpaid, who works more than four times per year, who supervises and assists with supervising children or youth and leads programs and activities. This includes any person whose living quarters, for more than a month, are on the grounds of the church.

Occasional Volunteer: a person, whether paid or unpaid, who supervise and assist in Community Youth Program activities infrequently, generally no more than 3 times per year or for one program or activity, during a year that lasts less than a month.

Activity Leaders: a person who comes in from another agency to lead an activity for the youth on behalf of the sponsoring agency, this person works under the direct supervision of Community Youth Coordinator and/or Volunteer Program Supervisor.

Special Guest: a person who comes in from the community to lead a special activity, presentation or event no more than 2 times per year. Person must be under the direct supervision of Community Youth Coordinator and/or Volunteer Program Supervisor. Special Guests do not have to undergo any screening as long as they stay under the direct supervision of the Community Youth Coordinator, and/or a Volunteer Program Supervisor at all times while participating in the Aptos Community Youth Program.

5. VOLUNTEER SCREENING AND SELECTION

5.1. Provisions that Apply to All Volunteers.

5 With respect to each Volunteer:

Evaluation. All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth. The Community Youth Coordinator, has authority in the selection of all Aptos Community Youth Program volunteers.

Personnel File. All volunteers who work with youth must have a personnel file that is kept where other church records are kept.

Volunteer Consent. Anyone on whom a background check is done must agree in writing to the check.

Local Reputation. Volunteers eligible to apply for the Aptos Community Youth Program must be known by clergy, church members, or known by other clergy or staff in the Diocese of El Camino Real. Parents and teachers of youth in the local area also eligible to volunteer.

5.2. Initial Screening for Regular Volunteers.

6 Any and all persons who Regularly Work with or Around youth or who provide Program Supervision shall be screened and selected utilizing the system adopted by the Diocese and the Aptos Community Youth Program, which shall include at least the following:

Standard Application. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks and the Code of conduct.

Criminal Records Check. Criminal records check in any state where the applicant has resided during the past seven (7) years, and other states, if any as determined by the church.

Sexual Offender Registry Check. Sexual offender registry check in any state where the applicant has resided during the past seven (7) years.

Interview. Complete an individual interview with the Community Youth Coordinator.

Personal References. Reference check of persons outside the congregation who know the applicant, preferably who know how the applicant works with youth.

Quarterly Training. Regular volunteers and Volunteer Program Supervisors must agree to attend quarterly volunteer conversations and trainings with the Community Youth Coordinator.

5.3. Initial Screening for Occasional Volunteers.

7 Any and all persons who occasionally work with or Around Youth shall be screened and selected utilizing at least the following:

Standard Application. A standard application completed by the applicant that includes an acknowledgment for the release of information to conduct background checks and the Code of Conduct. This will include signature of applicant agreeing to background check as a condition of employment or volunteering.

Interview. Complete an individual interview with the Community Youth Coordinator.

Personal References. At least one Reference Check of a person or persons outside the congregation who knows the applicant, preferably who know how the applicant interacts with children.

5.4. Initial Screening for Crossover Personnel.

8 Any and all persons who lead activities for youth on behalf of partnering agencies or who serve on the Aptos Community Youth Program Committee shall be screened and selected utilizing at least the following:

Interview. Complete an individual interview with the Community Youth Coordinator.

Code of Conduct. Agree to Aptos Community Youth Program Code of Conduct.

Other Background Check. Must show proof of background check completed during the past 3 years from participating or local agency or undergo a background check through the Aptos Community Youth Program.

5.5. Initial Screening for Committee Members.

For Committee Membership, must also complete Aptos Community Youth Program Adult Committee Membership Application.

5.6. Subsequent Screenings.

Criminal records checks and sexual offender registry checks will be conducted every five (5) years for volunteers who regularly work with or around Children or Youth.

6. VOLUNTEER EDUCATION AND TRAINING

6.1. Diocese Requirements.

6.1.1. Child Abuse Prevention Training.

All persons who work with youth including volunteers will attend child abuse prevention training approved by the Ecclesiastical Authority.

6.1.2. Initial Training.

Three (3) hours of child abuse prevention education and training is required for all Church Personnel who regularly work with youth before they start their work with youth. If that is not possible, then the rector, vicar or their assigned delegate may proctor the online training by using the modules in Safeguardingonline.org. However, it is recommended that the individual take the training in community as soon as it is possible to do so at an available Diocesan training session. The Safeguarding God's Children for Congregations is required at minimum for all Aptos Community Youth Program staff and volunteers who occasionally work with or around youth before they start their work with youth. It is recommended that these individuals take the entire training curriculum (Safeguarding for Congregations and Ministries) as soon as a training session is available.

6.1.3. Proof of Certification.

Those who contract their services to the Diocese, its congregations, schools or other agencies who have direct access to children must show proof of certification in training for Safeguarding Children (or its equivalent), or must complete training as required of Diocese of El Camino Real. The Diocesan trainer also keeps a database of the dates of attendance based on sign-in sheets.

6.1.4. Supervisor Training.

Church Personnel who are responsible for screening, selection and supervision of others in programs for youth will receive the necessary training (3 hours) by taking Safeguarding God's Children for Ministries in addition to Safeguarding for Congregations. This module focuses on screening, selection and monitoring. Recertification is required every three years and may be taken online using the modules available through www.safeguardingonline.org.

6.1.5. Parents.

It is advisable to alert parents that training exists and invite them to attend training if desired, and to alert parents of guidelines for Safeguarding Children and Youth.

6.2. Community Youth Program Volunteer Education Requirements (adapted to meet Diocese Requirements)

6.2.1. Safeguarding God's Children Training.

Volunteer Program Supervisors, Regular Volunteers, and Occasional Volunteers must complete the Safeguarding God's Children modules including the accompanying Child Abuse Prevention modules through: www.safeguardingonline.org. This is optional for Activity Leaders and Special Guests however, Activity Leaders from partnering agencies must show training that meets or exceeds Diocese requirements in the area of child abuse prevention. Volunteer Program Supervisors must also complete additional Safeguarding for Congregations.

6.2.2. In Person Training.

In addition to completing all modules, volunteers must attend an in person training where the Rector, Community Youth Coordinator and appropriate community staff will reinforce policies and procedures mentioned in the Safeguarding Gods Children Modules and address all questions and concerns. The online modules must be completed before attending an in person training session.

6.2.3. Program Specific Training.

The in person training will also include training on policies and operations procedures specific to the Aptos Community Youth Program.

6.2.4. Positive Youth Development.

The in person training will also provide specialized training in Positive Youth Development, working with LGBTQIA youth, bullying, and provide other necessary skills to work with children and youth.

7. MONITORING AND SUPERVISION OF PROGRAMS

7.1. Community Youth Program Activities Approval Process.

7.1.1. Weekly Meeting.

The Community Youth Coordinator will be meeting weekly one-on-one with Rector to share about planned activities and receive official approval for all activities. This will also be a

time for Rector to check-in with Community Youth Coordinator to make sure policies and procedures are being followed and to address any issues.

7.1.2. Publicity.

Rector (or canonical equivalent)- approved and congregation sponsored programs for youth and children activities are to be made known and available to church members.

7.1.3. When Rector Approval Required for Participation.

The Community Youth Coordinator and Aptos Community Youth Program volunteers are not permitted to develop new activities for children and youth without approval from the Rector or canonical equivalent.

7.2. Structural Guidelines and Standards.

7.2.1. Continuous Supervision.

Youth must be under care of either Community Youth Coordinator and/or approved Volunteer Program Supervisor at all times.

7.2.2. Adult-to-Participant Ratio.

Every Community Youth Program Activity must have a ratio of 1:10 and more than one adult must be present. This ratio is in accordance with the Episcopal Church Model Policy for Protection of Children and Youth and The American Camp Association guidelines.

7.2.3. Visible Interaction.

Staff and Volunteers should avoid being alone with youth or multiple youth where other adults cannot easily observe them.

7.2.4. Supervision of Youth Who Volunteer.

Community Youth Coordinator and/or a Volunteer Program Supervisor must directly supervise any volunteers under the age of 18 and physically monitor frequently during all activities.

7.2.5. Program List.

An up to date list of Rector (or canonical equivalent)—approved and congregation sponsored programs for youth will be maintained and made available to church members.

7.2.6. Personal Hygiene Procedures.

Each program will develop age-appropriate procedures to ensure the safety of youth using restrooms and showers or baths.

7.2.7. Multiple Supervisors.

At all times, at least two (2) unrelated Staff or volunteers must supervise activities. When both boys and girls are participating anytime where there is dressing or sleeping such as overnights, camping, or ski trip, male and female adults must be present.

7.3. General Conduct for the Protection of Children and Youth.

7.3.1. Guidelines for Appropriate Affection.

All staff and volunteers who work with youth must agree to comply with the Aptos Community Youth Program Guidelines for Appropriate Affection.

7.3.2. Local Reputation.

No person will be allowed to volunteer with youth unless they have been known to clergy and congregation for at least six months or are known by someone in the congregation, a Aptos Community Youth Program committee member, or are a parent of a child in the program, known by someone in the diocese, or are a teacher or staff member at a local school.

7.3.3. No Intoxicants.

Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for youth.

7.3.4. Respect and Impartiality.

Aptos Community Youth Program staff and volunteers will respond to youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. All staff and volunteers will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.

7.3.5. Visible Interaction.

One-to-one counseling with youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.

7.3.6. No Romance.

All staff and volunteers are prohibited from dating or becoming romantically involved with a youth.

7.3.7. No Sexual Contact.

All staff and volunteers are prohibited from having sexual contact with youth.

7.3.8. No Pornography.

All staff and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of youth except as expressly permitted as part of a pre-authorized educational program.

7.3.9. No Inappropriate Internet Use.

All staff and volunteers are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of youth.

7.3.10. No TMI.

All staff and volunteers are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with youth.

7.3.11. Separate Beds.

All staff and volunteers are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable

to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.

7.3.12. Separate Dressing Areas.

All staff and volunteers are prohibited from dressing, undressing, bathing, or showering in the presence of youth.

7.3.13. Program Activities Discipline Policies.

Discipline policies developed by Community Youth Coordinator should never include any form of corporal punishment, harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management, or putting a youth in a location that could cause potential harm. All Community Youth Program discipline policies should be provided to parents.

7.3.14. No Inappropriate Language.

All staff and volunteers are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.

7.3.15. No Hazing.

All staff and volunteers are prohibited from participating in or allowing others to conduct any hazing activities relating to Aptos Community Youth Program activities.

7.3.16. Parents Welcome; No Concealed Activity.

For purposes of monitoring, parents are welcome to drop-in on program activities and all Aptos Community Youth Program activities will remain in full view (no covered windows) and rooms not in use or where activities cannot be seen will remain locked.

8. ELECTRONIC COMMUNICATIONS

8.1. A. Electronic Communications between Staff, Volunteers, and Youth.

8.1.1. Only Text as Necessary.

Because text messages and instant messages are private, intimate and the content of the message not easily traced without a warrant, staff and volunteers should limit the use of text messaging to youth or reply to text messages from youth or children only as necessary to facilitate ministry goals.

8.1.2. Copy Parents.

Copies of text messages should be sent to parents, clergy in charge and youth leadership whenever text messages are sent. If a youth attempts to communicate with an employee or volunteer via text without the proper distribution to ministry authorities, a supervisor or clergy in charge should be notified immediately. Doing so helps to ensure that volunteers or staff are not subjected to false allegations.

8.1.3. Avoid Texting at Night.

Staff and volunteers should ordinarily text message or instant message only during day and evening hours.

8.1.4. Copy a Parent on Email.

All email communications with youth should include parents or guardians.

8.1.5. No Individual Communication on Social Media.

Staff and volunteers are prohibited from communicating with youth using private social networking websites such as Face Book, Twitter, Instagram, Snap Chat, etc. Personal social networking profiles and blogs of staff and volunteers must be private and inaccessible to youth. Staff and volunteers with profiles on social networking sites may not request to be friends with youth or approve friend requests from youth. All communications on these kinds of media should be public pages authorized by the Community Youth Coordinator.

8.1.6. Scope of Restrictions.

Please note that these policies do not include youth to youth communications.

8.2. Permitted Social Media.

8.2.1. Public Social Network Page.

The Community Youth Coordinator may create a public social network page for a specific program with the approval of the Rector. Such sites do not carry any expectation of privacy and diocesan and parish staff may monitor such sites to protect youth involved in such activities. The Community Youth Coordinator may use the public page to communicate instead of through individual profiles. This approach allows those in authority to monitor communications and ensure that staff and volunteers do not have private (and possibly inappropriate) conversations with youth.

8.2.2. Community Youth Coordinator's Personal Social Media Sites.

The Community Youth Coordinator will keep all personal social media sites "private" and ensure proper security safeguards so that youth do not have access to private and personal information. Aptos Community Youth Program volunteers will be highly encouraged to do the same.

8.2.3. No Program Related Individual Communication on Personal Social Media Site.

The Community Youth Coordinator is forbidden from communicating with parents and volunteers through personal social media accounts.

8.2.4. Social Networking Code of Conduct.

Staff and Volunteers are required to sign a Social Networking Code of Conduct which includes guidelines about appropriate and inappropriate communication with youth. At a minimum, the Code of Conduct will include:

1. Prohibit comments that are, or could be construed by an observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating.
2. Prohibit sexually oriented conversations or discussions about sexual activities.
3. Prohibit private messages between staff and volunteers and youth or children.

4. Prohibit posting inappropriate pictures or inappropriate comments on pictures.
5. Provide youth and their parents with a similar Social Networking Code of Conduct.

8.2.5. Parental Consent Exception.

Parents must sign a Consent Form to allow the Rector and Community Youth Coordinator to access to their youth via electronic media.

8.3. Additional Guidelines:

8.3.1. Report Inappropriate Communications.

Any electronic communications between youth, parents, and volunteers, or youth and Community Youth Coordinator should be immediately reported to the Community Youth Coordinator or Rector, in case of the Community Youth Coordinator.

8.3.2. Permitted Response to Inappropriate Communication.

The volunteer or staff member is not to respond to a specific communication except to say that all communication must be placed on the public site and refer to the Aptos Community Youth Program Social Media Code of Conduct.

8.3.3. Reports from Participants.

If a youth reveals abuse or inappropriate interactions with an adult, staff or volunteers, this complaint must be immediately reported to Community Youth Coordinator and/or Rector.

8.3.4. Posting Personally Identifiable Information.

No personally identifiable information on youth or pictures of youth should be posted by adults or youth on social media without parents' written permission.

8.4. Youth to Youth Electronic Communications.

8.4.1. Social Networking Code of Conduct.

Youth participating in the Aptos Community Youth Program must acknowledge Social Networking Code of Conduct to ensure that each child understands the practices and policy of the Aptos Community Youth Program.

8.4.2. Communication of Zero Tolerance Policy.

Youth will be made aware that the Aptos Community Youth Program and the Diocese has "zero tolerance" for bullying, the posting of photographs of an inappropriate nature or any misuse of electronic media.

8.4.3. Penalty for Violation.

Children and youth will be made aware that they will be asked to leave if those responsible for their wellbeing learn that these devices are being used inappropriately.

9. RESPONDING TO PROBLEMS

9.1. Reporting Inappropriate Behaviors or Policy Violations with Children or Youth.

9.1.1. Obligation to Report.

When Community Youth Program Staff and/or Volunteers observe any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection, or that may violate any provision of the Aptos Community Youth Program Protection of Youth Policies and Procedures, they must immediately report their observations to Community Youth Coordinator or a Volunteer Program Supervisor and/or Rector (in case of Community Youth Coordinator violation). Examples of inappropriate behaviors or policy violations would be seeking private time with youth, swearing or making suggestive comments to youth, or selecting or using staff or volunteers without the required screening.

9.1.2. Methods of Reporting.

Such inappropriate behaviors or possible policy violations that relate to interactions with youth should be reported in one of the following ways:

1. A telephone call or meeting with the immediate supervisor or the person, the Community Youth Coordinator in case of a volunteer or the Rector if the person is the Community Youth Coordinator.
2. A telephone call or meeting with the Rector, if the person is not the Rector.
3. A telephone call or meeting with a church warden if the person is the Rector.
4. A telephone call, meeting or fax to the bishop.
5. Submit a Notice of Concern, signed or unsigned, to the bishop.

9.1.3. Reports Will Be Taken Seriously.

All reports of inappropriate behavior or policy violations with youth will be taken seriously.

9.2. Reporting Suspected Abuse of Children or Youth.

9.2.1. All Personnel Must Act as Mandated Reporters.

All Staff and Volunteers are required by this policy to follow California State Law on mandated reporting. Those who are not mandated reporters are required to make sure a report of known or suspected abuse of children or youth is made to the appropriate state authorities. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.

9.2.2. Requirement to Report to Rector.

In addition to reporting to the state authorities, Aptos Community Youth Program staff and volunteers are required to report any suspected or known abuse of children or youth that may have been perpetrated by Aptos Community Youth Program staff or volunteers

directly to the Rector of the Episcopal Church of St. John the Baptist Parish so that immediate and proper steps may be taken to ensure the safety of alleged victims.

9.2.3. Rector and CYC are Mandator Reporters.

On behalf of the Episcopal Church of St. John the Baptist both the Rector and the Community Youth Coordinator are mandated by California State Law as Mandatory Reporters.

9.2.4. Methods of Reporting.

Reports of suspected or known abuse that involve staff and volunteers may be reported to the Diocese of El Camino Real in the following ways:

1. A telephone call, meeting or fax to the Bishop or Ecclesiastical Authority.
2. A telephone call or meeting with the rector, if the rector is not the person being complained about.
3. Submit a Notice of Concern signed or unsigned, to the bishop or Ecclesiastical Authority.

9.2.5. Obligation to Cooperate.

The Diocese of El Camino Real and the Parish of The Episcopal Church of St. John the Baptist will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Diocese of El Camino Real.

9.3. Responding to Child and Youth Behavior Conduct Violations.

9.3.1. Expulsion as a Consequence.

Any youth engaging in violence, illegal activity, or behavior that is deemed unsafe by the Rector, Community Youth Coordinator, or a Volunteer Program Supervisor will not be permitted to participate in Aptos Community Youth Program activities or to remain at program activity sites.

9.3.2. Requirement to Call 911.

The Community Youth Coordinator, Rector and/or volunteers will immediately call 911 or local law enforcement authorities if the conduct of youth threatens the safety of program participants, staff, or volunteers or threatens parish property.

9.3.3. Parental Notification.

In cases involving violence, illegal activity or other safety concerns, the Community Youth Coordinator, a Volunteer Program Supervisor and/or Rector will make all efforts to notify parents and guardians of youth.

9.3.4. Suspension as a Consequence.

In cases of continual behavioral conduct violations, the youth will be suspended from the Aptos Community Youth Program and will not be able to return until a formal, in- person meeting between the Community Youth Coordinator, the youth's parents or guardians,

and the youth ensues. A written notice of suspension will be provided to the child or youth notifying them of suspension from the Aptos Community Youth Program.

9.3.5. Right to Suspend.

The Community Youth Coordinator, a Volunteer Program Supervisor and Rector reserve the right to immediately suspend a child or youth indefinitely for a severe behavioral conduct violation that threatens the safety of program participants and Parish property.

9.3.6. Reference to Sheriff or School.

Any youth suspended from the Aptos Community Youth Program and the Episcopal Church of St. John the Baptist campus who continues to show up on campus or to program activity sites will be referred to local law enforcement or to appropriate school authorities.

10. GUIDELINES FOR APPROPRIATE AFFECTION AND INTERACTIONS

10.1. Guidelines for Appropriate Affection.

10.1.1. Affection is Important.

Love and affection are part of the ministry of the Aptos Community Youth Program. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

10.1.2. Examples of Appropriate Actions.

Some POSITIVE and APPROPRIATE forms of affection are listed below:

1. Hugs initiated first by the child or youth.
2. Handshakes.
3. "High-fives" and hand slapping.
4. Verbal praise.
5. Fist pumps.

10.1.3. Examples of Inappropriate Actions.

The following forms of affection are considered INAPPROPRIATE with youth in the Aptos Community Youth Program because many of them are the behaviors that child molesters use to groom youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

1. Inappropriate or lengthy embraces.
2. Hugs not first initiated by the child or youth.
3. Kisses on the mouth.
4. Holding children over three years old on the lap.
5. Touching bottoms, chests or genital areas.
6. Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.

7. Touching Arms and Shoulders of youth.
8. Occupying a bed with a child or youth.
9. Touching knees, face, shoulders or legs of children or youth.
10. Wrestling with children or youth.
11. Tickling children or youth.
12. Piggyback rides.
13. Individual massage given by a child or youth to an adult.
14. Individual massage given by an adult to a child or youth.
15. Any form of unwanted affection.
16. Inappropriate comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
17. Snapping bras or giving wedgies or similar touch of underwear, whether or not it is covered by other clothing.
18. Giving gifts or money to individual children or youth.
19. Private meals with unrelated individual children or youth, except occasional meals in a public location

10.2. Guidelines for Appropriate Interactions.

10.2.1. No Isolated Conversations.

When one-to-one conversations occur between an adult and a youth, another unrelated adult is either to be present or capable of visually monitoring the conversation.

10.2.2. Forms of Prohibited Discrimination.

No one shall be denied rights, status or access to an equal place in the life, worship, and governance of the Aptos Community Youth Program because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class. The Aptos Community Youth Program is committed to serving all youth therefore seeks to provide special care to LGBTQIA youth and any discrimination, intimidation, or harassment by staff or volunteers will not be tolerated.

10.2.3. Accessibility.

To the extent possible, all spaces and settings for programs, activities, and ministry shall be accessible. The Aptos Community Youth Program seeks to support all youth by providing reasonable alternative arrangements regardless of state law to address safety and comfort.

10.2.4. Gender Identity Privacy Issues.

Transgender, genderqueer, or gender non-binary youth who express the need or desire for increased privacy should be provided with reasonable alternative arrangements.

Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement will be provided in a way that protects the youth's ability to keep their transgender status confidential. A youth will not be required to use a locker room or restroom that conflicts with their gender identity.

10.2.5. Examples of Inappropriate Gender Identity Behavior.

Examples of violations of this policy include:

1. Refusing to use the preferred gender pronoun of a youth
2. Making negative comments about a youth's sexual orientation or gender identity, making negative comments about the LGBTQIA community.
3. Trying to "out" a youth.

10.2.6. Consequences of Violations.

Depending on the severity of the infraction any volunteer who violates this policy will be required to undergo additional LGBTQIA youth sensitivity training with the Community Youth Coordinator or will be no longer allowed to volunteer for the Aptos Community Youth Program.

10.3. Bullying Prevention.

10.3.1. Documentation of Bullying Incidents.

Any bullying incidents that take place on the campus of the Episcopal Church of St. John the Baptist during Aptos Community Youth Program hours will be documented by the Community Youth Coordinator and/or a Volunteer Program Supervisor and kept in a secured location.

10.3.2. Incident Follow-up.

Special care will be provided to the child impacted by the bullying, including subsequent follow-ups to ensure incidents are not happening again and that the child feels safe participating in the Aptos Community Youth Program.

10.4. Transportation Restrictions.

Staff and volunteers are forbidden from transporting youth in their personal vehicles, or providing bus passes, or providing other funds for ride transportation (such as Uber or Taxi) to youth.

10.5. Youth Participant Orientation

Youth participants of the Aptos Community Youth Program shall be oriented to the program through appropriate requirements set forth in the Aptos Community Youth Program Protection of Youth Policies and Procedures, and be informed of all safety guidelines related to specific Aptos Community Youth Program activities. This includes appropriate behavioral conduct while participating in program activities and consequences for not complying. Additionally, youth shall be oriented to appropriate interactions with adults and other youth participants. Orientation should include rules and regulations specific to program activity location sites including Parish

facilities. Orientation should also include what to do if a youth is ever separated from the program, or is made to feel uncomfortable by a staff member, or volunteer, or other youth participants in the program. Youth should be made aware of a no bullying policy of the Aptos Community Youth Program. Program orientation should include a review of the Social Media Code of Conduct, and safe use of all Aptos Community Youth Program equipment and technology.

12.

Aptos Community Youth Committee Charge

1. Purpose The Aptos Community Youth Committee (ACYC) assists the Community Youth Coordinator (CYC) in coordinating and implementing St. John's community youth program (funded by The Rowland and Patricia Rebele Endowment Fund for Youth Ages 11-18).

2. Membership The Committee shall have nine (9) members, as follows: One (1) member of the Vestry A second parishioner at St. John's Four (4) youth between the ages of 11 & 18. Particular effort will be made to include at least one youth member from St. John's when possible. Three (3) additional members who among them, shall cover all of the following roles: o A parent or guardian of a youth between the ages of 11 & 18 o A person in a position of leadership in a local school o An adult from the greater Aptos community who is not a parishioner at St. John's

There will also be up to two youth alternate members who will be available to fill in if one of the four youth members is unable to attend a meeting.

The Vestry member will be appointed by the Vestry; all other members of the committee will be appointed by the Community Youth Coordinator. The Community Youth Coordinator and the Rector shall be ex officio members of the Committee.

The Committee will decide via committee vote who will act in position of committee chair. The chair shall be responsible for presiding at meetings of the committee, preparing the agenda for said meetings, and monitoring the committee membership, ensuring it is in compliance with this Committee Charge. The Community Youth Coordinator will appoint one of the members to serve as treasurer of the committee each year.

With the exception of the ex officio members, adult members shall serve staggered two-year terms. Youth members shall serve one-year terms. All members except for the Vestry representative will serve for an academic school year. New members will be appointed beginning in August of each calendar year. The Vestry member will change in January of each year. Members may be reappointed to a second term, but after serving two consecutive terms a member must rotate off for a period of one year before he or she is eligible to serve on the committee again.

3. Meeting Frequency The Aptos Community Youth Committee shall meet at least once per month. Additional meetings may be called on an as-needed basis by the Community Youth Coordinator, the Rector, or at least four (4) members of the committee.

PROPOSED – for consideration by the vestry 11/12/19

No meeting of the committee shall be valid unless the Community Youth Coordinator or the Rector and two youth are present.

4. Role and Function of the Committee Encourage buy-in and ownership of the program by the parish Encourage other parishioners not on the committee to be involved in the program Be an “ambassador” for the program both in the parish and in the greater Aptos community. (Promote and spread the word about the program to local community members, students and adults to encourage participation.) Assist with recruitment of committee membership, referring potential committee members to the Community Youth Coordinator for screening and interview process Work with the Community Youth Coordinator to ensure the youth program is in compliance with its program policies (as approved by the vestry), with diocesan and denominational canons and policies on ministry with youth and children, and with state law regarding work with children. Collaborate with Community Youth Coordinator and Rector to ensure the youth program stays on track with its mission. Collaborate with the Community Youth Coordinator and the parish Treasurer to develop a budget for the youth program (which will be submitted to the Vestry for approval during the annual parish budgeting process). Monitor spending for the youth program to ensure that it is in line with the approved budget Work with the Endowment Committee to oversee the corpus of the endowment and monitor its performance, and consider additional sources of funding as necessary Provide feedback to the Rector about the Community Youth Coordinator’s work, which the Rector will incorporate into the Community Youth Coordinator’s annual performance review. When the Community Youth Coordinator position is vacant, perform many of the job duties of the Community Youth Coordinator during the interim period, while also serving in an advisory role to the Rector as s/he hires a new employee.

EXHIBIT B

Aptos Community Youth Committee Charge

1. Purpose

The Aptos Community Youth Committee (ACYC) assists the Community Youth Coordinator (CYC) in coordinating and implementing St. John's community youth program (funded by The Rowland and Patricia Rebele Endowment Fund for Youth Ages 11-18).

2. Membership

The Committee shall have nine (9) members, as follows:

- One (1) member of the Vestry
- A second parishioner at St. John's
- Four (4) youth between the ages of 11 & 18. Particular effort will be made to include at least one youth member from St. John's when possible.
- Three (3) additional members who among them, shall cover all of the following roles:
 - A parent or guardian of a youth between the ages of 11 & 18
 - A person in a position of leadership in a local school
 - An adult from the greater Aptos community who is not a parishioner at St. John's

There will also be up to two youth alternate members who will be available to fill in if one of the four youth members is unable to attend a meeting.

The Vestry member will be appointed by the Vestry; all other members of the committee will be appointed by the Community Youth Coordinator. The Community Youth Coordinator and the Rector shall be ex officio members of the Committee.

The Committee will decide via committee vote who will act in position of committee chair. The chair shall be responsible for presiding at meetings of the committee, preparing the agenda for said meetings, and monitoring the committee membership, ensuring it is in compliance with this Committee Charge. The Community Youth Coordinator will appoint one of the members to serve as treasurer of the committee each year.

With the exception of the ex officio members, adult members shall serve staggered two-year terms. Youth members shall serve one-year terms. All members except for the Vestry representative will serve for an academic school year. New members will be appointed beginning in August of each calendar year. The Vestry member will change in January of each year. Members may be reappointed to a second term, but after serving two consecutive terms a member must rotate off for a period of one year before he or she is eligible to serve on the committee again.

3. Meeting Frequency

The Aptos Community Youth Committee shall meet at least once per month. Additional meetings may be called on an as-needed basis by the Community Youth Coordinator, the Rector, or at least four (4) members of the committee.

No meeting of the committee shall be valid unless the Community Youth Coordinator or the Rector and two youth are present.

4. Role and Function of the Committee

- Encourage buy-in and ownership of the program by the parish
- Encourage other parishioners not on the committee to be involved in the program
- Be an “ambassador” for the program both in the parish and in the greater Aptos community. (Promote and spread the word about the program to local community members, students and adults to encourage participation.)
- Assist with recruitment of committee membership, referring potential committee members to the Community Youth Coordinator for screening and interview process
- Work with the Community Youth Coordinator to ensure the youth program is in compliance with its program policies (as approved by the vestry), with diocesan and denominational canons and policies on ministry with youth and children, and with state law regarding work with children.
- Collaborate with Community Youth Coordinator and Rector to ensure the youth program stays on track with its mission.
- Collaborate with the Community Youth Coordinator and the parish Treasurer to develop a budget for the youth program (which will be submitted to the Vestry for approval during the annual parish budgeting process).
- Monitor spending for the youth program to ensure that it is in line with the approved budget
- Work with the Endowment Committee to oversee the corpus of the endowment and monitor its performance, and consider additional sources of funding as necessary
- When the Community Youth Coordinator position is vacant, perform many of the job duties of the Community Youth Coordinator during the interim period, while also serving in an advisory role to the Rector as s/he hires a new employee.

EXHIBIT C: DRAFT 2020 BUDGET SCENARIOS

2019 Oct actual to date		DRAFTstraw#2.0	2019 BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
Use for reference		OPERATING INCOME		2019 Sub categories		
\$2,466	40110	Loose Offerings (Anon. Gifts)	\$4,000		\$3,500	\$3,500
\$270,438	40115	Annual Pledge Drive totals	\$297,327		\$267,594	\$297,327
\$1,268	40121	Prior Year Pledges Realized	\$2,500		\$2,000	\$2,000
\$4,610	40124	Helpful Shop Tithe	\$6,000		\$6,000	\$6,000
\$6,705	40130	Identifiable Offerings	\$17,000		\$10,000	\$10,000
		GIFTS ON HOLY DAYS				
\$1,356	40151	Easter Offering		\$900	\$900	\$900
\$0	40153	Christmas Offering		\$1,000	\$1,000	\$1,000
\$0	40159	Holy Days - Other		\$200	\$200	\$200
	40150	TOTAL FOR HOLY DAYS	\$2,100	\$2,100	\$2,100	\$2,200
\$0	40160	Memorial, Birthday, Anniv	\$1,000	\$1,000	\$1,000	\$250
		FUND RAISERS				
\$61	40183	Amazon Smile		\$150	\$150	\$150
\$0	40184	Christmas Cookie & Craft Sale		\$4,000	\$3,000	\$4,000
\$0	40189	Other Event Income		\$800		
	40180	TOTAL FUND RAISERS	\$4,950	\$3,150	\$4,150	\$5,150
\$5,038	41200	Facilities Use	\$4,600	\$4,000	\$4,000	\$4,600
\$291,942	40100	SUBTOTAL OPERATING INCOME	\$339,477	\$299,344	\$330,077	\$377,126
		INTEREST & DIVIDEND				
\$504	49250	SC County Bank interest only		\$200	\$180	\$250
	49000	TOTAL INTEREST & DIVIDEND	\$200	\$180	\$250	\$400
	40000	TOTAL INCOME	\$339,677	\$299,524	\$330,327	\$377,526
		EXPENSES		2019 budget subcategories		
		CLERGY				
\$290	50110	Clergy Conference		\$290	\$290	\$290
\$2,400	50120	Substitute Clergy		\$2,500	\$2,500	\$2,500
\$0	50121	Substitute Clergy mileage		\$20	\$20	\$50
\$2,690	50100	TOTAL CLERGY	\$2,790	\$2,790	\$2,790	\$2,790

2019 Oct actual to date		DRAFTstraw#2.0	2019 BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
		EDUCATION				
\$382	50220	Adult Education	\$190	\$15	\$117	\$235
\$265	50240	Sunday School	\$270	\$22	\$166	\$334
\$1,000	50250	Youth Group	\$3,000	\$240	\$1,845	\$3,000
\$1,647	50200	TOTAL EDUCATION	\$3,460	\$277	\$2,128	\$3,569
		OUTREACH				
\$0	50310	Outreach	\$4,299	\$344	\$2,644	\$5,317
\$3,000	50320	COPA	\$3,000	\$0	\$3,000	\$3,000
\$50	50325	English as a second language - ESL	\$100	\$8	\$62	\$124
\$404	50330	Sheltering (Homeless) Program AFC Dues	\$3,000	\$240	\$1,845	\$3,000
new	50331	Sheltering (Homeless) Program expenses		\$0	\$400	\$800
\$1,000	50340	CDSP -Theological Education	\$1,000	\$80	\$615	\$1,237
\$38,570	50390	Work of the Diocese Fair Share	\$46,285	\$38,295	\$44,455	\$53,865
\$43,024	50300	TOTAL OUTREACH	\$57,684	\$38,967	\$53,021	\$67,343
		PARISH LIFE				
\$885	50420	Hospitality/Coffee Hour	\$1,420	\$114	\$873	\$1,756
\$0	50430	Newcomers	\$160	\$13	\$98	\$198
\$0	50440	Parish Care	\$32	\$3	\$20	\$40
\$1,654	50490	Vestry Retreat	\$1,000	\$80	\$615	\$1,237
\$2,539	50400	TOTAL PARISH LIFE	\$2,612	\$209	\$1,606	\$3,230
		STEWARDSHIP				
\$176	50610	Stewardship	\$1,705	\$136	\$1,049	\$2,109
\$0	50611	Endowment Legacy Society	\$1	\$1	\$1	\$1
\$176	50600	TOTAL STEWARDSHIP	\$1,706	\$137	\$1,050	\$2,110
		WORSHIP				
-\$1,647	50701	Reimbursable to flowers & music 1/3-2/3				
\$1,430	50705	Worship & Liturgy, assets (was 50760)	\$500	\$40	\$308	\$618
\$892	50710	Altar Supplies, consumable	\$1,400	\$112	\$861	\$1,731
\$605	50720	Altar Flowers	\$500	\$40	\$308	\$618
\$1,436	50730	Organ & Piano Maint.	\$1,440	\$1,440	\$1,600	\$2,056
\$3,550	50740	Independent Contractor Musicians	\$700	\$700	\$700	\$700
\$195	50750	Music Supplies	\$500	\$40	\$308	\$618
\$0	50765	Other Worship Events/Food	\$530	\$0	\$61	\$188
\$6,461	50700	TOTAL WORSHIP	\$4,540	\$2,332	\$3,776	\$5,724

2019 Oct actual to date		DRAFTstraw#2.0	2019 BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
		FACILITIES				
\$7,765	51010	Buildings Maintenance (repairs)	\$8,972	\$718	\$5,518	\$13,096
\$0	51011	Reserve - Major Building Repair	\$3,130	\$2,817	\$3,130	\$3,599
new	51012	Equipment & fixture repair/replacement		\$108	\$1,000	\$2,485
\$765	51013	Fire Protection System Maint	\$650	\$650	\$650	\$650
\$1,600	51014	Bldg. Systems Maintenance (scheduled)	\$2,000	\$2,000	\$2,000	\$2,000
\$8,706	51015	Landscaping & Grounds	\$8,000	\$8,000	\$8,000	\$8,000
\$898	51020	Janitorial Supplies & Svcs.	\$500	\$500	\$500	\$1,000
\$765	51025	Fire Alarm Maintenance Contr	\$1,020	\$1,020	\$1,020	\$1,020
new	51026	Reserve - saving for 5 year fire inspection		\$300	\$300	\$300
\$2,700	51035	Security Services	\$2,000	\$3,600	\$3,600	\$3,600
\$6,765	51041	Utilities - Electricity	\$5,586	\$6,000	\$6,000	\$6,000
\$1,549	51042	Utilities - Natural Gas	\$2,527	\$2,000	\$2,000	\$2,000
\$2,293	51043	Utilities - Building Water	\$2,831	\$2,831	\$2,831	\$2,831
\$4,613	51044	Utilities - Landscape Water	\$4,427	\$4,427	\$4,427	\$4,427
\$1,501	51045	Utilities - Trash and recycling	\$2,600	\$1,800	\$1,800	\$1,800
\$498	51050	Property Assessments	\$1,050	\$1,050	\$1,050	\$1,200
\$3,149	51051	Annex Portable Rent	\$5,200	\$4,000	\$4,000	\$4,000
\$43,568	51000	TOTAL FACILITIES	\$50,493	\$41,820	\$47,825	\$58,008
		INSURANCE GENERAL				
\$5,762	51110	Umbrella Policy & Liab. Ins	\$3,500	\$5,700	\$5,700	\$5,700
\$0	51130	Insurance Other (delete in 2020)	\$300	\$0	\$0	\$0
\$525	51160	Workers Compensation	\$2,500	\$2,500	\$2,500	\$2,500
\$6,287	51100	TOTAL INSURANCE GENERAL	\$6,300	\$8,200	\$8,200	\$8,200
		OFFICE/ADMINISTRATION				
\$593	51212	Marketing & Visibility (was Advertizing)	\$100	\$8	\$550	\$975
\$0	51220	Bank Service Charges	\$90	\$7	\$55	\$60
\$1,149	51225	Payroll Service /Software subscriptions	\$900	\$1,390	\$1,390	\$1,390
\$39	51230	Dues & Subscriptions	\$50	\$1	\$1	\$1
\$178	51239	Copies over contract	\$30	\$2	\$18	\$37
\$1,308	51240	Office Supplies (plus postage)	\$3,320.00	\$266	\$2,042	\$2,800
\$1,836	51242	Computer Software & Supplies	\$1,000	\$80	\$615	\$1,200
\$849	51244	Rector Business Expense	\$702	\$56	\$432	\$935
\$154	51245	Postage	add to 51240	\$64	\$492	\$989
\$0	51250	Printing & Publications	\$220	\$18	\$135	\$272

2019 Oct actual to date		DRAFTstraw#2.0	2019 BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
\$2,286	51260	Telephone	\$2,000	\$2,000	\$2,787	\$3,000
\$700	51265	Internet Services	\$840	\$840	\$1,043	\$1,200
\$0	51266	Internet Host (website)	\$1	\$1	\$1	\$1
\$350	51280	Annual Audit	\$350	\$350	\$350	\$350
\$0	51285	Professional Fees	\$100	\$100	\$100	\$100
\$9,442	51200	TOT. OFFICE/ADMINISTRATION	\$9,703	\$5,183	\$10,011	\$13,311
		OFFICE EQUIPMENT				
\$0	51405	Computer Equipment	\$1,445	\$116	\$889	\$1,787
\$0	51407	Computer & software maintenance	\$225	\$225	\$225	\$225
\$1,222	51410	Office Equip. Maintenance	\$959	\$959	\$959	\$959
\$1,222	51400	TOTAL OFFICE EQUIPMENT	\$2,629	\$2,366	\$2,073	\$2,760
	50000	TOTAL EXPENSES	\$145,237	\$102,281	\$132,480	\$167,045
		SALARIES & COMPENSATION				
		PART TIME SALARIES				
\$9,281	60110	Bookkeepers Salary (Church portion)	\$11,388	\$11,388	\$11,388	\$11,707
\$18,494	60120	Office Manager Salary	\$17,100	\$17,100	\$17,100	\$17,579
\$1,413	60140	Nursery Care	\$2,000	\$1,500	\$2,000	\$2,500
\$27,602	60050	Director of Music Ministries	\$34,375	\$34,375	\$34,375	\$35,338
\$0	60056	Youth Music Camp Leader	\$0	\$0	\$1	\$0
\$0	60060	Youth Coordinator	\$0	\$0	\$0	\$0
\$2,888	60090	Custodian/Janitor	\$4,200	\$4,200	\$4,200	\$5,300
	600xx	Organist				\$6,000
	600XX	Sexon/Verger				\$0
\$59,677	60100	TOTAL PART TIME SALARIES	\$69,063	\$68,563	\$69,064	\$78,423
		RECTOR				
\$7,667	61010	Salary -Rector	\$23,448	\$23,448	\$23,448	\$25,784.54
\$62,500	61020	Housing -Rector	\$60,000	\$60,000	\$60,000	\$60,000
\$14,298	61030	Medical Insurance -Rector	\$16,716	\$16,716	\$16,716	\$16,716
\$122	61032	Life Insurance-Rector	\$300	\$127	\$127	\$127
\$616	61040	Mileage -Rector	\$600	\$1,000	\$1,000	\$1,000
\$13,918	61050	Pension Premium -Rector	\$15,021	\$15,021	\$15,021	\$15,021
\$1,382	61060	Dental/Disability Ins-Rector	\$2,170	\$1,809	\$1,809	\$1,809
\$0	61070	Sabbatical Resv. -Rector	\$3,000	\$3,000	\$3,000	\$3,000
\$470	61075	Education Fund - Rector	\$500	\$500	\$500	\$500

2019 Oct actual to date		DRAFTstraw#2.0	2019	BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
\$100,972	61000	TOTAL RECTOR	\$121,755		\$121,621	\$121,621	\$123,958
\$6,115	65010	Payroll Taxes	\$5,500		\$6,856	\$6,906	\$7,842
\$555	65600	Recruit Employees Expenses	\$290		\$290	\$290	\$290
	60000	TOTAL SALARIES & COMPENSATION	\$196,608		\$197,330	\$197,881	\$210,513
		TOTAL FLEXIBLE EXPENSE & SALARY	\$36,435		\$4,251	\$23,931	\$45,904
		TOTAL EXPENSE, SALARY & COMP.	\$341,845		\$299,612	\$330,362	\$377,558
		TOTAL INCOME	\$339,677		\$299,524	\$330,327	\$377,526
		EXPENSE & SALARY to INCOME DELTA			-\$87	-\$35	-\$32
		% CHANGE OF FLEXIBLE EXPENSES STILL NEEDED			-2.05%	-0.14%	-0.07%
		NOTES:					
	60016	Helpful Shop Reimb Bookkeeper		-2,292.00			
	60010	Bookkeepers Salary (both jobs)		13,680.00			
		ADJUST EXPENCES TO BALANCE BUDGET:			DECREASE BY	DECREASE BY	INCREASE BY
					92.00%	38.50%	38.50%
Green font is spending from		ADJUSTIBLE BUDGET ITEM					
2018		FIXED BUDGET ITEM (BY CONTRACT)					

EXHIBIT D: FINANCIAL STATEMENTS

Episcopal Church of St John the Baptist

BALANCE SHEET
As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10010 Petty Cash	170.00
10100 SCCB Checking 1228	33,763.46
10140 SCCB MMkt 0120	156,199.51
10150 SCCB Youth Program 4698	95,143.00
10160 SCCB RDF 1244	5,144.69
10170 SCCB D of King 1251	1,974.27
10180 Curate Disc 044	100.00
10190 Helpful Shop SCCB 1236	29,809.23
10200 WF Checking 4443	8,645.90
10205 WF Savings 8673	92,802.48
10206 WF CD 4829	1,024,657.77
10310 Square Merchant - Helpful Shop	374.56
Total Bank Accounts	\$1,448,784.87
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
10410 SSGA Rebele Endowment	2,892,043.93
10411 Gain/Loss - SSGA Rebele	-434,675.13
Total 10410 SSGA Rebele Endowment	2,457,368.80
10420 SSGA Endowment 41523	32,469.46
10421 Gain/Loss - SSGA Endowment	2,930.26
Total 10420 SSGA Endowment 41523	35,399.72
10425 Charles Schwab (Curate Fund)	24,021.62
12300 Prepaid Expenses	0.00
12500 Deposit - Helpful Shop	1,200.00
Payroll Corrections	0.00
Payroll Refunds	57.27
Undeposited/Transfer Funds	0.00
Total Other Current Assets	\$2,518,047.41
Total Current Assets	\$3,966,832.28
Fixed Assets	
15000 Land & Property	
15110 APN #038-081-35/Land	979,625.00
15150 Building/Construction	7,618,412.75
15153 Furniture & Fixtures	
15154 Misc Furniture/Fixtures	104,675.04
15156 Stained Glass	60,087.50
Total 15153 Furniture & Fixtures	164,762.54
Total 15000 Land & Property	8,762,800.29

	TOTAL
Total Fixed Assets	\$8,762,800.29
TOTAL ASSETS	\$12,729,632.57
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-81.38
Total Accounts Payable	\$ -81.38
Other Current Liabilities	
California State Board of Equalization Payable	290.55
Direct Deposit Payable	0.00
HS Grants Payable	1,000.00
Payroll Liabilities	
CA PIT / SDI	79.68
CA SUI / ETT	0.00
Federal Taxes (941/944)	-19.12
Fidelity	2,511.60
Medical Ins	293.00
Payroll Tax Prior	114.51
Total Payroll Liabilities	2,979.67
Total Other Current Liabilities	\$4,270.22
Total Current Liabilities	\$4,188.84
Total Liabilities	\$4,188.84
Equity	
33000 Designated Funds	
33001 Designated Accounts	
33006 Fund - RDF Rector's Discretionary	5,484.19
33007 Fund - DoK Daughters of the King	1,974.27
Total 33001 Designated Accounts	7,458.46
33010 Designated Funds - Short Term	
33015 Fund - ESL	923.97
33018 Fund - Altar Guild	3,988.55
33020 Fund - Outreach	2,272.16
33024 Fund - Bldg Maint	1,353.40
33025 Fund - Landscape	100.00
33030 Fund - Music Camp	322.21
33035 Fund - Sunday School	264.16
33036 Fund - Stewardship Training	0.00
33040 Fund - Rev Eliza	1,187.54
33042 Fund - Rector Education	482.00
33044 Fund - ECW	106.36
33046 Fund - Habitat	87.13
33050 Fund - Sudan Scholarship	6,907.20
33053 Fund - Balinese Scholarship	0.00
33054 Fund - Regional Youth Groups	886.17
33060 Mikkelsen Trust Grants	125.00

	TOTAL
33061 Fund - Order of St Luke	230.28
33065 Good Friday Bishops Collection	285.00
33066 United Thank Offering Collection	0.00
Total 33010 Designated Funds - Short Term	19,521.13
33100 Designated - Long Term	
33110 Capital Fund - Altar Guild	2,695.75
33155 Capital Fund - Organ	4,147.57
33165 Reserve - Bequest Maintenance	0.00
33170 Fund - Planned Giving	476.02
33175 Jean Strong Bequest	966,268.85
33180 Endowment - Rebele/Aptos Youth	2,458,844.34
Total 33100 Designated - Long Term	3,432,432.53
Total 33000 Designated Funds	3,459,412.12
33230 Columbarium	
33231 Columbarium Fund	61,942.17
33232 Columbarium Niche	19,600.00
33235 Columbarium Memorial	7,793.82
Total 33230 Columbarium	89,335.99
33240 Fund for Curate (schwab)	24,021.62
34000 Designated Reserves	
34010 Reserve - Rector Sabbatical	7,400.00
34015 Reserve - Rector Medical	3,178.99
34025 Reserve - Rector Search	0.00
34030 Reserve - Bldg Maint	11,273.25
34045 Reserve - Newcomers	1,000.00
34050 Reserve - Musicians	1,800.00
34080 Reserve - Contingencies	7,380.02
Total 34000 Designated Reserves	32,032.26
Opening Balance Equity	8,888,635.97
Retained Earnings	109,008.06
Net Income	122,997.71
Total Equity	\$12,725,443.73
TOTAL LIABILITIES AND EQUITY	\$12,729,632.57

Episcopal Church of St John the Baptist

BUDGET COMPARISON

October 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40100 Operating Income			
40110 Loose Offerings	131.00	333.34	-202.34
40115 Current Operating Pledge	12,896.01	24,539.75	-11,643.74
40121 Prior Year Pledges Realized		208.33	-208.33
40124 Helpful Shop Tithe	1,686.87	500.00	1,186.87
40130 Identifiable Offerings	425.00	1,416.67	-991.67
40150 Holy Days			
40151 Easter Offerings		0.00	0.00
40153 Christmas Offerings		0.00	0.00
40159 Other Holy Days		0.00	0.00
Total 40150 Holy Days		0.00	0.00
40160 Services, Memorial, Baptism, Wedding, Anniv		83.33	-83.33
40180 Fund Raisers			
40183 Amazon Smile		12.50	-12.50
40184 Christmas/Craft Fair		0.00	0.00
40189 Other Event Income		66.67	-66.67
Total 40180 Fund Raisers		79.17	-79.17
41200 Facility Rental Income	920.00	383.33	536.67
49000 Interest & Dividend Income	26.53	16.67	9.86
Total 40100 Operating Income	16,085.41	27,560.59	-11,475.18
Total Income	\$16,085.41	\$27,560.59	\$ -11,475.18
GROSS PROFIT	\$16,085.41	\$27,560.59	\$ -11,475.18
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference		0.00	0.00
50120 Substitute Clergy	300.00	208.33	91.67
Total 50100 Clergy	300.00	208.33	91.67
50200 Education			
50220 Adult Ed	100.00	14.42	85.58
50240 Sunday School	108.64	18.92	89.72
50250 Regional Youth Group		250.00	-250.00
Total 50200 Education	208.64	283.34	-74.70
50300 Outreach			
50310 Outreach Grants & Programs		338.33	-338.33
50320 COPA		0.00	0.00
50325 ESL - English Learners		8.33	-8.33
50330 Sheltering/Homeless AFC Dues	21.42	250.00	-228.58
50340 CDSP Theological Education		0.00	0.00
50390 WOD Fair Share	3,857.00	3,809.58	47.42

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 50300 Outreach	3,878.42	4,406.24	-527.82
50400 Parish Life			
50420 Hospitality / Coffee Hour	123.67	111.75	11.92
50430 Newcomers		12.42	-12.42
50440 Parish Care		1.33	-1.33
50490 Vestry Retreat		83.33	-83.33
Total 50400 Parish Life	123.67	208.83	-85.16
50600 Stewardship	142.00	134.17	7.83
50700 Worship			
50701 Reimbursable to Flowers/Music	-100.00		-100.00
50705 Worship & Liturgy Assets	22.50	41.67	-19.17
50710 Altar Supplies, Consumable	20.00	116.67	-96.67
50720 Altar Flowers	31.57	41.67	-10.10
50730 Organ & Piano Maint		113.33	-113.33
50740 Musicians - Contract	800.00	58.33	741.67
50750 Music Supplies		39.42	-39.42
50765 Other Worship Events & Food		39.17	-39.17
Total 50700 Worship	774.07	450.26	323.81
51000 Facilities			
51010 Buildings Maintenance	918.92	706.17	212.75
51011 Reserve - Major Building Repair		0.00	0.00
51013 Fire Protection Maint		54.17	-54.17
51014 Bldg Systems Maint		166.67	-166.67
51015 Landscape & Grounds	550.00	666.67	-116.67
51020 Janitorial Supply & Svc		41.67	-41.67
51025 Fire Alarm Maint		85.00	-85.00
51035 Security Service	300.00	166.67	133.33
51040 Utilities			
51041 Power - Electric	1,426.32	465.50	960.82
51042 Power - Gas	135.59	210.58	-74.99
51043 Water - Facility	257.49	235.92	21.57
51044 Water - Landscape	622.56	368.92	253.64
51045 Trash & Recycling	151.74	216.67	-64.93
Total 51040 Utilities	2,593.70	1,497.59	1,096.11
51050 Property Assessment		0.00	0.00
51051 Annex Portable Rent		433.33	-433.33
Total 51000 Facilities	4,362.62	3,817.94	544.68
51100 Insurance			
51110 Umbrella Policy	200.00	291.67	-91.67
51110 Insurance Reimb HS	-60.00		-60.00
Total 51110 Umbrella Policy	140.00	291.67	-151.67
51130 Insurance - Other (deleted)		0.00	0.00
51160 Worker's Compensation		208.33	-208.33
Total 51100 Insurance	140.00	500.00	-360.00
51200 Administration			
51210 Marketing & Visibility	141.37	7.83	133.54
51220 Bank Charges & Fees		7.08	-7.08
51225 Payroll Service & Software	115.00	75.00	40.00

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
51230 Dues & Subscriptions		3.67	-3.67
51239 Copies Over Contract		2.50	-2.50
51240 Office Supplies & Postage		198.33	-198.33
51242 Computer Software & Supplies	124.98	78.67	46.31
51244 Rector Business Expenses	137.50	54.58	82.92
51245 Postage		62.00	-62.00
51250 Printing & Publication		17.25	-17.25
51260 Telephone	329.26	166.67	162.59
51265 Internet Service	69.95	70.00	-0.05
51266 Web Hosting		0.00	0.00
51280 Annual Audit	350.00	0.00	350.00
51285 Professional Fees		8.33	-8.33
Total 51200 Administration	1,268.06	751.91	516.15
51400 Office Equipment			
51405 Computer Equipment		113.75	-113.75
51407 Computer Software & Maint		17.75	-17.75
51410 Office Equip Maintenance	75.66	79.92	-4.26
Total 51400 Office Equipment	75.66	211.42	-135.76
Total 50000 Operating Expenses	11,273.14	10,972.44	300.70
60000 Salaries & Compensation			
60100 Part Time Salaries			
60105 HS Manager (to be reimb)	-1,764.00		-1,764.00
60110 Bookkeeper	1,100.00	949.00	151.00
60116 Helpful Shop Reimb Bkp	-573.00		-573.00
Total 60110 Bookkeeper	527.00	949.00	-422.00
60120 Office Manager	1,768.50	1,425.00	343.50
60140 Nursery Caregiver	50.00	166.66	-116.66
60150 Music Director	3,125.00	3,125.00	0.00
60190 Custodian	352.00	333.33	18.67
Total 60100 Part Time Salaries	4,058.50	5,998.99	-1,940.49
61000 Rector			
61010 Rector Salary	1,329.16	1,954.00	-624.84
61020 Rector Housing	6,250.00	5,000.00	1,250.00
61030 Rector Medical Insurance	1,393.00	1,083.50	309.50
61032 Rector Life Insurance	7.40	25.00	-17.60
61040 Rector Mileage		50.00	-50.00
61050 Rector Pension Premium	1,251.75	1,251.75	0.00
61060 Rector Dental/Disability		180.83	-180.83
61070 Sabbatical Reserve		0.00	0.00
61075 Rector Education		41.67	-41.67
Total 61000 Rector	10,231.31	9,586.75	644.56
65010 Payroll Taxes	649.93	458.33	191.60
65600 Recruitment Expenses		24.17	-24.17
Total 60000 Salaries & Compensation	14,939.74	16,068.24	-1,128.50
Total Expenses	\$26,212.88	\$27,040.68	\$ -827.80
NET OPERATING INCOME	\$ -10,127.47	\$519.91	\$ -10,647.38
NET INCOME	\$ -10,127.47	\$519.91	\$ -10,647.38

Episcopal Church of St John the Baptist

2019 BUDGET - TO DATE

January - October, 2019

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
40100 Operating Income			
40110 Loose Offerings	2,465.80	3,333.32	867.52
40115 Current Operating Pledge	270,437.94	245,397.50	-25,040.44
40121 Prior Year Pledges Realized	1,268.00	2,083.34	815.34
40123 Prepaid Pledges	0.00		0.00
40124 Helpful Shop Tithe	4,609.83	5,000.00	390.17
40130 Identifiable Offerings	6,705.00	14,166.66	7,461.66
40150 Holy Days			
40151 Easter Offerings	1,356.38	900.00	-456.38
40153 Christmas Offerings		0.00	0.00
40159 Other Holy Days		200.00	200.00
Total 40150 Holy Days	1,356.38	1,100.00	-256.38
40160 Services, Memorial, Baptism, Wedding, Anniv		833.34	833.34
40180 Fund Raisers			
40183 Amazon Smile	61.34	125.00	63.66
40184 Christmas/Craft Fair		0.00	0.00
40189 Other Event Income		666.66	666.66
Total 40180 Fund Raisers	61.34	791.66	730.32
41200 Facility Rental Income	5,037.50	3,833.34	-1,204.16
49000 Interest & Dividend Income	504.00	166.66	-337.34
Total 40100 Operating Income	292,445.79	276,705.82	-15,739.97
Total Income	\$292,445.79	\$276,705.82	\$ -15,739.97
GROSS PROFIT	\$292,445.79	\$276,705.82	\$ -15,739.97
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference	290.00	290.00	0.00
50120 Substitute Clergy	2,400.00	2,083.34	-316.66
Total 50100 Clergy	2,690.00	2,373.34	-316.66
50200 Education			
50220 Adult Ed	381.78	144.16	-237.62
50240 Sunday School	265.32	189.16	-76.16
50250 Regional Youth Group	1,000.00	2,500.00	1,500.00
Total 50200 Education	1,647.10	2,833.32	1,186.22
50300 Outreach			
50310 Outreach Grants & Programs		3,383.34	3,383.34
50320 COPA	3,000.00	3,000.00	0.00
50325 ESL - English Learners	49.86	83.34	33.48
50330 Sheltering/Homeless AFC Dues	404.11	2,500.00	2,095.89
50340 CDSP Theological Education	1,000.00	945.00	-55.00
50390 WOD Fair Share	38,570.00	38,095.84	-474.16

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Total 50300 Outreach	43,023.97	48,007.52	4,983.55
50400 Parish Life			
50420 Hospitality / Coffee Hour	885.47	1,117.50	232.03
50430 Newcomers		124.16	124.16
50440 Parish Care		13.34	13.34
50490 Vestry Retreat	1,653.55	833.34	-820.21
Total 50400 Parish Life	2,539.02	2,088.34	-450.68
50600 Stewardship	176.00	1,341.66	1,165.66
50700 Worship			
50705 Worship & Liturgy Assets	1,429.78	416.66	-1,013.12
50710 Altar Supplies, Consumable	892.29	1,166.66	274.37
50720 Altar Flowers	604.68	416.66	-188.02
50730 Organ & Piano Maint	1,436.03	1,133.34	-302.69
50740 Musicians - Contract	3,550.00	583.34	-2,966.66
50750 Music Supplies	195.00	394.16	199.16
50765 Other Worship Events & Food		391.66	391.66
Total 50700 Worship	8,107.78	4,502.48	-3,605.30
51000 Facilities			
51010 Buildings Maintenance	7,765.19	7,061.66	-703.53
51011 Reserve - Major Building Repair		3,100.00	3,100.00
51013 Fire Protection Maint	505.51	541.66	36.15
51014 Bldg Systems Maint	1,600.00	1,666.66	66.66
51015 Landscape & Grounds	8,706.44	6,666.66	-2,039.78
51020 Janitorial Supply & Svc	898.31	416.66	-481.65
51025 Fire Alarm Maint	765.00	850.00	85.00
51035 Security Service	2,700.00	1,666.66	-1,033.34
51040 Utilities			
51041 Power - Electric	6,765.17	4,655.00	-2,110.17
51042 Power - Gas	1,549.01	2,105.84	556.83
51043 Water - Facility	2,293.13	2,359.16	66.03
51044 Water - Landscape	4,612.82	3,689.16	-923.66
51045 Trash & Recycling	1,500.55	2,166.66	666.11
Total 51040 Utilities	16,720.68	14,975.82	-1,744.86
51050 Property Assessment	498.19	500.00	1.81
51051 Annex Portable Rent	3,148.85	4,333.34	1,184.49
Total 51000 Facilities	43,308.17	41,779.12	-1,529.05
51100 Insurance			
51110 Umbrella Policy	5,762.12	2,916.66	-2,845.46
51130 Insurance - Other (deleted)		300.00	300.00
51160 Worker's Compensation	524.75	2,083.34	1,558.59
Total 51100 Insurance	6,286.87	5,300.00	-986.87
51200 Administration			
51210 Marketing & Visibility	592.70	78.34	-514.36
51220 Bank Charges & Fees	0.47	70.84	70.37
51225 Payroll Service & Software	1,148.99	750.00	-398.99
51230 Dues & Subscriptions	39.00	36.66	-2.34
51239 Copies Over Contract	178.04	25.00	-153.04
51240 Office Supplies & Postage	1,307.81	1,983.34	675.53

	TOTAL		
	ACTUAL	BUDGET	REMAINING
51242 Computer Software & Supplies	1,836.26	786.66	-1,049.60
51244 Rector Business Expenses	848.76	545.84	-302.92
51245 Postage	154.00	620.00	466.00
51250 Printing & Publication		172.50	172.50
51260 Telephone	2,286.39	1,666.66	-619.73
51265 Internet Service	699.50	700.00	0.50
51266 Web Hosting		1.00	1.00
51280 Annual Audit	350.00	350.00	0.00
51285 Professional Fees		83.34	83.34
Total 51200 Administration	9,441.92	7,870.18	-1,571.74
51400 Office Equipment			
51405 Computer Equipment		1,137.50	1,137.50
51407 Computer Software & Maint		177.50	177.50
51410 Office Equip Maintenance	1,221.76	799.16	-422.60
Total 51400 Office Equipment	1,221.76	2,114.16	892.40
Total 50000 Operating Expenses	118,442.59	118,210.12	-232.47
60000 Salaries & Compensation			
60100 Part Time Salaries			
60110 Bookkeeper	11,000.00	9,490.00	-1,510.00
60116 Helpful Shop Reimb Bkp	-1,719.00		1,719.00
Total 60110 Bookkeeper	9,281.00	9,490.00	209.00
60120 Office Manager	18,493.52	14,250.00	-4,243.52
60140 Nursery Caregiver	1,412.51	1,666.68	254.17
60150 Music Director	27,602.04	31,250.00	3,647.96
60190 Custodian	2,888.00	3,333.34	445.34
Total 60100 Part Time Salaries	59,677.07	59,990.02	312.95
61000 Rector			
61010 Rector Salary	7,666.60	19,540.00	11,873.40
61020 Rector Housing	62,500.00	50,000.00	-12,500.00
61030 Rector Medical Insurance	14,298.40	10,835.00	-3,463.40
61032 Rector Life Insurance	121.55	250.00	128.45
61040 Rector Mileage	616.04	500.00	-116.04
61050 Rector Pension Premium	13,917.90	12,517.50	-1,400.40
61060 Rector Dental/Disability	1,382.04	1,808.34	426.30
61070 Sabbatical Reserve		3,000.00	3,000.00
61075 Rector Education	469.92	416.66	-53.26
Total 61000 Rector	100,972.45	98,867.50	-2,104.95
65010 Payroll Taxes	6,115.26	4,583.34	-1,531.92
65600 Recruitment Expenses	555.00	241.66	-313.34
Total 60000 Salaries & Compensation	167,319.78	163,682.52	-3,637.26
Payroll Expenses			
Taxes	0.00		0.00
Wages	0.00		0.00
Total Payroll Expenses	0.00		0.00
Total Expenses	\$285,762.37	\$281,892.64	\$ -3,869.73
NET OPERATING INCOME	\$6,683.42	\$ -5,186.82	\$ -11,870.24
NET INCOME	\$6,683.42	\$ -5,186.82	\$ -11,870.24

Episcopal Church of St John the Baptist

2019 ANNUAL BUDGET VS YEAR TO DATE

January - December 2019

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
40100 Operating Income			
40110 Loose Offerings	2,573.80	4,000.00	1,426.20
40115 Current Operating Pledge	276,418.94	294,477.00	18,058.06
40121 Prior Year Pledges Realized	1,268.00	2,500.00	1,232.00
40123 Prepaid Pledges	0.00		0.00
40124 Helpful Shop Tithe	4,609.83	6,000.00	1,390.17
40130 Identifiable Offerings	6,765.00	17,000.00	10,235.00
40150 Holy Days			
40151 Easter Offerings	1,356.38	900.00	-456.38
40153 Christmas Offerings		1,000.00	1,000.00
40159 Other Holy Days		200.00	200.00
Total 40150 Holy Days	1,356.38	2,100.00	743.62
40160 Services, Memorial, Baptism, Wedding, Anniv		1,000.00	1,000.00
40180 Fund Raisers			
40183 Amazon Smile	61.34	150.00	88.66
40184 Christmas/Craft Fair		4,000.00	4,000.00
40189 Other Event Income		800.00	800.00
Total 40180 Fund Raisers	61.34	4,950.00	4,888.66
41200 Facility Rental Income	5,037.50	4,600.00	-437.50
49000 Interest & Dividend Income	504.00	200.00	-304.00
Total 40100 Operating Income	298,594.79	336,827.00	38,232.21
Total Income	\$298,594.79	\$336,827.00	\$38,232.21
GROSS PROFIT	\$298,594.79	\$336,827.00	\$38,232.21
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference	290.00	290.00	0.00
50120 Substitute Clergy	2,400.00	2,500.00	100.00
Total 50100 Clergy	2,690.00	2,790.00	100.00
50200 Education			
50220 Adult Ed	381.78	173.00	-208.78
50240 Sunday School	265.32	227.00	-38.32
50250 Regional Youth Group	1,000.00	3,000.00	2,000.00
Total 50200 Education	1,647.10	3,400.00	1,752.90
50300 Outreach			
50310 Outreach Grants & Programs		4,060.00	4,060.00
50320 COPA	3,000.00	3,000.00	0.00
50325 ESL - English Learners	49.86	100.00	50.14
50330 Sheltering/Homeless AFC Dues	3,404.11	3,000.00	-404.11
50340 CDSP Theological Education	1,000.00	945.00	-55.00
50390 WOD Fair Share	38,570.00	45,715.00	7,145.00

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Total 50300 Outreach	46,023.97	56,820.00	10,796.03
50400 Parish Life			
50420 Hospitality / Coffee Hour	885.47	1,341.00	455.53
50430 Newcomers		149.00	149.00
50440 Parish Care		16.00	16.00
50490 Vestry Retreat	1,653.55	1,000.00	-653.55
Total 50400 Parish Life	2,539.02	2,506.00	-33.02
50600 Stewardship	176.00	1,610.00	1,434.00
50700 Worship			
50701 Reimbursable to Flowers/Music	-1,797.00		1,797.00
50705 Worship & Liturgy Assets	1,429.78	500.00	-929.78
50710 Altar Supplies, Consumable	892.29	1,400.00	507.71
50720 Altar Flowers	604.68	500.00	-104.68
50730 Organ & Piano Maint	1,436.03	1,360.00	-76.03
50740 Musicians - Contract	3,550.00	700.00	-2,850.00
50750 Music Supplies	195.00	473.00	278.00
50765 Other Worship Events & Food		470.00	470.00
Total 50700 Worship	6,310.78	5,403.00	-907.78
51000 Facilities			
51010 Buildings Maintenance	7,864.19	8,474.00	609.81
51011 Reserve - Major Building Repair		3,100.00	3,100.00
51013 Fire Protection Maint	505.51	650.00	144.49
51014 Bldg Systems Maint	1,600.00	2,000.00	400.00
51015 Landscape & Grounds	8,706.44	8,000.00	-706.44
51020 Janitorial Supply & Svc	898.31	500.00	-398.31
51025 Fire Alarm Maint	765.00	1,020.00	255.00
51035 Security Service	2,700.00	2,000.00	-700.00
51040 Utilities			
51041 Power - Electric	6,765.17	5,586.00	-1,179.17
51042 Power - Gas	1,549.01	2,527.00	977.99
51043 Water - Facility	2,293.13	2,831.00	537.87
51044 Water - Landscape	4,612.82	4,427.00	-185.82
51045 Trash & Recycling	1,500.55	2,600.00	1,099.45
Total 51040 Utilities	16,720.68	17,971.00	1,250.32
51050 Property Assessment	498.19	1,050.00	551.81
51051 Annex Portable Rent	3,148.85	5,200.00	2,051.15
Total 51000 Facilities	43,407.17	49,965.00	6,557.83
51100 Insurance			
51110 Umbrella Policy	5,762.12	3,500.00	-2,262.12
51160 Worker's Compensation	524.75	2,500.00	1,975.25
Total 51100 Insurance	6,286.87	6,000.00	-286.87
51200 Administration	0.01		-0.01
51210 Marketing & Visibility	674.08	94.00	-580.08
51220 Bank Charges & Fees	0.47	85.00	84.53
51225 Payroll Service & Software	1,148.99	900.00	-248.99
51230 Dues & Subscriptions	39.00	44.00	5.00
51239 Copies Over Contract	178.04	30.00	-148.04
51240 Office Supplies & Postage	1,307.81	2,380.00	1,072.19

	TOTAL		
	ACTUAL	BUDGET	REMAINING
51242 Computer Software & Supplies	1,990.21	944.00	-1,046.21
51244 Rector Business Expenses	848.76	655.00	-193.76
51245 Postage	154.00	744.00	590.00
51250 Printing & Publication		207.00	207.00
51260 Telephone	2,376.62	2,000.00	-376.62
51265 Internet Service	769.45	840.00	70.55
51266 Web Hosting		1.00	1.00
51280 Annual Audit	350.00	350.00	0.00
51285 Professional Fees		100.00	100.00
Total 51200 Administration	9,837.44	9,374.00	-463.44
51400 Office Equipment			
51405 Computer Equipment		1,365.00	1,365.00
51407 Computer Software & Maint		213.00	213.00
51410 Office Equip Maintenance	1,221.76	959.00	-262.76
Total 51400 Office Equipment	1,221.76	2,537.00	1,315.24
Total 50000 Operating Expenses	120,140.11	140,405.00	20,264.89
60000 Salaries & Compensation			
60100 Part Time Salaries			
60110 Bookkeeper	11,000.00	11,388.00	388.00
60116 Helpful Shop Reimb Bkp	-1,719.00		1,719.00
Total 60110 Bookkeeper	9,281.00	11,388.00	2,107.00
60120 Office Manager	18,493.52	17,100.00	-1,393.52
60140 Nursery Caregiver	1,412.51	2,000.00	587.49
60150 Music Director	27,602.04	37,500.00	9,897.96
60190 Custodian	2,888.00	4,000.00	1,112.00
Total 60100 Part Time Salaries	59,677.07	71,988.00	12,310.93
61000 Rector			
61010 Rector Salary	7,666.60	23,448.00	15,781.40
61020 Rector Housing	62,500.00	60,000.00	-2,500.00
61030 Rector Medical Insurance	14,298.40	13,002.00	-1,296.40
61032 Rector Life Insurance	121.55	300.00	178.45
61040 Rector Mileage	616.04	600.00	-16.04
61050 Rector Pension Premium	13,917.90	15,021.00	1,103.10
61060 Rector Dental/Disability	1,382.04	2,170.00	787.96
61070 Sabbatical Reserve		3,000.00	3,000.00
61075 Rector Education	469.92	500.00	30.08
Total 61000 Rector	100,972.45	118,041.00	17,068.55
65010 Payroll Taxes	6,115.26	5,500.00	-615.26
65600 Recruitment Expenses	555.00	290.00	-265.00
Total 60000 Salaries & Compensation	167,319.78	195,819.00	28,499.22
Payroll Expenses			
Taxes	0.00		0.00
Wages	0.00		0.00
Total Payroll Expenses	0.00		0.00
Total Expenses	\$287,459.89	\$336,224.00	\$48,764.11
NET OPERATING INCOME	\$11,134.90	\$603.00	\$ -10,531.90
NET INCOME	\$11,134.90	\$603.00	\$ -10,531.90

Episcopal Church of St John the Baptist

HELPFUL SHOP PROFIT AND LOSS

January - October, 2019

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
Total Expenses	
NET OPERATING INCOME	\$0.00
Other Income	
81000 Helpful Shop Income	
81001 Sales - Helpful Shop	49,184.50
81002 Donations - Helpful Shop	1,368.91
Total 81000 Helpful Shop Income	50,553.41
Total Other Income	\$50,553.41
Other Expenses	
82000 Helpful Shop Expenses	
82100 Operating Expenses - Helpful Shop	
82101 HS Rent	10,348.29
82102 HS Utilities	223.54
82103 HS Phone/Internet	776.13
82105 HS Merchant/Bank Fees	583.11
82106 HS Supplies	981.97
82107 HS Maint/Improvements	1,231.49
82109 HS Resale Goods	47.03
82140 Staff - Manager	6,003.00
82141 Staff - Bookkeeper	1,719.00
82145 Staff/Insurance/WComp	822.62
82150 St John Pledge	4,595.88
82200 Grants - Helpful Shop	0.00
Total 82100 Operating Expenses - Helpful Shop	27,332.06
Total 82000 Helpful Shop Expenses	27,332.06
Total Other Expenses	\$27,332.06
NET OTHER INCOME	\$23,221.35
NET INCOME	\$23,221.35

EXHIBIT E

Expenses by Liaison

		SPENT THIS MONTH	SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMANING TO SPEND IN 2019
		October	Oct-19		
VESTRY MEMBER:					
Rick Becton	SENIOR WARDEN				
50110	Clergy Conference	\$0.00	\$290	\$290	\$0
50120	Substitute Clergy	\$300.00	\$2,400	\$2,500	\$100
50121	Substitute Clergy mileage	\$0.00	\$0	\$20	\$20
TOTAL			\$2,690	\$2,810	
Marlene Bumgarner	FORMATION				
50220	Adult Education	\$100.00	\$382	\$190	-\$192
50240	Sunday School	\$108.64	\$265	\$270	\$4
50250	Youth Group	\$0.00	\$1,000	\$3,000	\$2,000
TOTAL			\$1,647	\$3,459	
Francis Bayaca & Michael Hudson	OUTREACH / SOCIAL JUSTICE				
50310	Outreach	\$0.00	\$500	\$4,299	\$3,799
50320	COPA	\$0.00	\$3,000	\$3,000	\$0
50325	Adult Education - ESL	\$0.00	\$50	\$100	\$50
50330	Sheltering (Homeless) Program	\$21.42	\$404	\$3,000	\$2,596
TOTAL			\$3,954	\$10,399	
Patricia McGowan	PARISH LIFE / HOSPITALITY				
50420	Hospitality/Coffee Hour	\$123.67	\$885	\$1,420	\$535
TOTAL			\$885	\$1,420	
Sally Lewis	PASTORIAL CARE / WELCOMING				
50430	Newcomers	\$0.00	\$0	\$160	\$160
50440	Parish Care	\$0.00	\$0	\$1.7	\$32
TOTAL			\$0	\$192	
Barbara Raney	JUNIOR WARDEN				
50490	Vestry Retreat	\$0.00	\$1,654	\$1,000	-\$654
51210	Advertising was 51212	\$141.37	\$593	\$100	-\$493 T-shirts
51244	Entertainment/Rector Business Expense	\$137.50	\$792	\$702	-\$91
TOTAL			\$3,039	\$1,801	
Karen Greenleaf	STEWARDSHIP				
50610	Stewardship	\$142.00	\$2,731	\$1,705	-\$1,026 Mar + Jul
50611	Endowment Legacy Society	\$0.00	\$0	\$1	\$1
TOTAL			\$2,731	\$1,706	
Anne Baker	WORSHIP				
50701	Reimbursable to: Flowers & Music 1/3-2/3	-\$100.00	-\$1,747		
50705	Worship & Liturgy, Assets	\$22.50	\$1,430	\$500	-\$930
50710	Altar Supplies, Consumable	\$20.00	\$892	\$1,400	\$508
50720	Altar Flowers (50721, 22, 23 & 24)	\$31.57	\$605	\$500	-\$105 ??? 573.11
50730	Organ & Piano Maint.	\$0.00	\$1,436	\$1,440	\$4
50740	Musicians/organist - Special	\$800.00	\$3,550	\$700	-\$2,850
50750	Music Supplies	\$0.00	\$195	\$500	\$305
50765	Other Worship Events/Food	\$0.00	\$0	\$530	\$530
TOTAL			\$6,361	\$5,570	

Expenses by Liaison

	SPENT THIS MONTH	SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMANING TO SPEND IN 2019
Bart Coddington	BUILDINGS			
51010 Buildings Maintenance (repairs)	\$918.92	\$7,765	\$8,972	\$1,207
51013 Fire Protection System Maint (sprinklers)	\$0.00	\$506	\$650	\$144
51014 Bldg. Systems Maintenance (scheduled)	\$0.00	\$1,600	\$2,000	\$400
51020 Janitorial Supplies & Svcs.	\$0.00	\$898	\$500	-\$398
51025 Fire Alarm Maintenance Contr	\$0.00	\$765	\$1,020	\$255
51041 Utilities - Electrical	\$1,426.32	\$6,765	\$5,586	-\$1,179
51042 Utilities - Natural Gas	\$135.59	\$1,549	\$2,527	\$978
51043 Utilities - Building Water	\$257.49	\$2,293	\$2,831	\$538
TOTAL		\$22,141	\$24,086	
Ben Davis	GROUNDS			
51015 Landscaping & Grounds	\$550.00	\$8,706	\$8,000	-\$706
51035 Security Services	\$300.00	\$2,700	\$2,000	-\$700
51044 Utilities - Landscape Water	\$622.56	\$4,613	\$4,427	-\$186
51045 Utilities - Trash and Recycling	\$151.74	\$1,501	\$2,600	\$1,099
TOTAL		\$61,802	\$17,027	
Anne Baker	TREASURER			
50390 Work of the Diocese Fair Share	\$3,857.00	\$38,570	\$46,285	\$7,715
51011 Reserve - Major Building Repair	\$0.00	\$0	\$3,130	\$3,130
51050 Property Assessments	\$0.00	\$498	\$1,050	\$552
51051 Annex Portable Rent	\$0.00	\$3,149	\$5,200	\$2,051
51110 Umbrella Policy & Liab. Ins	\$140.00	\$5,642	\$3,500	-\$2,142
51130 Insurance Other (deleted)	\$0.00	\$0	\$300	\$300
51160 Workers Compensation	\$0.00	\$525	\$2,500	\$1,975
51220 Bank Service Charges	\$0.00	\$0	\$90	\$90
51225 Payroll Service	\$115.00	\$1,149	\$900	-\$249
51280 Annual Audit	\$350.00	\$350	\$350	\$0
50340 CDSP -Theological Education	\$0.00	\$1,000	\$1,000	\$0
TOTAL		\$50,883	\$64,305	
Rick Becton	ADMINISTRATION / OFFICE			
51230 Dues & Subscriptions	\$0.00	\$39	\$50	\$11
51239 Copies over contract	\$0.00	\$178	\$30	-\$148
51240 Office Supplies	\$0.00	\$1,308	\$2,520	\$1,212
51242 Computer Software & Supplies	\$124.98	\$1,836	\$1,000	-\$836
51245 Postage	\$0.00	\$154	\$800	\$646
51250 Printing & Publications	\$75.66	\$1,222	\$220	-\$1,002
51260 Telephone	\$329.26	\$2,286	\$2,000	-\$286
51265 Internet Services	\$69.95	\$700	\$840	\$141
51266 Internet Host (website)	\$0.00	\$0	\$1	\$1
51285 Professional Fees	\$0.00	\$0	\$100	\$100
51405 Computer Equipment	\$0.00	\$0	\$1,445	\$1,445
51407 Computer & software maintenance	\$0.00	\$0	\$225	\$225
51410 Office Equip. Maintenance	\$0.00	\$0	\$959	\$959
TOTAL		\$7,723	\$10,190	
TOTAL EXPENSES	\$11,273.14	\$163,857	\$142,965	