

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

March 10, 2020

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 Office at 125 Canterbury Drive, Aptos, California, at 7:00 p.m. on Tuesday, March 10, 2020, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector		X	Nelson Crandall, Treasurer and Clerk of the Vestry
Annie Henry (2022)		X	
Barbara Raney (2020)	X		
Bart Coddington, Senior Warden (2021)	X		
Benjamin Davis (2021)	X		
Cara Lucchesi (2022)		X	
Chris Rowen (2022)	X		
Francis Bayaca (2021)	X		
Karen Greenleaf (2020)	X		
Michael Hudson (2021)	X		
Nancy Shephard (2022)	X		
Patricia McGowan (2020)		X	
Sally Lewis (2020)	X		

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 7:09 p.m. and led the opening prayer.

¹ Term ends in December in the year indicated.

DISCUSSION OF ONLINE SAFETY TUTORIALS

For a devotional exercise, Mother Tracy led a discussion of the online tutorials each Vestry member is asked to complete:

- Meet Sam
- It Happened to Me
- Abuse Risk Management for Volunteers
- Duty to Report
- Keeping Your Church Safe
- Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Congregations.

The tutorials are found at <https://armatus2.praesidiuminc.com/armatusUser/armatus/portal>.

The Vestry discussed the challenge the Parish has faced in recruiting two volunteers who are willing to miss part of the service to assist Matt and Maritza in children's church. To comply with applicable guidelines, neither of them should be left alone with a child who needs help with personal hygiene. Possible solutions were explored.

The Vestry also discussed a subject not covered by the tutorials. The subject was how a church can continue to serve the spiritual needs of a person who has been credibly accused or convicted of abusive conduct. Although the scenario has not yet arisen for the Parish, it has come up recently at other area churches.

CONSIDERATION OF THE DRAFT FEBRUARY MEETING MINUTES

Some members stated that it was difficult for them to find the draft meeting minutes in the Vestry Dropbox and had not reviewed the draft minutes. The Clerk emailed copies of the draft minutes to the Vestry members directly and consideration of the minutes was deferred to the next meeting.

VESTRY REORGANIZATION UPDATE

Administration Team Structure. Mother Tracy distributed the Vestry Reorganization Update attached as Exhibit A for discussion. As part of this discussion, Mother Tracy reviewed the interplay of the Administration Team, the Executive Committee, and the Finance Committee, the compositions of which are as follows:

Office	Name	Administration Team	Executive Committee	Finance Committee
Rector	Tracy Wells Miller	X	X	X
Sr. Warden	Bart Coddington	X	X	X
Jr. Warden	Benjamin Davis	X	X	
Vestry	Michael Hudson	X		
Vestry	Patricia McGowan	X		
Clerk of the Vestry	Nelson Crandall	(nonvoting)		
Treasurer			(nonvoting)	X

Office	Name	Administration Team	Executive Committee	Finance Committee
Internal Ministries Rep	Karen Greenleaf			X
External Ministries Rep	Annie Henry			X
Aptos Community Youth Committee Rep	Barb Raney			X
Parishioner	Anne Baker			X
Parishioner	John Melvin			X
Bookkeeper	Eileen Begley			(nonvoting)

Mother Tracy noted that historically, the Executive Committee has met at 1 p.m. every Tuesday (other than Vestry meeting days) and the Finance Committee has met at 1 p.m. on Vestry meeting days. So far this year, Michael Hudson has missed all the Tuesday meetings (due to his extended leave) and Patricia McGowan has only been able to attend one Tuesday meeting (due to transportation- and work-related issues).

Moreover, because of the overlap between both the mission and the membership of the Administration Team with the Executive Committee, the Executive Committee time slot has been used to deal with Administration Team business.

Mother Tracy shared that she is considering eliminating the Executive Committee, transferring its duties to the Administration Team, and reassigning Patricia McGowan and Michael Hudson to a Ministry Support Team. The revised structure would appear as follows:

Office	Name	Administration Team	Finance Committee
Rector	Tracy Wells Miller	X	X
Sr. Warden	Bart Coddington	X	X
Jr. Warden	Benjamin Davis	X	
Clerk of the Vestry	Nelson Crandall	(nonvoting)	
Treasurer			X
Internal Ministries Rep	Karen Greenleaf		X
External Ministries Rep	Annie Henry		X
Aptos Community Youth Committee Rep	Barb Raney		X
Parishioner	Anne Baker		X
Parishioner	John Melvin		X
Bookkeeper	Eileen Begley		(nonvoting)

Karen Greenleaf said that she expects her continuing involvement with the Stewardship and Hospitality Committees to preclude her attendance at Finance Committee meetings monthly. Karen said that she might be able to attend Finance Committee meetings once per quarter.

No action was taken.

Administration Team Goals. Mother Tracy distributed the 2020 goals the Administration Team set for itself on March 3, which are as follows:

Create written financial policies for the parish.

Report to vestry on progress by June meeting.

Have the completed policies ready for Vestry approval at the September meeting.

Write job descriptions / committee charges for each of the Vestry teams.

Draft to Vestry at April meeting, for approval at May meeting

Recruit and implement an office volunteer program.

Measure success by increase in number of hours of volunteer time donated to office work.

Offer a Vestry Orientation for new Vestry members in December, after their election. Include:

History of the parish

Recent history of Vestry discussions and things up for decision in the coming year

Encourage attendance by new members at the December vestry meeting.

Coordinate a yearly planning day beginning in 2021.

(Need to define who would come to this – just vestry, vestry and staff, vestry and other key lay leaders, all of the above?)

In discussion, it was noted that on March 9, Bishop Lucinda widely emailed the Diocese urging congregations that have not already done so to develop an Emergency Preparedness and Response Plan so that the congregation can be a helper, rather than helpless and needy, following a disaster. It was observed that any plan to recruit office volunteers should be put on hold until the recently enacted COVID-19 precautions are lifted, and that one of the Administration Team's 2020 goals should be to update the Parish Emergency Preparedness and Response Plan.

Internal Ministries Support Team Report. Chris Rowen reported that the team is working on a set of goals to include:

- letting the Parish know that the Internal Ministries Support Team exists
- connecting parishioners with appropriate Vestry resources
- asking the internal ministries for their 2020 plans and goals
- exploring alternatives to pledging
- creating at least one social event that is more social and less agenda driven.

It was observed that hospitality and coffee hour continue to be challenges and that chairs are needed for the stewardship, adult formation, and newcomer ministries.

On the topic of recruiting volunteers generally, members were asked to approach people with the question "Is this your ministry?" rather than say that a volunteer is needed.

External Ministries Support Team Report. Barb Raney reported that the team is focused on supporting the Helpful Shop, the Aptos Community Youth Program, the English as a Second Language ministry, and the Outreach Committee. The team's goals are to establish an internal reporting structure and meet at least monthly.

REFERRALS TO THE ARCHITECTURE & SPACE USE COMMITTEE

After discussion, and upon motions duly made, seconded, and unanimously carried, the following resolutions were adopted:

RESOLVED, that the Architecture & Space Use Committee is directed to explore and recommend to the Vestry a plan for upgrading the Parish hall sound system to:

- allow congregants with impaired hearing to enjoy all parts of a service
- eliminate feedback and similar noise
- amplify the choir and musicians as appropriate
- provide the ability for a person on sound duty to sit near the equipment so as to respond quickly when changes are needed yet still enjoy the service
- provide reasonable security for the equipment

RESOLVED FURTHER, that the Architecture & Space Use Committee is directed to explore and recommend to the Vestry a plan for obtaining and installing a pump, regulator, or similar equipment at the street water junction or elsewhere to increase water pressure on the campus to normal levels, especially in the rest rooms and kitchen.

APPROVAL OF THE PAROCHIAL REPORT

Mother Tracy distributed the draft Parochial Report attached as Exhibit B. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted.

RESOLVED, that the draft Parochial Report presented to the Vestry at this meeting is approved.

DESIGNATION ABOUT UNDESIGNATED BEQUEST POLICY

Nelson Crandall distributed for discussion a proposal to establish a policy with respect to the portion of any undesignated bequests the Parish receives that are not covered by the resolution the Vestry adopted at the request of the Outreach Committee at the November 12, 2019 Vestry meeting. Nelson made the following points:

- Some parishioners believe that until November 12, 2019, it has been the long-standing policy of the Parish to allocate all undesignated bequests to a building fund. To date, no one has been able to locate written evidence of such a policy.
- The Vestry, on August 12, 2004, adopted a Policy Regarding the Disposition of Bequests that reads in relevant part, "The Vestry may direct the expenditure of all or a portion of such [undesignated] funds through the treasurer of the Parish for any purpose that the Vestry deems proper."

- In light of the foregoing, it is appropriate to adopt a formal policy concerning disposition of undesignated bequests.
- At present, the Parish does not have a capital fund designated as an account in its QuickBooks accounting system. The Parish’s checking account, savings account, and certificates of deposit with Wells Fargo Bank have served as a substitute for a capital fund. The Parish accounts should include a capital fund and the Vestry should establish the permitted uses of the fund.
- The Parish bookkeeper has requested that the fund established by the November 12, 2019 Vestry resolution be given a name that does not include the word “Outreach,” as there is already an Outreach fund. The bookkeeper has indicated that the name Community Project Fund will avoid confusion. The name Community Project Fund reflects the spirit of the November 12 resolution.
- Finance Committee Chair John Melvin has calculated that 10% of the Strong bequest and the Sanders property sale proceeds is \$104,542.
- With the amount of the initial Community Project Fund established, it is appropriate to revise the November 2019 resolution to omit the now-unnecessary reference to the Strong and Sanders bequests and to clarify that there is no intention to use funds from bequests received before 2019 for the Community Project Fund.

In the discussion that followed, there was no consensus as to:

- how many years of useful life a capital asset should be expected to have to qualify for funding out of the capital fund
- whether the capital fund should be available to fund maintenance expenses
- whether the External Ministries Support Team should itself prepare, or delegate to the Outreach Committee, the task of proposing procedures for involving the Parish in deciding how to use the Community Project Fund.

The outline below reflects the consensus that was reached at the end of the discussion, with open points indicated by brackets and highlighted. Vestry members were asked to consider the proposal for discussion and adoption at the April Vestry meeting.

1. **Establishment of Capital Fund and Community Project Fund Accounts.** The Treasurer is authorized to instruct the bookkeeper to create QuickBooks accounts designated as Capital Fund and Community Project Fund.
2. **Initial Community Project Fund.** The initial amount of the Community Project Fund account is \$104,542.
3. **Uses of the Capital Fund.** The permissible uses of the Capital Fund are to:
 - a. complete the construction of the Parish campus (other than a columbarium, which is to be funded separately);
 - b. acquire a rectory or establish an endowment or similar fund for rector housing;
 - c. acquire furniture, fixtures, or equipment with an expected useful life of at least [five] years; and
 - d. [maintain capital assets to the extent maintenance reserves are not sufficient.]

4. **Disposition of Undesignated Bequests.**

- a. **Community Project Fund.** A tithe (10%) of all [future] undesignated bequests to the Parish is designated for outreach ministry to be determined by the congregation as a whole and in which the congregation is involved.* [The External Ministry Support Team / Outreach Committee is charged with preparing, and submitting for Vestry approval, a process for considering proposals and submitting them for congregation approval after Vestry approval.]
- b. **Capital Fund.** After allocations to the Community Project Fund, the remaining portion of any undesignated bequests shall be allocated to the Capital Fund.
- c. **Vestry Discretion.** The Vestry retains the discretion to allocate undesignated bequests other than as provided above after soliciting and considering feedback from the Parish.

DECISION TO PURCHASE NEW WATER SOFTENER

Bart Coddington distributed and discussed the memo attached as Exhibit C. After discussion (particularly about whether the expense is in the nature of a capital expense or maintenance) and upon motion duly made, seconded, and unanimously carried, the following resolutions were adopted.

RESOLVED, that the officers of the Parish are authorized to purchase and have installed a new water softener and filtration system consistent with the terms specified in the memo Bart Coddington circulated to the Vestry at this meeting.

RESOLVED FURTHER, that the cost of the foregoing is deemed to be capital in nature and shall be funded out of the Wells Fargo checking and/or savings account as appropriate in the judgement of chair of the Finance Committee.

REVISED HELPFUL SHOP 2020 BUDGET

It was noted that there was a material error in the budget approved at the December 19, 2019 Vestry meeting. After brief discussion, and upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the line items of the Helpful Shop operating budget for calendar year 2020 indicated below are revised as follows:

QuickBooks	
Account #	
82140	Staff – manager 7,500 15,200
82200	Grants – 2020 28,000 20,300

* This language supersedes the resolution adopted in November 2019.

TREASURER'S REPORT

Mother Tracy circulated copies of a balance sheet as of February 29, 2020 and a comparison of the annual budget prorated evenly over 12 months to the Parish's activity through February 29, 2020. The balance sheet and budget comparison have been posted to the Parish website and to the Vestry Dropbox, along with a statement of activity. Nelson noted that the budget comparison shows that pledges received to date are approximately \$12,000 under budget. Mother Tracy observed that this is likely attributable to timing differences, as some parishioners give quarterly or annually.

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included productive, satisfying, adequate, goodwill, impressive, sweet, busy, transformative.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at 9:38 p.m.

Respectfully submitted,



Nelson Crandall, Clerk of the Vestry

EXHIBIT A

Vestry Reorganization Update

Prepared by Mtr. Tracy for 3/10/20 vestry meeting

Reports. In the old model, each Vestry person was expected to present a written report to the Vestry each month about their liaison area. We haven't fully defined what reporting will look like under this new model. Within the Administration Team, we have come up with the following proposal for who will write reports and with what frequency:

Junior Warden – monthly report on buildings and grounds

Treasurer – monthly report

Rector – quarterly report

Senior Warden - ???

We probably only need one report each month from each of the other teams (internal and external). Does it make sense to designate one person on each team to do the reports, someone who is a detail-oriented report type person? For the people who aren't the detail-oriented report and finance type people, what will their specific roles look like on their teams? We don't want to create a situation where it feels like only a few people on the team are doing all of the work.

What other reports does the Vestry want to receive each month? This month we got a report on the children's ministry, which was nice. Should we ask people who are involved in the various ministries to report to the Vestry on what's going on with them, rather than expecting the Vestry Teams to report on what's going on with every ministry they're overseeing?

Finance Committee. Originally I had proposed that all members of the Administration Team would also serve on the Finance Committee. After further discussion and decisions regarding composition of Vestry Teams, only the Rector, Senior Warden, and Treasurer will serve on the Finance Committee from the Administration Team. There will also be a representative from each of the other teams on the Finance Committee as well. The composition of the Finance Committee will be as follows:

Rector (Tracy Wells Miller)

Bookkeeper (Eileen Begley)

Senior Warden (Bart Coddington)

Treasurer (Nelson Crandall)

Internal Ministry Team Representative (Karen Greenleaf)

External Ministry Team Representative (Annie Henry)

Aptos Community Youth Committee (ADMINISTRATION) Representative (Barbara Raney)

At-Large Members (John Melvin (current chair), Anne Baker)

(over)

Administration Team vs Executive Committee. The previous Executive Committee charge defined that committee as being comprised of the Rector, Wardens, and Treasurer. Previously, the Executive Committee had met weekly, except on Vestry meeting weeks. Originally, the idea was that the Administration Team would include additional Vestry members (not just Exec Committee members) and would meet weekly instead of the Executive Committee meeting separately. After several weeks of meetings, I'm beginning to wonder whether it might make more sense for the Administration Team to be JUST the Executive Committee (but adding the Clerk into the mix, although for right now the Clerk and Treasurer are the same person), and for the other members of the Administration Team to be assigned to one of the other two teams. (Individuals from the Internal Ministry Support Team and External Ministry Support Team could attend Administration Team meetings as necessary to discuss issues with the Administration Team.) (I think I prefer using the term Administration Team instead of Executive Committee, even if the Administration Team winds up being just the exact same composition of what used to be the Executive Committee.)

EXHIBIT B

THE 2019 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
ACCORDING TO CANONS I.6, I.7, AND I.17
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



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

Report Preparation

Page 2 Prepared by (<i>Print or type name</i>) Tracy Wells Miller	Daytime Phone (831) 708-6828	Email Address rector@st-john-aptos.org
Page 3 Prepared by (<i>Print or type name</i>) Eileen Begley	Daytime Phone (831) 708-6825	Email Address bookkeeper@st-john-aptos.org

Certified by the Clerk of the Vestry

Certified by (<i>Print or type name</i>) Nelson Crandall	
Signature	Date 03/10/2020

Certified by Treasurer/Financial Officer

Certified by (<i>Print or type name</i>) Nelson Crandall	
Signature	Date 03/10/2020

Certified by Rector/Vicar/Person in Charge

Certified by (<i>Print or type name</i>) Tracy Wells Miller	Daytime Phone (831) 708-6828	Email Address rector@st-john-aptos.org
Signature	Date 03/10/2020	

Vestry Approval

Indicate date that your 2019 Parochial Report was approved by the Vestry or Bishop's Committee (Canon I.6.1)	Date 03/10/2020
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Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report: Using the 2018 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2018.
 (See your 2018 Parochial Report, Box M18)

Active Baptized Members of the Reporting Congregation Reported Last Year: Members Reported Last Year = M18. 137

Using the Register of Church Membership and Rites:

During the Report Year
Increases in Membership

1. **Increases during year:** All members added to the baptized members section of your congregation's Membership Register during 2019 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.

Total Increases = 1. 10

Decreases in Membership

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

Total Decreases = 2. 12

Active Baptized Members of the Reporting Congregation At Year-End

M19: Add the increases entered in Box 1 to Box M18. Then subtract the decreases entered in Box 2 for the total active membership as of December 31, 2019

Total Active Baptized Members (end of report year) = M19. 135

Communicants in Good Standing of the Reporting Congregation

Adults

Youth

Others Active

Communicants in good standing: All baptized members of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

3. Adult communicants in good standing (age 16 and over) = 123

4. Youth communicants in good standing (under age 16) = 7

5. Total communicants in good standing (3 + 4) = 130

6. Others who are active whose baptisms are not recorded in the Parish Register, or in another Episcopal congregation. Others = 6. 37

Using the Service Register:

Average Sunday Attendance for 2019

7. **Sunday (& Saturday Evening) Attendance:** Divide total attendance by the total number of Sundays when services were held. Average Sunday Attendance = 7. 87

8. Average Principal Worship Service Attendance on a Weekday (in congregations without Sunday or Saturday evening services) = 8. 0

Easter Attendance in 2019

9. Easter Sunday Attendance (9) 225

Sacraments & Services:

Number of Holy Eucharists Celebrated During 2019

10. Total Sunday & Saturday Evening Eucharists (10) 105

11. Total Weekday Eucharists (11) 17

12. Total Private Eucharists (12) 23

Daily Offices and Other Services Held During 2019

13. Daily Offices Held on Sunday (13) 0

14. Daily Offices Held on Weekdays (14) 127

15. Marriages conducted in 2019 (15) 0

16. Burials conducted in 2019 (16) 5

Using the Register of Church Membership and Rites:

Baptisms in 2019

17. Baptisms 16 years and older (17) 0

18. Baptisms under 16 years of age (18) 0

Confirmations in 2019

19. Confirmations 16 years and older (19) 0

20. Confirmations under 16 years of age (20) 2

Received in 2019

21. Received by a bishop (21) 4

Education:

Children and Youth

22. Total Church School Students Enrolled (22) 14

Adult Education

23. Regular Sunday or weekday adult education programs held? Yes No

24. Number of adults engaged in religious education or spiritual formation 81

Languages in which Worship is conducted:

25. English Spanish French Other

26. Other (please list) _____

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2019:			
Number of Pledges	1.	Number of signed pledge cards for 2019 -report year	(1) 81
Total \$ Pledged	2.	Total dollar amount pledges for 2019-report year	(2) \$345,678
Report of Revenues and Expenses for 2019:			
Operating Revenues	3.	Plate offerings, pledge payments & regular support	(3) \$330,798
	4.	Money from investments used for operations in 2019	(4) \$312
	5.	Other operating income, including unrestricted gifts & restricted gifts used for operations, & contributions from congregation's organizations	(5) \$14,568
	6.	Unrestricted bequests used for operations	(6) \$0
	Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A		\$345,678
		7.	Assistance from diocese for operating budget
Total Operating Revenues (A + 7) = B		\$345,678	
Non-Operating Revenues	8.	Funds received for capital projects	(8) \$10,500
	9.	Additions to endowment, & other investment funds	(9) \$160,000
	10.	Contributions & grants for congregation based outreach & mission programs	(10) \$5,050
	11.	Funds for transmittal to other organizations	(11) \$12,031
	Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C		\$187,581
Total All Revenues (B + C) = D		\$533,259	
Operating Expenses	12.	To diocese for assessment, apportionment, or fair share	(12) \$47,461
	13.	Outreach from operating budget	(13) \$10,753
	14.	All other operating expenses	(14) \$289,372
Subtotal Operating Expenses (12 + 13 + 14) = E		\$347,586	
Non-Operating Expenses	15.	Major improvements & capital expenditures	(15) \$50,069
	16.	Expense for congregation's outreach & mission	(16) \$7,087
	17.	Funds contributed to Episcopal seminaries	(17) \$1,000
	18.	Funds transmitted to other organizations	(18) \$38,917
Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F		\$97,073	
Total All Expenses (E + F) = G		\$444,659	
At Year-End:			
As of December 31, 2019	19.	Total cash in all checking & passbook savings accounts	(19) \$412,141
	20.	Total investment at market value (not including cash reported in line 19)	(20) \$3,755,365

Priest(s) Serving this Congregation

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

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

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

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

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

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

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

Deacon(s) Serving this Congregation

Last name of Deacon 1. Anderson	First Name Joan	Middle Name W.
<input checked="" type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon	Year Ordained 2009	+

Last name of Deacon	First Name	Middle Name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon	Year Ordained	+

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

--

Explanation of Unique or Unusual Clergy Situation:

--

Outreach Ministries and Volunteer Activity of this Congregation

Using the checkboxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2019.

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

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

	No	Yes		
		Few volunteers involved	Many volunteers involved	Estimated number of people served
1. Food pantry, soup kitchen, or meal projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Cash, vouchers, or help with rent/utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15
4. Day care, preschool, before- or after-school programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Tutoring or literacy programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
6. Health programs (parish nurse, clinics, health education, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	don't know
8. Job placement, job training, employment counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Building projects (such as Habitat for Humanity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	don't know
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
11. Programs for the elderly and homebound persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Clothes closet, thrift store	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	400
13. Homeless or no-freeze shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10
15. Other, not listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EXHIBIT C

Water Softener

- Thank Karen
- Ben & I met Mark on 2/15 — both liked him and felt good about his comments

Current situation

- Low water pressure — 30 PSI. Too low to operate reverse osmosis filter
- Last connect on water main. May have residential size lines (Floyd).
- Benjamin looking into water pump at street. Issue is sizing pump to not overdraw incoming line.
 - Vestry OK for Benjamin to take this to the Arch Comm? Make motion.
- Current water softener was sized in anticipation of complete buildout of buildings.
- Last 6 months avg. 5,730 gal/mo
- Current vendor, Pure Valley Water in Scotts Valley, was bidding to update the current systems for \$7,200.

Pure Water of Watsonville - Proposed system

- \$4,122
- Sized for our usage, but can handle about 2.5 X current usage.
- Made compelling case for having a two-stage system, softener and carbon filter in separate units.
- System will be in closet next to brine tank. Wheelchair to shed.
- Will solder on new fittings to reduce 1.5" pipe to 1" pipe.
- Adding booster pump under kitchen sink to give enough pressure for the reverse osmosis filter.
- Will sterilize tank under kitchen sink and reuse.
- Proposed under sink system is 100 gpd vs. 50 gpd for current system