

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

March 16, 2021

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 via Zoom conference at 6:30 p.m. on Tuesday, March 13, 2021, 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 |
| Alliee DeArmond (2022 ²) | X | | Dee Roe |
| Andrew Pudan, Junior Warden (2023) | X | | Anne Baker |
| Bart Coddington, Senior Warden (2021) | X | | |
| Benjamin Davis (2021) | X | | |
| Chris Rowen (2022) | X | | |
| Debra Spencer (2023) | X | | |
| Francis Bayaca (2021) | | X | |
| Joanna Phillips (2022 ²) | X | | |
| Kathy Butler (2023) | X | | |
| Michael Hudson (2021) | X | | |
| Nancy Shephard (2022) | X | | |
| Win Fernald (2023) | 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 6:33 p.m. and led the opening prayer. For a devotional exercise, the vestry members did a reflection on the Kaleidoscope respectful communication guidelines, a copy of which is attached as Exhibit A. Win Fernald read the guidelines aloud; each vestry member was then invited to give a word or phrase that stood out for them; Michael Hudson

¹ Term ends in December in the year indicated.

² Eligible for election to complete the balance of the term indicated in December 2021.

then read the guidelines aloud again; then each vestry member was asked to discuss which guidelines they find challenging.

APPROVAL OF THE MINUTES OF THE JANUARY AND FEBRUARY VESTRY MEETINGS

Before the meeting, Clerk of the Vestry Nelson Crandall circulated draft minutes of the January 24 and February 9 vestry meetings. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the minutes of the January 24 and February 9 meetings of the vestry are hereby approved as presented.

APPOINTMENT OF ALLIEE DEARMOND TO THE VESTRY

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

RESOLVED, that Alliee DeArmond is appointed to fill the existing vacancy on the vestry, to serve until the vestry elections at the next annual meeting of the Parish in December 2021.

RESOLVED FURTHER, that Alliee DeArmond is appointed to the Vestry Administration Team.

2021 OPERATING BUDGET

Before the meeting, Treasurer Nelson Crandall circulated a revised draft 2021 operating budget, a copy of which is attached as Exhibit B. After brief discussion, and upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the revised 2021 Parish operating budget is approved as presented.

PAROCHIAL REPORT

Before the meeting, Mother Tracy circulated a draft 2020 parochial report, a copy of which is attached as Exhibit C. Mother Tracy highlighted changes she made to narrative sections of the report in response to feedback she received before the meeting. The report asked whether the vestry is committed to working toward racial justice and reconciliation. After brief discussion of other issues, Mother Tracy asked the members by anonymous Zoom poll to agree or disagree with the statement. By unanimous vote with two abstentions, the vestry agreed that the vestry is committed to working toward racial justice and reconciliation. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the officers of the Parish are authorized to sign and submit the 2020 parochial report in substantially the form presented.

3D VIRTUAL MODELS OF PROPOSED CAMPUS

Parishioner Anne Baker discussed the changes she made to the Architectural Implications of St. John's Mission & Hopes document in response to the special February 23, 2021 vestry meeting. Anne also demonstrated how the architects could prepare a virtual computer model and 3D panorama views of the interior of phases 2 and 3 for a fixed fee of \$7,500. During her presentation, Anne shared the proposed contract prepared by Form4 Architecture, a copy of which is attached as Exhibit D. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that Anne Baker is authorized on behalf of the Parish to engage Form4 Architecture to prepare a virtual computer model and 3D panorama views of the interior of phases 2 and 3 for a fixed fee of \$7,500.

Anne also discussed some work she has done to calculate which of the construction expenses the Parish incurred in completing phase one of the campus are attributable to preparing to build the existing structures and therefore will not need to be duplicated. Anne explained that the calculation required her to research old records and asked whether the information was valuable enough to justify spending more time to increase her confidence in the numbers. Anne received some feedback that the information was valuable, but the consensus of the vestry was that the members would like to review the spreadsheet Anne prepared after the meeting to give her more feedback.

SUPPORT TEAM REPORTS

Debra Spencer reported on the activities of the Internal Ministries Support Team. Chris Rowen reported on the activities of the External Ministries Support Team.

GENESIS II UPDATES

Mother Tracy reported on the progress of assembling a Genesis II team.

RE-ENTRY

Mother Tracy also solicited feedback on a draft re-entry team report she had circulated before the meeting. The consensus of the vestry was that the report reflected the Vestry's understanding.

REPORT OUT

The consensus of the Vestry was that the following items should be reported to the Parish on Realm:

- Appointed Alliee DeArmond to fill a vacancy on the vestry until the parish election in December
- Approved a proposal of the parish architects to prepare a virtual computer model and 3D panorama views of the interior of phases 2 and 3 for a fixed fee of \$7,500
- Approved the attached final 2021 operating budget
- Approved the 2020 parochial report
- Reviewed an updated plan for the eventual resumption of in-person meetings

- Reviewed the progress made toward assembling a team to participate in the Genesis II: Re-Vision and Renew program

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included timely, efficient, blissfully short, satisfying, successful, collegial, interesting, over-time.

ADJOURNMENT

Allie DeArmond led a closing prayer. The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

Respectful Communication Guidelines

“R” stands for taking **“Responsibility** for what you say and feel without blaming others.” This means using **“I”** statements, such as **“I think,” “I feel,” “I notice,” “I wonder,”** or **“I believe.”** There are two reasons for this.

- First, it is important to claim our experience and our ideas, thoughts and feelings.
- Second, **“I”** statements make us less likely to judge or blame others for what we feel.

When someone says something that I disagree with, I don’t just react with, **“you are wrong!”** A more responsible way is to say, **“I have a different perspective on this issue, and this is why.”**

“E” stands for **“use Empathetic listening.”** Listen not just to the words; listen to the whole person. Try to see the world as the person who is speaking sees and feels it. Of course this is an almost-impossible task because no matter how empathetic I am to someone, I am not that person. I did not have the same upbringing and experiences. Therefore, it is okay to ask clarifying questions. It is also okay to give feedback to check if you have understood what the speaker was saying.

“S” stands for **“be Sensitive** to differences in communication styles.” When someone behaves differently from you, don’t simply interpret that behavior using your own assumptions about what is good communication. Remind yourself that this person might be communicating in a very different way and there might be opportunities to learn more about how the other communicates.

“P” stands for **“Ponder** what you think and feel before you speak.” Consider what you are going to say before you say it. When we attend to what is going on within ourselves, we communicate with more authenticity.

The second **“E”** stands for **“Examine** your own assumptions and perceptions.” As you ponder, ask yourself, **“What caused me to think, feel or react that way? Are there personal experiences that I need to explore before I speak?”** Where might these ideas come from for you? This is another way to take responsibility for what we feel. If you are able to notice your own assumptions, you are more able to take responsibility for your own thinking and feeling. State your feelings or experiences without blaming or judging the other person.

“C” stands for **“keep Confidentiality.”** Keeping confidentiality differs from keeping secrets. Secrets are kept to hold power or protect the interests of others. Keeping confidentiality upholds the well-being of the community that is being formed and the community from which we come. Information that does not pass this test does not need to be kept confidential.

“T” stands for **“Trust** ambiguity because we are not here to debate who is right or wrong.” In order to address issues constructively, we must be willing and able to listen to each other’s different experiences and points of view even though at times, the ambiguity might be uncomfortable for some of us. Different people approach tasks in ways that are very different yet are totally appropriate to each group’s culture and customs. By listening empathetically without judgment and debate, we, as a community, may gain a fuller description of the issues we are trying to address. In this way, instead of being divided, we can move forward, working together to find constructive ways to address them.

From *Gracious Leadership Training, Ki Catalyst Guide* ©2014 KALEIDOSCOPE INSTITUTE – 2014 SUMMER INSTITUTE and Eric Law, *Fear Not: Living Grace and Truth in a Frightened World* (St. Louis, MO: Chalice Press, 2019: 133-134)

EXHIBIT B

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

Final 2021 Parish Operating Budget Adopted on March 16, 2021

| QuickBooks Account # | Description | Amount |
|-------------------------|--------------------------------|------------------|
| | Source of funds | |
| | Support | |
| 40115 | Current pledge | 300,912 |
| 40121 | Prior year pledges realized | 880 |
| | Offerings | |
| 40110 | Loose plate | 547 |
| 40130 | Identifiable offerings | 15,000 |
| 40140 | Restricted cash offerings | |
| | Holy days | |
| 40151 | Easter | 0 |
| 40153 | Christmas | 331 |
| 40159 | Other holy days | 166 |
| | Total holy days | \$497 |
| 40160 | Memorials, baptisms, weddings | 470 |
| | Total offerings | \$16,514 |
| | Total support | \$318,306 |
| | Revenue | |
| | Fund raisers | |
| 40183 | Amazon Smile | 110 |
| 40184 | Christmas crafts fair | 1,500 |
| 40189 | Other events | 1,500 |
| | Total fund raisers | \$3,110 |
| 41200 | Facility rental | 0 |
| 49000 | Interest & dividends | 228 |
| 40124 | Helpful Shop tithe | 1,970 |
| 40190 (was 51005) | ACYP 2020 cost offset | 0 |
| | ACYP 2021 admin contribution | 1,000 |
| | Total revenue | \$6,308 |
| | Total source of funds | \$324,614 |
| | Expenses | |
| | Ministry | |
| | Worship | |
| | Substitute clergy | |
| 50120 | Stipend | 1,000 |
| 50121 | Mileage | 0 |
| | Total substitute clergy | \$1,000 |
| 50701 | Restricted donations | 0 |
| 50705 | Worship & liturgy assets | 157 |
| 50710 | Altar supplies, consumable | 649 |
| 50720 | Altar flowers | 0 |
| 50730 | Organ & piano maintenance | 1,960 |
| 50740 | Musicians - contract | 2,800 |
| 50750 | Music supplies | 300 |
| 50765 | Other Worship Events/Food | 0 |
| | Total worship | \$6,866 |
| | Parish Life | |
| 50420 | Hospitality / coffee hour | 0 |
| 50430 | Newcomers | 0 |
| 50440 | Parish care | 0 |
| | Total parish life | \$0 |
| | Stewardship | |
| 50610 | Stewardship | 1,450 |
| 50611 | Endowment Legacy Society | 0 |

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

Final 2021 Parish Operating Budget Adopted on March 16, 2021

| QuickBooks Account # | Description | Amount |
|-------------------------|--|-----------------|
| | Total stewardship | \$1,450 |
| | Education | |
| 50220 | Adult education | 0 |
| 50240 | Sunday school | 300 |
| 50250 | Regional youth group | 3,000 |
| | Total education | \$3,300 |
| | Outreach | |
| 50310 | Outreach grants & programs | 1,500 |
| 50320 | COPA | 3,000 |
| 50325 | ESL - English learners | 50 |
| 50330 | AFC dues | 3,000 |
| 50331 | Sheltering (Homeless) Program expenses | 0 |
| 50340 | CDSP -Theological Education | 0 |
| | Total outreach | \$7,550 |
| | Total ministry | \$19,166 |
| | Campus | |
| 51051 | Office trailer rent | 5,943 |
| | Maintenance | |
| 51010 | General maintenance | 5,000 |
| 51020 | Janitorial supplies and services | 1,090 |
| | Fire prevention | |
| 51013 | Fire protection maintenance | 650 |
| 51014 | Building systems maintenance | 1,600 |
| 51025 | Fire alarm maintenance | 1,020 |
| 51026 | Add to 5 yr fire inspection fund | 300 |
| | Total fire prevention | \$3,570 |
| | Total maintenance | \$9,660 |
| 51011 | Add to the Capital Fund | 3,009 |
| | Equipment & fixtures | |
| 51012 | Non-office equipment | 0 |
| | Office | |
| 51405 | Computer equipment | 230 |
| 51407 | Computer support & IT | 0 |
| 51410 | Office equipment maintenance | 1,640 |
| | Total office | \$1,870 |
| | Total equipment & fixtures | \$1,870 |
| 51015 | Landscape & grounds | 7,270 |
| | Utilities | |
| 51041 | Power - electric | 7,245 |
| 51042 | Power - gas | 1,172 |
| 51043 | Water - facility | 2,918 |
| 51044 | Water - landscape | 5,008 |
| 51045 | Trash & recycling | 1,707 |
| | Total utilities | \$18,050 |
| 51035 | Security services | 0 |
| 51050 | Assessments | 1,296 |
| | Total campus | \$47,098 |
| | Insurance | |
| 51110 | Umbrella policy | 7,909 |
| 51160 | Worker's compensation | 1,500 |
| | Total insurance | \$9,409 |
| 51225 | Fair Share (Work of the Diocese) | 42,875 |
| | Administration | |
| 50490 | Vestry retreat | 0 |
| 51210 | Marketing & visibility | 350 |
| 51220 | Bank charges & fees | 502 |
| 51225 | Payroll service & software | 1,668 |
| 51230 | Dues & Subscriptions | 0 |

Episcopal Church of St. John the Baptist, Aptos, California
Final 2021 Parish Operating Budget Adopted on March 16, 2021

| QuickBooks Account # | Description | Amount |
|-------------------------|---|-------------------|
| 51239 | Copies over contract | 235 |
| 51240 | Office supplies & postage | 553 |
| 51242 | Computer software & supplies | 2,234 |
| 51244 | Rector business expenses | 250 |
| 51246 | Rector mileage | 1,000 |
| 51248 | Rector education | 700 |
| 50110 | Clergy conference | 0 |
| 51250 | Printing & publication | 0 |
| 51260 | Telephone | 2,794 |
| 51265 | Internet service | 1,470 |
| 51266 | Online communication tools (Zoom, Realm) | 436 |
| 51280 | Annual review of accounts | 350 |
| 51285 | Bookkeeping service | 15,710 |
| | Total administration | \$28,252 |
| | Personnel | |
| | Staff compensation | |
| 60110 | Bookkeeper | 0 |
| | Office manager | |
| 60120 | Wages | 20,800 |
| | Dental | 1,296 |
| | Life insurance | 127 |
| | Pension | 1,872 |
| | Total office manager | \$24,095 |
| 60140 | Nursery coordinator | 1,069 |
| 60050 | Director of Music Ministries | 37,500 |
| 60056 | Youth Music Camp Leader | 0 |
| 60060 | Dir. of Children & Fam. Ministries | 10,921 |
| 60090 | Janitor | 2,384 |
| | Total staff compensation | \$75,969 |
| | Rector | |
| 61010 | Salary | 31,700 |
| 61020 | Housing | 60,000 |
| 61030 | Medical insurance | 20,580 |
| 61032 | Life insurance | 214 |
| 61050 | Pension premium | 16,506 |
| 61060 | Dental/disability | 1,896 |
| 61070 | Add to sabbatical reserve | 3,000 |
| | Total Rector | \$133,896 |
| 65010 | Employer taxes | 5,243 |
| 65600 | Recruitment expenses | 0 |
| | Total personnel | \$215,108 |
| | Total expenses | \$361,908 |
| | Surplus (Deficit) | (\$37,294) |
| | Cash reserve from PPP loan | 38,000 |
| | Remaining PPP loan cash (unfunded deficit) | \$706 |

EXHIBIT C

DRAFT PAROCHIAL REPORT

THE 2020 SPECIAL 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, Rector | Daytime Phone 831-708-6828 | Email Address rector@st-john-aptos.org |
| Page 3 Prepared by (<i>Print or type name</i>) Nelson Crandall, Treasurer | Daytime Phone 650-799-6477 | Email Address treasurer@st-john-aptos.org |

Certified by the Clerk of the Vestry

| | |
|--|---------------------------|
| Certified by (<i>Print or type name</i>) Nelson Crandall | |
| Signature | Date 01/01/1900 |

Certified by Treasurer/Financial Officer

| | |
|--|---------------------------|
| Certified by (<i>Print or type name</i>) Nelson Crandall | |
| Signature | Date 01/01/1900 |

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 03/10/2021 | |

Vestry Approval

| | |
|--|---------------------------|
| Indicate date that your 2020 Parochial Report was approved by the Vestry or Bishop's Committee (Canon I.6.1) | Date 01/01/1900 |
|--|---------------------------|

Parochial Report Completion

| | |
|--|--------------------------------|
| How many people participated in completing this parochial report? | 2 |
| Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it): | Rector/Vicar, Treasurer |

Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report: Using the 2019 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2019.
 (See your 2019 Parochial Report, Box M19)

Active Baptized Members of the Reporting Congregation Reported Last Year Members Reported Last Year = M19.

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 2020 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count. Total Increases = 1.

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

Active Baptized Members of the Reporting Congregation At Year-End M20: Add the increases entered in Box 1 to Box M19. Then subtract the decreases entered in Box 2 for the total active membership as of December 31, 2020. Total Active Baptized Members (end of report year) = M20.

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

Using the Service Register:

Average Sunday Attendance for 2020 7. **Sunday (& Saturday Evening) Attendance:** Divide total attendance by the total number of Sundays when services were held. For 2020, calculate Average Sunday Attendance for January 1 through **Average Sunday Attendance = 7.**

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

Easter Attendance in 2020 9. **Easter Sunday Attendance** (9) **n/a**

Sacraments & Services:

| | | In-person | Online |
|---|---|---------------------------------|----------------------------------|
| Number of Holy Eucharists Celebrated During 2020 | 10. Total Sunday & Saturday Evening Eucharists (10) | <input type="text" value="38"/> | <input type="text" value="3"/> |
| | 11. Total Weekday Eucharists (11) | <input type="text" value="5"/> | <input type="text" value="2"/> |
| | 12. Total Private Eucharists (12) | <input type="text" value="6"/> | <input type="text" value="0"/> |
| Daily Offices and Other Services Held During 2020 | 13. Daily Offices Held on Sunday (13) | <input type="text" value="0"/> | <input type="text" value="71"/> |
| | 14. Daily Offices Held on Weekdays (14) | <input type="text" value="29"/> | <input type="text" value="229"/> |
| | 15. Marriages conducted in 2020 (15) | <input type="text" value="1"/> | <input type="text" value="0"/> |
| | 16. Burials conducted in 2020 (16) | <input type="text" value="2"/> | <input type="text" value="0"/> |

Using the Register of Church Membership and Rites:

Baptisms in 2020 17. Baptisms 16 years and older (17)
 18. Baptisms under 16 years of age (18)
 Confirmations in 2020 19. Confirmations 16 years and older (19)
 20. Confirmations under 16 years of age (20)
 Received in 2020 21. Received by a bishop (21)

Education:

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

Congregation City Diocese

- 24c. What was the impact of the pandemic on participation of children and youth in religious education or spiritual formation?
 Select one Significantly less Less About the same Slightly more Significantly more
- 24d. What was the impact of the pandemic on participation of adults in religious education or spiritual formation?
 Select one Significantly less Less About the same Slightly more Significantly more

Languages in which Worship is conducted:

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

2020 worship during the Pandemic:

1. Did you offer online worship prior to the pandemic? Yes No
2. Did you offer online worship during the pandemic? Yes No
- 2a. If you answered yes, was worship
 produced solely by your congregation?
 produced in collaboration with other congregations or the diocese?
- 2b. If you answered no, did you direct the congregation to online worship by other congregations? Yes No
3. What platforms did you use for worship?
 Facebook, Zoom Meeting, YouTube, Vimeo, etc.
4. Was your online worship primarily livestreamed or prerecorded?
 Livestreamed Prerecorded Both
5. If livestreaming services was new to your congregation during the pandemic, do you plan to continue streaming services after restrictions are lifted?
 Yes No N/A
6. Where did you record or stream virtual services?
 Combo
7. Did you return to in-person worship in 2020? Yes No
8. What metrics or analytics are you tracking for online worship?
 None
9. Does most of your congregation have access to broadband internet and devices to view online worship? Yes No

Racial Justice and Reconciliation:

10. Our congregation is actively addressing and working toward racial justice and reconciliation Yes No
11. Working toward racial justice and reconciliation is a priority for our congregation
 Strongly Disagree Disagree Neutral Agree Strongly Agree
- To be answered by the Vestry/Bishop's Committee
 12. The Vestry/Bishop's Committee is committed to working toward racial justice and reconciliation
 Strongly Disagree Disagree Neutral Agree Strongly Agree
- To be answered by the Rector/Vicar
 13. The Rector/Vicar/Clergy are committed to working toward racial justice and reconciliation
 Strongly Disagree Disagree Neutral Agree Strongly Agree

Stewardship and Financial Information of the Reporting Congregation**Giving Information for 2020 :**

| | | | |
|--------------------------|---|-----|-----------|
| Number of Pledges | 1. Number of signed pledge cards for 2020-report year | (1) | 75 |
| Total \$ Pledged | 2. Total dollar amount pledges for 2020-report year | (2) | \$301,660 |

Report of Revenues and Expenses for 2020 :

| | | | |
|---------------------------|---|-----|-----------|
| Operating Revenues | 3. Plate offerings, pledge payments & regular support | (3) | \$295,791 |
| | 4. Money from investments used for operations in 2020 | (4) | \$228 |
| | 5. Other operating income, including unrestricted gifts & restricted gifts used for operations, & contributions from congregation's organizations <small>• Include your Paycheck Protection Program (PPP) loan in line 5 only if it has been converted to a grant. • Enter the amount of your PPP loan on the next page (line 22) whether or not it was converted.</small> | (5) | \$2,089 |
| | 6. Unrestricted bequests used for operations | (6) | \$0 |

Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A \$298,108

| | | | |
|--|---|-----|-----|
| | 7. Assistance from diocese for operating budget | (7) | \$0 |
|--|---|-----|-----|

Total Operating Revenues (A + 7) = B \$298,108

| | | | |
|-------------------------------|---|------|----------|
| Non-Operating Revenues | 8. Funds received for capital projects | (8) | \$34,375 |
| | 9. Additions to endowment, & other investment funds | (9) | \$55,000 |
| | 10. Contributions & grants for congregation based outreach & mission programs | (10) | \$30,083 |
| | 11. Funds for transmittal to other organizations | (11) | \$9,986 |

Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C \$129,444

Total All Revenues (B + C) = D \$427,552

| | | | |
|---------------------------|---|------|-----------|
| Operating Expenses | 12. To diocese for assessment, apportionment, or fair share | (12) | \$42,828 |
| | 13. Outreach from operating budget | (13) | \$3,000 |
| | 14. All other operating expenses | (14) | \$306,489 |

Subtotal Operating Expenses (12 + 13 + 14) = E \$352,317

| | | | |
|-------------------------------|---|------|-----------|
| Non-Operating Expenses | 15. Major improvements & capital expenditures | (15) | \$7,236 |
| | 16. Expense for congregation's outreach & mission | (16) | \$169,206 |
| | 17. Funds contributed to Episcopal seminaries | (17) | \$0 |
| | 18. Funds transmitted to other organizations | (18) | \$19,986 |

Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F \$196,428

Total All Expenses (E + F) = G \$548,745

At Year-End:

| | | | |
|--------------------------------|---|------|-------------|
| As of December 31, 2020 | 19. Total cash in all checking & savings accounts | (19) | \$1,447,511 |
| | 20. Total investment at market value (not including cash reported in line 19) | (20) | \$3,679,913 |

Continuing Stewardship and Financial Information of the Reporting Congregation

Information for 2020:

21. Did your congregation apply for Paycheck Protection Program (CARES Act) loan? Yes No

22. Did your congregation receive a Paycheck Protection Program loan? Yes No

If yes, how much did your congregation receive? 38,000

23. Has the loan been forgiven?
 Yes No In process Have not applied yet

24. Please provide an estimate of additional expenses your congregation incurred due to the pandemic (equipment for broadcasting services, Zoom and other subscriptions, personal protective equipment, sanitizing supplies, additional liturgical expenses, etc.). 624

25. Did you change your approach to stewardship/fundraising in light of the pandemic? Yes No

If yes, please explain:

Normally, we hold an in-person dinner gathering to kick off the fall pledge drive and to celebrate the ingathering later in the fall. This year, we only mailed a pledge packet, but we included more information than usual and created a longer "Narrative of Parish Resources" that also served as a keepsake record of all the things we did as a parish in this unprecedented year. For the first time, we had an online form people could fill out for their pledge card, which actually helped get pledges returned sooner than usual, giving us a good idea of expected income for 2021 by year's end.

26. If you have an endowment or reserve funds, how did usage of those funds in 2020 change compared to 2019?

Increased Decreased Same

27. How significant is the negative impact of the pandemic on your congregation's finances for 2021?

Very significant Somewhat significant Neutral Somewhat insignificant Very insignificant

Comments:

The only negative impact of the pandemic on our congregation's finances came from our parish thrift store being closed for most of the year and the church's operating fund having to absorb some of that loss, but it wasn't a large figure (only several thousand dollars). Our pledge income stayed steady; we did not see a decrease in giving during the pandemic.

Narrative Questions

Clergy, Vestry and Staff are encouraged to participate in answering these questions .

1. What were the primary opportunities, innovations and challenges in conducting worship during the pandemic? What did you learn?

Switching almost immediately in mid-March to online-only worship, having never done any live broadcasting before in any context. The rector learned quickly how to broadcast live on Facebook, then learned how to broadcast a Zoom call to YouTube or Facebook so that multiple people could participate in leading the service online (lectors, intercessors, etc). Not being able to celebrate the Eucharist together for 7+ months was difficult, but we all came to a deeper appreciation of the accessibility of communion with Christ on a spiritual level that is available to us at all times and in all places. We picked up several new parishioners along the way who we still have not yet met in person, one of whom lives in Florida, so our idea of community and our congregation is expanding in new ways.

2. What are the primary opportunities and challenges your church is facing as it plans for the future?

We plan to continue live broadcasting worship even once everyone is able to gather again in person indoors. There is great opportunity in being able to connect with more people through online platforms and giving newcomers or those who are searching for a church the ability to "sample" what we have to offer through browsing online videos before attending. This particular congregation was at a point in its life cycle where we were considering beginning fundraising to finish building our physical facilities right before the pandemic hit. That conversation was put on hold for a while, but as we begin to engage with it again, we have a great opportunity to re-think how buildings may be used now that we've seen that we can function without one for an entire year, and to design a physical space that works for whatever church will look like post-pandemic. I suspect that after the pandemic, although we'll all be glad to be able to worship in person again, we will probably continue to hold many of our meetings online, which will free up our building for use in ways that more directly serve community needs, like housing the homeless.

3. What three things have changed the most in how the church conducts its ministry?

1. Worship in an online format.
2. Instituted a new structure for pastoral phone calls to everyone in the parish every two weeks, by a team of pastoral callers who make the phone calls.
3. Meetings online, using features of Zoom like "raise hand" and polling capabilities to make business meetings like vestry more efficient and orderly.

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 **2020**. If yes, indicate how many volunteers were involved.

For **2020**, please estimate in the space provided approximately how many people were new volunteers this year.

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

And, for **2020**, using the checkboxes below, please indicate whether this is a new ministry for your congregation this year.

| | Ministry of the Congregation | Is this a new ministry in 2020? | Estimated number of volunteers involved | Estimated number of new volunteers | Estimated number of people served |
|---|-------------------------------------|---------------------------------|---|------------------------------------|-----------------------------------|
| | | | <i>(Provide a total figure only. No symbols or text.)</i> | | |
| 1. Food pantry, soup kitchen, or meal projects | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15 | 0 | 20 |
| 2. Sustainable food garden/cooperative (such as "Farm to Tray") | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | 0 |
| 3. Cash, vouchers, or help with rent/utilities | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | 0 | 15 |
| 4. Day care, preschool, before- or after-school programs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4 | 0 | 60 |
| 5. Tutoring or literacy programs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4 | 0 | 10 |
| 6. Health programs (parish nurse, clinics, health education, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | 0 |
| 7. Community organizing, organized social issue advocacy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6 | 0 | 715,000 |
| 8. Job placement, job training, employment counseling | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | 0 |
| 9. Building projects (such as Habitat for Humanity) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 | 0 | 15 |
| 10. Support groups (bereavement, divorce, job loss, 12-step, etc.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | 0 | 40 |
| 11. Programs for the elderly and homebound persons | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | 0 |
| 12. Clothes closet, thrift store | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 26 | 2 | 400 |
| 13. Homeless or no-freeze shelter | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15 | 0 | 20 |
| 14. Overseas sponsorships, microloans, Heifer Project, Haiti relief | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15 | 0 | 5 |
| 15. Other, not listed | <input type="checkbox"/> | <input type="checkbox"/> | 0 | 0 | 0 |

EXHIBIT D

THE PROJECT:

Create a virtual computer model and 3D panorama views of the interior of the church with all three phases incorporated

ASSUMPTIONS & PROJECT INFORMATION:

- The Client will make available drawings of Phases 2 and 3 as designed by the previous design architect, Warren Callister & Associates.
- This proposal is for Architectural Design services only.
- Once authorized to proceed, we anticipate two weeks to complete the Basic Services listed below.
- Reimbursable expenses, such as the cost for printing and travel, are in addition to the fees for professional services. We apply a 10% mark-up to actual costs.

BASIC SERVICES:

1. Gather drawings and design information of the Phase 2 and 3 design as prepared by the previous design architect.
2. Based on the drawings and design information provided by the Client, prepare a computer 3D model of the building and 3D Panorama Views that allow the client to view the interiors of the church.

Deliverables:

- Five (5) 3D Panorama Views of the interior of the church

WORK NOT INCLUDED:

The following services are available if desired, but are not included in the basic services fee. If required, such services can be provided as an Add Service.

1. Schematic Design, Design Development, Construction Documents, Bidding & Permitting, and Construction Administration services for Phase 2 and 3 of the church building.

PROPOSED FEE

Form4 will perform the scope of services described above for a Fixed-Fee of \$7,500.

Thank you for the opportunity to offer this proposal. We are here to answer any questions you may have, or provide any additional information you may require. Our whole team looks forward to joining with you in making your project a success.

If this proposal meets with your approval, it can serve as our authorization to proceed and our agreement for services. Please confirm your consent and agreement to the services and fees described herein by executing and returning this page for our records. If you should have any further questions regarding this or any other matter, please do not hesitate to contact us.

Sincerely,
 Form4 Architecture, Inc.

 Paul Ferro
 Architect, C28809
 CEO

Accepted By: _____

Dated: _____

*Form4 Architecture synthesizes client aspirations and values
 with personal attention and thoughtful design
 for results beyond expectations.*

| | | | | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|-----------|-------------|--|
| | | | \$979,625 | \$979,625 | | | | |
| | | | \$145,878 | \$145,878 | | | | |
| \$1,971,313 | | | \$1,971,313 | \$1,971,313 | | | | Some of the money for Iland was spent on th |
| | \$2,174,059 | \$1,567,432 | \$3,741,491 | | \$3,741,491 | | | We released XL to begin on site work before t |
| | | | \$425,284 | \$425,284 | | | | \$680 XL building cor |
| \$90,237 | \$122,401 | \$46,519 | \$563,043 | \$394,123 | \$168,920 | | | |
| \$170,354 | \$117,492 | \$14,186 | \$309,532 | | \$309,532 | | | |
| \$56,496 | \$11,015 | | \$173,020 | \$173,020 | | | | civil, soils, traffic, survey |
| \$50,520 | \$45,279 | | \$111,506 | | \$111,506 | | | lighting, structural, acoustical, mechanical, et |
| \$171,175 | \$6,688 | | \$220,984 | \$176,787 | \$44,197 | | | 80/20 |
| | \$241,331 | | \$241,331 | \$217,198 | \$24,133 | | | 90/10 |
| \$3,212 | \$191,453 | | \$223,400 | \$223,400 | | | | |
| | \$11,104 | \$87,198 | \$98,302 | | \$98,302 | | | |
| \$45,250 | \$52,666 | \$33,263 | \$180,178 | \$94,249 | \$85,929 | \$291,022 | | Organ, Chairs, Stained glass, etc |
| | | | | | | | | make up some of the delta between \$8, |
| | | | \$8,405,262 | \$3,821,252 | \$4,584,010 | \$291,022 | \$5,959,213 | \$14,655,497 |