St. Andrew’s Episcopal Church
Annual Meeting
January 27, 2019

Agenda, Minutes
and Reports
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## Agenda for Annual Meeting

Minutes from January 28, 2018 Annual Meeting

## Reports

1. Interim Rector’s Report
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6. Budget and Finance
7. Revenue and Expenses as of end of December
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12. Episcopal Church Women
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14. Healing Team
15. Altar Guild
16. Volunteers
17. Columbarium
18. KBI Comedor
19. Crossroads Nogales Mission
20. St. Andrew’s Preschool
21. St. Andrew’s Children’s Clinic
Agenda

1. Opening Prayer
2. Call to Order – Fr. Ted
3. Appointment of Parliamentarian
4. Approval of 2018 Annual Meeting Minutes
5. Annual Reports (Accepted by Title)
6. Elections
   1. Vestry (one opening: Class of 2019)
   2. Junior Warden
   3. Diocesan Convention Delegates
7. Financial Reports – Kate Endersbe
8. Financial Statement of Mission 2019 – Kate Endersbe
9. Appointment of Senior Warden
10. Closing Comments and Adjournment
11. Closing Prayer

Fr. Ernie called the meeting to order at 10:50am followed by an opening prayer.

Parliamentary Procedure: Raymond Bean was appointed parliamentarian, and Jean Ross was appointed clerk of the annual meeting.

Approval of Minutes - Dorothy Sturges moved to approve the minutes of the 2017 Annual Meeting. Motion approved.

Annual Reports - Gerry Forster moved to accept the following written reports filed by title: Rector’s report, Deacon’s report, Senior Warden’s report, Junior Warden’s report, Episcopal Church Women, Daughters of the King, Healing Team, Worship and Music, Altar Guild, Children Youth Ministry, Volunteers, Capital Campaign, Columbarium, Endowment Fund, St. Andrew’s Clinic, Budget and Finance, Treasurer’s Report 2017, Financial Statement of Mission (Budget) for 2018. Motion approved; reports are attached to this document.

Election of Jr. Warden and Vestry - Sally Lockwood presented the following slate for election: Jr. Warden – Miriam Berke
Vestry Class of 2018 - Pam Parkinson, one year term
Vestry Class of 2019 – Dan Barta, two year term
Vestry Class of 2020 – Dorothy Sturges, Lindsey Young and Lou Clapper, three year term

There were no volunteers for one remaining open position on the vestry. Martha Zybko moved to accept the slate as presented. Motion approved.

Election of Delegates and Alternates to Diocesan Convention - Fr. Pat Maitrejean moved to put the following slate in nomination: Raymond Bean, Jo Dean, Jean Moehlman, Dorothy Sturges, and Karen Sykes as delegates; Dan Barta, Elizabeth Campbell and Martha Zybko as alternates. There were no nominations from the floor. Motion approved.
Per convention rules, Fr. Ernie and Den. Rodger are voting members; Junior and Senior Wardens are ex-officio members.
Financial Report – Kate Endersbe
Kate stated the 2017 budget was a challenge this year as revenues were down considerably. The Vestry, Fr. Ernie, Treasurer and staff worked hard to adhere to a tight budget, ending the year in balance by watching expenses closely.

Financial Statement of Mission for 2018 (Budget) – Kate Endersbe
The Vestry voted to approve the 2018 budget as presented by the Budget and Finance committee on December 17, 2018. This is a budget, built on the previous year’s actual expenditures and income based on actual pledges and other income anticipated in 2018. A small amount ($1000) was added this year for office help.

The Finance Committee chair, Pat Robinson presented its 2018 budget to the Vestry on December 17th. All line items were reviewed by the Vestry and approved. There were no questions raised from the floor.

Rector’s Report – Fr. Ernie: Building up the Body of Christ (Ephesians 4:12)
New Ministries:
Jack Ross’ group meets on the 5th Saturday’s of each month to prepare and serve meals for Crossroads Mission.
Dan Barta leads another group of volunteers who prepare breakfast in the church kitchen every Tuesday; another group transports and serves the food on Wednesday morning in Nogales, Sonora. The program is part of the Kino Border Initiative that offers help to immigrants recently deported from the US in need of food and shelter.
Raymond Bean is directing the task of transforming our church into a children’s clinic each month. These volunteers not only set up for clinic but come in the next day to put everything back into the church you see at Sunday worship.
Building up the body of Christ (Ephesians 4:12)
Capital Project Plan: storing and enhancing this old building to better meet the needs of both our outreach partners and parish as the Face of Christ in 2018 – and beyond.
Members of the initial Capital Project Planning Team (CPPT) include Dcn. Rodger Babnew, Raymond Bean, Miriam Berke, Cynthia Bustamante, Elizabeth Campbell, Lance Dean, Chuck Gruneisen, Sally Lockwood, Sigrid Maitrejean, Karin Rodes, Tony Sedgwick and Karen Sykes. The committee met over 16 months to evaluate and prioritize proposed projects, preparing cost estimates and exploring funding options.
The plan was presented to the Vestry on June 4, 2017. At the August Vestry meeting Fr. Ernie recommended we begin our Capital Campaign by adopting the committee’s projects in incremental steps – beginning with energy efficiency upgrades and solar panels. The Vestry approved the Plan (attached) to be completed in phases as monies permits. Phase 1 - Energy Efficiency began in June with the completion of lighting upgrades for the building by Encomm. As part of this first phase, our time line is to have both air conditioning and solar panels up and working in 2018.
Currently the CPPT is acting as an oversight team. Two new groups have been formed to assist the CPPT: Project Design and Development and Fund Development.
Fund Development Team: Elizabeth Campbell, Raymond Bean and Fr. Ernie.
Capital Campaign Roll Out – Elizabeth Campbell
Phase 1 of the Capital Campaign requires $110,000 of funding, to date $60,000 has been either raised or pledged and we urge our parishioners to contribute the additional $50,000 to complete Phase 1. Donations to the Capital Campaign qualify as a nonprofit donation and documentation for the IRS can be provided for your records if needed. Elizabeth emphasized the importance of raising our Phase 1 funds internally, as potential grant funders usually look for strong internal support before they are willing to commit to funding a project. This is especially true when funders are not connected to the church or project. Potential grant funders include: Episcopal Community Services, The Seattle Foundation, Trinity Episcopal Church Wall Street, The White Elephant, Santa Cruz Community Foundation, and others. Elizabeth’s complete report is attached.

**Recognitions**
Fr. Ernie thanked out-going Vestry members Jean Ross, Karen Sykes and Brian Young for their leadership. He also recognized Jack Ross for his work as Stewardship Chair the past two years. Kate Endersbe thanked Ken Briggs, Lou Clapper, Jack and Jean Ross and Karen Sykes for their assistance as counters this year. Fr. Ernie announced that Sally Lockwood would continue as Sr. Warden in 2018.

**Closing Comments**
Sally Lockwood – I want to take this time to especially thank Fr. Ernie for the many hours he devotes to St. Andrew’s, for his leadership and his spiritual guidance. We are blessed to have such a gifted teacher. I also want to thank all the members of our congregation who work together to make St. Andrew’s the amazing place it is.

**Adjournment**
Jean Moehlman moved to adjourn the meeting. Meeting adjourned at 12:00 pm.

Jean Ross, Clerk
Interim Rector and Search Consultant’s Report

I began my relationship with St. Andrew’s on 1 December 2018 as 3/4’s time Interim Rector and full-time Search Consultant.

Thus far my experience has focused on liturgical / Eucharistic and preaching responsibilities, working collaboratively with the Vestry, helping with the creation of Sunday bulletins, and getting settled in as the new guy on the block.

Everyone has been helpful as I adjust to my ministry here. I am especially appreciative for the guidance and support given me by our Senior Warden Sally and Deacon Roger.

As of today (27 January) my focus will be more and more on the search process — working with the Vestry and the Search Committee to do my best in helping each to do the quality of discernment which will ensure the very best choice in our next Rector.

I pray God’s richest blessings for each of you who call St. Andrew’s your spiritual home.

Fr. Ted
(The Reverend Canon William T. Holt III)
Deacon’s Report 2018

I have been the Deacon of the 8am and 10am services, preaching eight times this year here at St. Andrew’s and twice at Casa Blanca Chapel, as well as being invited to multiple Episcopal Churches throughout Arizona, three UCC churches as well as doing multiple Deacon’s Masses in Mexico. I am on the Budget and Finance Committee as well as the Capital Campaign Committee and work with our Junior Warden. I own and operate a Construction and Handyman business. My crew and I completed three major projects here at St. Andrew’s this year.

This year I have led many immersion groups from other states taking tours along our borderlands in Mexico and on this side of the border. In total there have been eighty-seven (87) different tours. I have also met with many television crews from other countries who come to see what is happening here in our part of the world. The following countries have been here and have interviewed me: Italy, France, Mexico, China, Japan, Germany and Great Britain.

In July of this year I was appointed the Convener of Cruzando Fronteras. I am a board member for the following groups, SAI (Southern Arizona Interfaith) and Border Action Network, and I work closely with The Inn Project, Friends of HEPAC and The Sanctuary Coalition.

I am happy to report that the Comedor group here at St. Andrew’s continues to flourish with congregation support and participation. I have many pastoral visits at homes and in hospitals, and have served at many memorial services. I have also been the homilist at two memorial services. We have continued to involve our children in our Sunday services, having them participate on the fifth Sundays.

I continue the scheduling of Sub-deacons and Chalice bearers as well as Lay readers, it has been a great pleasure and privilege to serve with all of you and to have so many participate. We are always looking for others to serve with us on Sunday mornings, and if you are interested, please talk to me.

We are blessed to have Dorothy Sturges and Karol Koon set the rota and music for our Casa Blanca Chapel twice monthly.

There has been much going on here at our border that I am involved with through St. Andrew’s and our Diocese. I was asked to keep this report short. There is much still going on, so I will finish with this.

The following is a list of all involved in our Services in 2017:

- Lou Clapper, Richard DeLong, Todd Brown, Roxanne Brown, Sally Lockwood, Pam Parkinson, Dorothy Sturges, Jo Dean, Karol Koon, David Moehlman, Jean Moehlman, Martha Zybko, Steve Putnam, Claire Danielson, Albert Wascher, Elizabeth Campbell, Brian Young, Dan Barta, Kate Endersbe, Anne Jehle, Marilyn Hedges, Ashley Verdugo, Gabriela Ayala, Miriam Berke, Jack Ross, Cindy Martin, Dora and Larry Bender and of course our children.

Thank you all, for your service and dedication.

Respectfully submitted,

Rev. Rodger A. Babnew, Jr., Deacon
Senior Warden’s Report

From the Senior Warden’s Point of View (non-ecclesiastical)

January 2018 (a year ago+) We were in the midst of a Capital Campaign headed by Fr. Ernie and Elizabeth that reached the first phase goal of $120,000 for the air conditioning and solar by early spring. We started the process of getting the permits; the air conditioning was installed in May, which made being in the church and the preschool more comfortable during the summer. BUT the installation of the solar panels, which were to have reduced the cost of air conditioning during the summer, met with many delays (see Miriam who is in charge of the project) and finally have been installed in January, 2019.

February 13: We had an amazing Mardi Gras celebration dubbed Chocolate Carnaval with mole and more chocolate desserts and candy that you might ever want to see (or eat). The next day was Valentine’s Day and Ash Wednesday, the beginning of Lent, and we were all willing to give up chocolate for 40 days.

April 21 Karen Sykes coordinated a huge garage sale. It required hours of work from many people and Karen’s connections to remove the unsold items, but it netted about $700 for the treasury.

In May Rodger and his crew tore up the office, moved the machines into the remodeled “galley” office and created a conference room and Sunday School space. Fr. Ernie and Elizabeth bequeathed the big table and bench to furnish the room.

May 18: Things were going along swimmingly, until I had lunch with Ernie, who said he was one of several candidates for the job of Rector at Christ’s Church, Media, PA. That produced a wait and see period. Then about the 2nd week in July while I was on our Midwest trip, he called to say he had accepted the call to be their Rector. 😞Sad Face Emoji here

There followed the meetings to tell the Vestry, to tell the congregation, to plan the farewell party and the meetings sitting with Ernie at the computer as he explained, and I tried to remember, where all the congregational data and the important files were and what was in them.

September 9: The Farewell Fiesta with Mexican food and the whole congregation in attendance was an amazing event with thankfulness for Ernie and Elizabeth’s contribution and presences with us, sadness that it would be coming to an end and happiness for them as they looked ahead.

Then he left….

There was much bantering about my being the Ecclesiastical Authority for I am unschooled in ecclesiastical matters. Then there were the meetings with Bishop Kirk and the vestry and the interview with Fr. Ted and coming to agreement on our Letter of Agreement for him to take over as our Interim Rector.
Meanwhile Church activities went on:
In October: Blessing of the Animals at Church and the Humane Society
In November: All Soul’s Day
In December: St. Andrew’s Day
In October and November: Stewardship Campaign, headed by Pam Parkinson.

Cruzando Fronteras, headed by Deacon Rodger took off in the fall as the migrant caravan advanced and people became concerned about the conditions for people in Nogales, Son. seeking asylum. Rodger has taken responsibility for distribution of goods and services to the shelters, raising funds from our diocese, other church and dioceses around the US. Our church is the repository for bags and boxes of blankets, clothing and other supplies, but we are grateful that we can help in this small way.

December 1: Fr. Ted officially came on as Interim Rector to guide us through the Advent Season and to serve as our consultant in the search process. We greeted him and his wife Diane with a potluck meal on St. Andrew’s Day.

I am so grateful for the following:
1. Fr. Pat and Fr. Derwent who were our foundation from September until December, when they were not our “Assisting Priests” but were our only Priests, celebrating Eucharist and tending to the needs of the congregation.
2. Deacon Rodger who offered guidance, connections and expertise during this period of transition. He, too, tended to the needs of not only our congregation, but also the needs of many others.
3. Miriam Berke, our Junior Warden, who handles purchasing, contracts, maintenance, yard work, and office staffing. We are so fortunate to have someone with her abilities and insights from her background to fill this vital role for the existence of St. Andrew’s.
4. Lorna Larsen, who has faithfully served as organist for many years. Organists for small churches are difficult to find, and we have been lucky enough to have one in our midst.
5. Sigrid Maitrejean, who quietly heads the Altar Guild and organizes all potlucks and receptions with skill and grace. We do have the best receptions for funerals and memorial services in the area thanks to Sigrid. The decorations in our church for Easter, Pentecost and Christmas enhance our services.
6. The Sunday School staff, Jean Moehlman, David Moehlman, Fr. Pat and Jean Ross, who faithfully teach our children about the Christ, the traditions of the church, and how they can live as Christians in their complex worlds.
7. Rosalva Alatorre who has been the sexton at St. Andrew’s for 30 years. She cooks for our work days and coordinates our congregational meetings. Rosalva can make any platter of food a work of art.

So many others that I cannot list them all. But I am so thankful for being able to work with giving and wise people who work for our church. I am happy to join you in working for this church and its people and missions.
Sally Lockwood
Junior Warden’s Report

- Completed driveway extension and rock placement.
- Coordinated the bid proposals for the photovoltaic system.
- Corrected kitchen deficiencies identified in the inspection report of the Environmental Health Agency.
- Replaced door knobs, light switch, and other routine maintenance.
- Assisted in updating the church directory.
- Had the building plans digitized by Unicom Grafix.
- Completed general remodeling of office and creation of a conference room.
- Worked with ENComm to replace fluorescent tubes and lamp holders which had overheated in the Preschool.
- Thank you to Rodger Babnew and Neal Parker for donating one day a month of their construction talent.
- Special recognition and thanks to Jack and Jean Ross for removing two mesquite trees.

Capital Campaign

The Capital Campaign has been quite successful. There are a total of 24 donors. To date, the church has received $128,300 of the $159,100 pledged. The total cost of the improvements is $79,955. Technicians for Sustainability are completing installation of the photovoltaic system this week and will be receiving a final payment of $38,717. With these funds we have completed the following:

- Roofing repair of the preschool, St. Mary’s Hall and the kitchen
- Air conditioning the building
- Installation of solar panels for electricity

Miriam Berke
Junior Warden
Treasurer’s Report

We ended the year in a good place. My thanks to everyone who made this possible with their pledges and contributions. Statements of contributions for 2018 are available today. If not taken, they will be mailed this week. If you have questions or concerns, please bring them to me, and we can review the data together.

My special thanks and gratitude to those who faithfully help me throughout the year by counting our collections, inputting and making our deposits, and writing our checks: Karen Sykes, Miriam Berke, Ken Briggs, Jack & Jean Ross, and Lou Clapper; and to Pat Robinson for translating the accounting reports into an easily understood format.

Kate Endersbe, Treasurer

Budget and Finance Committee

The St. Andrew’s Budget and Finance Committee is charged with preparing and recommending to the Vestry the annual operating budget. The 2019 Budget and Finance Committee consisted of Rodger Babnew, Kate Endersbe, Sally Lockwood, Karen Sykes, Miriam Berke, and Pat Robinson (chair). As has been true in previous years, our goal was to develop a budget that was both realistic and balanced. The committee met twice, on November 25 and December 7. We used the 2018 actual expenses to build the expense side of the budget, with adjustments for anticipated increases or decreases in expenditures. To estimate revenue we used current year revenue and information provided to us by the Stewardship Committee as they completed their work.

We developed a proposed budget for 2019 that we believe meets both our goals, realistic and balanced, and presented it to the Vestry on December 16, which voted to accept it and present it to the Parish at the annual meeting.

Pat Robinson, Chair
Revenues and Expenses as of end of December 2018

Summary

At this point in the year (12/12 through), we should be at 100% of the annual budgeted amounts for both income and expenses. *

<table>
<thead>
<tr>
<th></th>
<th>Actual YTD</th>
<th>Budget YTD</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$173,037</td>
<td>$190,200</td>
<td>($17,163)</td>
</tr>
<tr>
<td>Expenses</td>
<td>$176,533</td>
<td>$190,200</td>
<td>($13,667)</td>
</tr>
<tr>
<td>Net (Income – Expense)</td>
<td>($ 3,496)</td>
<td>$0 (balanced budget)</td>
<td></td>
</tr>
</tbody>
</table>

Analysis

In December, income was higher than budgeted by $1,754, and expenses were slightly lower than budgeted, by $429, leaving us with a “profit” for the month of $2,183. Pledge income for the month was on target, just $228 less than budgeted. Total pledge contributions for the year were $136,954, which is just over 98.5% of budget—which is quite high.

On the expense side, most categories were underspent in December.

Overall, our net 2018 budget variance is at 1.8%, which is very good.

<table>
<thead>
<tr>
<th>Month</th>
<th>REVENUE Actual YTD (compared to YTD budget)</th>
<th>Variance (% annual budget)</th>
<th>EXPENSE Actual YTD (compared to YTD budget)</th>
<th>Variance (% annual budget)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 31</td>
<td>$3,692</td>
<td>2%</td>
<td>$(973)</td>
<td>0.5%</td>
</tr>
<tr>
<td>Feb 28</td>
<td>$1,183</td>
<td>0.6%</td>
<td>$(1,234)</td>
<td>0.6%</td>
</tr>
<tr>
<td>March 31</td>
<td>$618</td>
<td>0.3%</td>
<td>$2,726</td>
<td>1.4%</td>
</tr>
<tr>
<td>April 30</td>
<td>$3,255</td>
<td>1.7%</td>
<td>$630</td>
<td>0.3%</td>
</tr>
<tr>
<td>May 31</td>
<td>$(374)</td>
<td>0.2%</td>
<td>$(1,981)</td>
<td>1%</td>
</tr>
<tr>
<td>Jun 30</td>
<td>$(4,247)</td>
<td>2.2%</td>
<td>$(2,568)</td>
<td>1.4%</td>
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<tr>
<td>July 31</td>
<td>$(907)</td>
<td>0.4%</td>
<td>$(2,540)</td>
<td>1.3%</td>
</tr>
<tr>
<td>Aug 31</td>
<td>$(5,336)</td>
<td>2.8%</td>
<td>$(3,591)</td>
<td>1.8%</td>
</tr>
<tr>
<td>Sept 30</td>
<td>$(7,044)</td>
<td>3.7%</td>
<td>$(3,058)</td>
<td>1.6%</td>
</tr>
<tr>
<td>Oct 31</td>
<td>$(12,749)</td>
<td>6.7%</td>
<td>$(5,719)</td>
<td>3.0%</td>
</tr>
<tr>
<td>Nov 30</td>
<td>$(18,467)</td>
<td>9.7%</td>
<td>$(13,238)</td>
<td>6.9%</td>
</tr>
<tr>
<td>Dec 31</td>
<td>$(17,163)</td>
<td>9.0%</td>
<td>$(13,667)</td>
<td>7.2%</td>
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</tbody>
</table>

*Note: these monthly analyses reflect the operating budget only—not other income (e.g. endowment fund interest) or other expenses (e.g. clergy discretionary funds expenditures).
# Financial Statement of Mission (Budget)

## St. Andrew's Episcopal Church

**BUDGET OVERVIEW: FY2019 - FY19 P&L**

January - December 2019

<table>
<thead>
<tr>
<th>Revenue</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>4010 Pledge Contributions</td>
<td>$128,000.00</td>
</tr>
<tr>
<td>4020 Plate Contributions</td>
<td>2,500.00</td>
</tr>
<tr>
<td>4100 Facility Use Contributions</td>
<td></td>
</tr>
<tr>
<td>4110 St. Andrews Pre-School</td>
<td>8,250.00</td>
</tr>
<tr>
<td>4130 Other Facility Use Contribution</td>
<td>750.00</td>
</tr>
<tr>
<td>Total 4100 Facility Use Contributions</td>
<td>9,000.00</td>
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<tr>
<td>4300 Other General Support</td>
<td></td>
</tr>
<tr>
<td>4310 Contributions</td>
<td>26,000.00</td>
</tr>
<tr>
<td>4320 Altar Guild</td>
<td>2,000.00</td>
</tr>
<tr>
<td>4330 Miscellaneous Contributions</td>
<td>500.00</td>
</tr>
<tr>
<td>Total 4300 Other General Support</td>
<td>28,500.00</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$168,000.00</td>
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| GROSS PROFIT                                 | $168,000.00 |

### Expenditures

<table>
<thead>
<tr>
<th>6000 Clergy Expense</th>
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<tbody>
<tr>
<td>6010 Rector Salary</td>
<td>43,600.00</td>
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<tr>
<td>6040 Rector Medical Insurance</td>
<td>15,204.00</td>
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<tr>
<td>6060 Deacon Continuing Education</td>
<td>500.00</td>
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<td>6080 Supply Priest</td>
<td>1,750.00</td>
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<tr>
<td>6090 Travel Expense</td>
<td>3,500.00</td>
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<tr>
<td>Total 6000 Clergy Expense</td>
<td>64,554.00</td>
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<table>
<thead>
<tr>
<th>6100 Music &amp; Worship Expense</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6110 Music Salaries</td>
<td>7,800.00</td>
</tr>
<tr>
<td>6120 Musicians expense</td>
<td>200.00</td>
</tr>
<tr>
<td>6130 Music Supplies</td>
<td>500.00</td>
</tr>
<tr>
<td>6140 Organ &amp; Piano Mtnce</td>
<td>1,000.00</td>
</tr>
<tr>
<td>6150 Liturgical Supplies</td>
<td>300.00</td>
</tr>
<tr>
<td>6160 Altar Supplies</td>
<td>500.00</td>
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<tr>
<td>Total 6100 Music &amp; Worship Expense</td>
<td>10,300.00</td>
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<table>
<thead>
<tr>
<th>6200 Christian Education Expense</th>
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<tr>
<td>6210 Adult Education</td>
<td>300.00</td>
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<tr>
<td>6230 Sunday School Expense</td>
<td>150.00</td>
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<tr>
<td>6240 Youth Ministry</td>
<td>175.00</td>
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<tr>
<td>6250 Tract/Brochures</td>
<td>122.00</td>
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<td>Total 6200 Christian Education Expense</td>
<td>747.00</td>
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<table>
<thead>
<tr>
<th>6300 Outreach &amp; Evangelism Expense</th>
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<tr>
<td>6310 Diocesan Mission Share</td>
<td>28,000.00</td>
</tr>
<tr>
<td>6320 Seminarian Support</td>
<td>309.00</td>
</tr>
<tr>
<td>6330 Advertising Expense</td>
<td>100.00</td>
</tr>
<tr>
<td>6340 Hospitality Expense</td>
<td>680.00</td>
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<tr>
<td>Total 6300 Outreach &amp; Evangelism Expense</td>
<td>29,089.00</td>
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| 6400 Administrative Expense                  |         |

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Thursday, January 17, 2019 05:27 PM GMT-8
<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
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<tbody>
<tr>
<td>6420 Payroll Processing Fees</td>
<td>300.00</td>
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<tr>
<td>6430 Workman’s Comp. Insurance</td>
<td>518.00</td>
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<tr>
<td>6435 Payroll Withholding Expense</td>
<td>800.00</td>
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<tr>
<td>6440 Audit Fees</td>
<td>250.00</td>
</tr>
<tr>
<td>6450 Conferences &amp; Meetings</td>
<td>1,250.00</td>
</tr>
<tr>
<td>6470 Copy Machine Lease</td>
<td>4,800.00</td>
</tr>
<tr>
<td>6480 Equipment Replacement</td>
<td>750.00</td>
</tr>
<tr>
<td>6490 Rector’s Search &amp; Move</td>
<td>8,000.00</td>
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<tr>
<td>6500 Office Supplies</td>
<td>2,300.00</td>
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<tr>
<td>6520 Postage Expense</td>
<td>200.00</td>
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<tr>
<td>6530 Software &amp; IT Support</td>
<td>600.00</td>
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<tr>
<td>6550 Loan B Interest Expense</td>
<td>5,467.00</td>
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<tr>
<td><strong>Total 6400 Administrative Expense</strong></td>
<td>25,235.00</td>
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<tr>
<td>6610 Sexton</td>
<td>9,900.00</td>
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<tr>
<td>6620 Insurance Expense</td>
<td>5,000.00</td>
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<tr>
<td>6630 Telephone Expense</td>
<td>2,700.00</td>
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<tr>
<td>6640 Utilities Expense</td>
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<tr>
<td>6641 Electric</td>
<td>3,000.00</td>
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<tr>
<td>6642 Gas</td>
<td>2,500.00</td>
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<tr>
<td>6643 Water</td>
<td>2,000.00</td>
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<tr>
<td>6644 Sewer</td>
<td>2,000.00</td>
</tr>
<tr>
<td>6645 Trash Collection</td>
<td>2,225.00</td>
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<td><strong>Total 6640 Utilities Expense</strong></td>
<td>11,725.00</td>
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<tr>
<td><strong>Total 6600 Property &amp; Facilities Expense</strong></td>
<td>29,325.00</td>
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<tr>
<td>6650 Repairs &amp; Mntce - General</td>
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<tr>
<td>6651 General Repairs</td>
<td>5,000.00</td>
</tr>
<tr>
<td>6652 Janitorial Supplies</td>
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</tr>
<tr>
<td><strong>Total 6650 Repairs &amp; Mntce - General</strong></td>
<td>5,750.00</td>
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<tr>
<td>6660 Repairs &amp; Mntce - Grounds</td>
<td></td>
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<tr>
<td>6661 Exterminating Expense</td>
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</tr>
<tr>
<td><strong>Total 6660 Repairs &amp; Mntce - Grounds</strong></td>
<td>3,000.00</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
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<tr>
<td><strong>NET OPERATING REVENUE</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>NET REVENUE</strong></td>
<td>$0.00</td>
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Endowment Fund

The Endowment Fund's assets are invested in the Episcopal Church Foundation (ECF) Pooled Funds, and managed by an affiliate of State Street Bank and Trust Company.

The market value of the Fund's assets as of November 30, 2018, was $248,369.94. The Fund yielded $5,692.79 in interest to St. Andrew’s for the same period. This money is managed by our Vestry to be used for special projects or needs as approved by the Vestry.

The Church has an Endowment Fund savings Account with Episcopal Federal Credit Union, which is used to hold donated money until there is a balance of $2,000.00, which is then sent to Episcopal Church Foundation for investment. The balance as of December 31, 2018, was $562.07.

If you are interested in contributing to the Endowment Fund, contact a Fund trustee. Trustee members are Louis Clapper, Ken Briggs and Kate Endersbe. The Rector and Senior Warden are ex-officio members.

Louis Clapper, Chairperson
Casa Blanca Chapel

This was a very busy year for Casa Blanca Chapel. Due to the infinite wisdom of the Santa Cruz County Board of Supervisors it was decided over much local protest that the eastern county courthouse, #2, would be closed as of 12/31/18. This meant that the Chapel had to find a new place to meet. We had been meeting in the courthouse for over ten years. The solution came far faster and easier than envisioned. Thanks to a congregant’s exterminator speaking to the rector of his church, we very quickly had a new place of worship at the Sonoita Hills Community Church, 52 Elgin Road, Elgin. We are very grateful to the church’s pastor, David Daffern, and to their congregation. We have use of a large room used for that church’s Sunday School for our Saturday morning services on the second and fourth Saturday of each month. In addition to these services an Easter Vigil Service was held for the third year in a row at the home of Rosanna Kazanjian and Dorothy Sturges.

Dorothy Sturges
Children and Youth

The children and youth of St. Andrew’s have had a wonderful 2018. With the teaching staff of David Moehlman, Jean Ross, Pat Maitrejean, and myself; we have spread the word and love of God to our children and youth. Throughout the year, we have held Sunday school classes during the 10am church service, sent 8 kids to summer camp, participated in our services as readers and sub-deacons, and also participated in the Kiwanis Christmas party.

In June we dedicated the redecorated Nursery and Youth Room, which was funded by Vicki Fitzsimmons in honor of her husband, Deacon Jim Fitzsimmons.

Each year, thanks to all of your generosity, our kids get to attend camp at little to no cost to our families. We thank you all for helping spread the love!

As always, if you feel the calling to teach God’s word to our youth, please let me know. What better way to spend a Sunday morning then having fun while learning and teaching the love?

Jean Moehlman
Director for Children and Youth
St. Andrew’s Episcopal Church Women (ECW)

In 2018, ECW cut back on a few of our activities due to so many changes taking place in our church and community. One notable change is doing projects by small committees including both men and women that share a common goal and ministry. It is surprising what all was accomplished. As always, we are open to new planning and new programs that will challenge all Episcopalians and those whom we seek to serve.

Support one another in our individual ministries for community outreach:

- We collected pillows and paper towels for Nuestra Casa Women’s Shelter.
- Pet food and supplies were collected for the Santa Cruz Humane Society.
- A donation was given to KBI Comedor for the purchase of supplies
- We coordinated and helped staff the Tumacacori Festival booth and sold Café Justo coffee and Basket Raffle Tickets.

Justo Coffee Report: We had a great year of sales with our organic, shade grown coffee. Our biggest sales came from the Tumacacori Festival where we sold over 50 bags of coffee. This project helps to support (with a living wage) over 200 families living in the southern part of Mexico where the beans are grown. Thanks to all who made this valuable project a success. Lynn Baker, Justo Coffee Coordinator.

Worship and Growth in Faith. In February instead of the Women’s Lenten Retreat at the church we sponsored an action retreat at Pimeria Alta Museum viewing quilts made from cast off clothing left by migrants in the desert and learning more about the plight of migrants. This was followed by a catered lunch and then concluded with a Worship Service with The Rev. Lada Hardwick as celebrant.

Providing and enjoying Christian Fellowship. Thank you to everyone who has contributed to our generous coffee hour through preparing and serving food, donating funds. Or just enjoying fellowship after the 10:00am service. People have worked together to ensure that we never missed a Sunday, always had enough, and never ran out of supplies. It is the parable of the loaves and fishes made real in 2018, Martha Zybko, Coffee Hour Coordinator

ECW continues to purchase paper supplies when needed for coffee hour plus we purchased 72 new coffee mugs to replenish our dwindling supply of mugs.

Marilyn Hedges, ECW Communications Coordinator
Daughters of the King

Perpetua chapter of the Daughters of the King has only three members in the parish, Barbara Laupmanis, Jean Mohelman and Sara Cobb. The former members, Rev Jean Rogers, Karin Rodes, and Kate Hutson have become Daughters at Large. We plan to get together quarterly to go over the prayer list we all still pray each day. We pray for the needs of others and for the world, and we offer service to the clergy and those who need it. We celebrated our founding in 1885 with Coffee hour for the Parish in April. The DOK started giving welcome bags to visitors in June 2015. We cannot raise funds, so the printed St Andrew’s sacks and the bean soup mix were donated. We contributed the remainder of our offerings to the Alpha Fund which helps Junior Daughters.

Sara Cobb

Healing Team

The Healing Prayers team was started by Reverend Anne Vellom. We offer prayers for those who request them on Sunday mornings in the Chapel during the Eucharist. The team includes: David Moehlman, Sara Cobb, Steven and Lisa Putnam and at the 8:00am service Lou Clapper.

Sara Cobb
ALTAR GUILD

The best news is that Altar Guild grew by 2 -- Dora and Larry Bender joined our ranks and have really made life in the Altar Guild easier! Commercial - we have room for other newbies, so don't be shy!

Of course, Christmas and Easter are when the Altar Guild really shines -- we're so happy to include the whole parish in getting St. Andrew's ready for these wonderful days in the church year! You are so generous, so that we can add special fresh flowers - it's a real joy to participate in these holidays....

We have a small, but mighty group that, for 52 weeks of the year, prepare the two altars for our liturgical worship. Flowers on the altar, "fair" linens for the altar and silver vessels for the celebrant, and the congregation. This is the real "job" of the altar guild -- and now that the Benders have joined our ranks, we have three teams so we are able to cover the year. And we can use more help here, so that our teams don't burn out! Our Altar Guild functions because Kate Endersbe takes care of our linens, others help set up and take down, fill candles, etc. It's quite a job, but we appreciate being an integral part of our liturgical life at St. Andrew's.

Unfortunately, one of the altar guild jobs is to help with funerals -- and this year we were very sad about Vicki Fitzsimmons' and Hattie Wilson's funerals; two wonderful women. We also had a couple of baptisms -- we're always very excited about that - Stephanie Babnew, and Seth Encinas Alvarez.

The Altar Guild -- Jean and David Moehlman, Dora and Larry Bender, Kate Endersbe, Martha Zybko, Sara Cobb, Lou Clapper, Richard DeLong, Mary Messick, Raymond Bean -- is proud and happy to provide this special service to the parish of St. Andrew's. And we are delighted when our Work Days, and special festivals, bring many of you to help us -- we couldn't do it without you.

Sigrid Maitrejean,
Director, Altar Guild
Volunteers

St. Andrew’s is blessed with willing people who volunteer their time to keep the church moving and to protect the building and its contents.

Junior Warden Miriam Berke spends many hours a week at the church, sometimes mowing the weeds or trimming the bushes. She spreads rocks in the parking lot. Miriam cleans the drains in the kitchen, installs lights and replaces batteries. She is the keeper of the new thermostat with its 3 zones and programmable temperatures.

On the day before clinic she and Raymond Bean, with their trucks, work with volunteers who bring the Clinic supplies from the storage in back of the church and distribute it for the Clinic volunteers who work with patients. Inside, tables and chairs are carried to the areas where they will be used for different medical departments throughout the church. Then at 4pm on Thursday after the Clinic closes, those same volunteers carry the chairs and tables back to St. Mary’s Hall and put them away. Then they return the Clinic supplies to the outside storage again and pick up the trash. Lou Clapper, Richard DeLong, Sally Lockwood and her husband Jim usually are the workers with Miriam and Raymond as well as several others who do not belong to our congregation.

Sigrid Maitrejean and Jean Moehlman purchase and arrange the flowers for the altar. The altar guild sets the altars for both services. Kate Endersbe washes and irons the linens used on the altar.

Jim Lockwood is not only our IT person, who maintains our internet connection and the network of our computers, but he also sets the bulletins each week. It is Jim who puts in the weekly readings, prayers and music in both English and Spanish in the bulletins you receive each Sunday. After he sends the draft to the church the Tuesday through Friday office volunteers continue preparing the bulletins.

On Tuesdays, Cindy Martin and Fr. Pat staff the office and add the weekly information to the bulletins for the coming Sunday, with Sally Lockwood helping. On Wednesdays Jean Ross proof reads the bulletins and prints them. On Thursday Fr. Derwent folds, staples and distributes the bulletins. On Fridays Miriam is in the office doing her paperwork and helping with the bulletins if more needs to be done. We do not have a parish administrator; the purchasing agent for the church is Miriam Berke.

Kate Endersbe spends hours at her computer recording the financial data and generating reports for the Vestry. Karen Sykes writes the checks and records them for Kate. See the treasurer’s report for her counters and others who work with the financial dealings of the church. Pat Robinson creates a monthly summary of our finances in layman’s terms. This year Pam Parkinson headed the Stewardship Committee with Emily Wingfield and Sally Lockwood assisting.

Our coffee hours are hosted each Sunday by volunteers who generously donate their food, set a buffet either in the kitchen or in St. Mary’s Hall and clean up afterward. Martha Zybko coordinates and frequently steps in to see that we do have a coffee hour when no one else has volunteered.

We employ only three people at this time, Fr. Ted, Rosalva and David Moehlman, assisting with the digital organ music. All the rest of the business of our church is done by volunteers.
Columbarium

As of 12/31/18

Savings $8,726.91
Checking $868.15
Encumbered $150

This leaves a total amount in accounts $9,445.06

During 2018 there were 3 committals in the columbarium.

We do need to meet and discuss adjusting fees for committals.
It appears there is no more space in Nogales Cemetery for committals. Costs at similar facilities are $1200 to $1500.00, which is substantially higher than St Andrew’s.

I suggest we consider having a different fee for regularly attending members and for those that are not members of St Andrew’s. I suggest Member fee move to $900 and non-Members be at similar to market price in Nogales, or $1500.

We also need to consider adding more niches.

I think it would be a good idea move the accounts from Chase into one interest bearing account at the credit union. This could generate more interest and perhaps less paperwork. (Only one bank statement a month instead of two)

Todd Brown
Chairman
KBI - Comedor Project

On the third Wednesday of every month we serve a fixed menu breakfast to a group of 50 to 85 deportees and asylum seekers across the border in Nogales, Sonora. Cooking begins Tuesday afternoon with 2-3 volunteers. We finish and load the car Wednesday morning for the trip across the border. We usually have five to seven volunteers for serving and finish in about three hours. We are into our second year. Volunteers for purchasing, cooking and serving are always welcome.

Daniel Barta

Crossroads Nogales Mission

On the 5th Saturday of each month parishioners Jack Ross, Albert Wascher, Brian and Liam Young serve food at the Crossroads Nogales Mission on Morley Avenue. Others join them when available or when needed. Jack Ross is the contact person for this project.
St. Andrew’s Preschool

St. Andrew’s Preschool continues to offer our community a place for children to learn and grow in a safe, challenging and nurturing environment. The staff is dedicated to providing many learning opportunities to each child who attends. The center is accredited by the National Association for the Education of Young Children (NAEYC) and is rated a 3-star Quality First Program.

The 2017-2018 school year came to an end on June 30, 2018. In the prior months the preschool held the Spring Concert, Raffle and Graduation on May 18, 2018.

St. Andrew’s Preschool & Child Care Center’s staff returned to work on July 30, 2018 to prepare the school for the August 6 opening of the 2018-2019 school year. The first day was a huge success; the children and families were excited and anxious for a new school year. Enrollment is currently at 39 children for preschool. Of the 39 preschoolers 22 are full day and, in addition, there are 9 afterschool children who attend in the afternoon. Of the 39 children 13 are on the school’s discounted rate or First Things First Scholarship. These discounted rates are possible due to the fundraisers and grants received during the school year. So far this school year we have received grants from The Country White Elephant and Shipley Foundation.

One of the two fundraisers for the 2018-2019 school year was during the month of November 2018 with great success. Parents, staff and board members sold raffle tickets to make the fundraiser possible. The raffle drawing was held during the Thanksgiving Pageant on November 16, 2018.

In addition, the children celebrated Halloween with a costume party, Thanksgiving with a lunch feast, and Christmas with a party, gift exchange, and a visit from Santa Claus.

For the remainder of the 2018-2019 school year, the preschool will be having the second fundraiser, and the Spring & Graduation Program.

We hope to continue growing and providing the best quality education for all the children at the preschool.

Cynthia Bustamante, Director
St. Andrew’s Children’s Clinic

In 2018 St. Andrew’s Children’s Clinic celebrated 45 years in making a difference in the lives of children from Mexico. The first Thursday of each month, except July, approximately 200 children were seen by volunteer health care specialists.

Clinic children were seen by health care specialists in the following specialty areas: Audiology, Augmentative/Alternative Communication, Dermatology, Nutrition, Occupational Therapy, Orthotics, Orthopedics, Pediatrics, Physical Therapy, Speech Therapy and Vision.

Shriner’s Hospital in Sacramento and Spokane continued to alternate months, sending Orthopedic doctors and nurses to Clinic. Forty children traveled to the Shriner’s hospitals for surgeries and postsurgical therapy.

On October the 15th Cleft Palate Mission was held in Hermosillo, MX. 60 children had surgery, including cleft lip/palate and bone grafts. The Clinic supports the continued progress of these children with dental/orthodontic care and speech therapy.

More information on the Clinic, including the Fact Sheet for 2017, (the 2018 Fact Sheet is being compiled) can be found on the Clinic webpage at www.standrewsclinic.org

Karen Sykes, Board member

Lou Clapper and Richard DeLong serve food and beverage each month at the clinics. They also do much of the purchasing of the supplies and donate the sandwiches for several clinics.

December Children’s Clinic with patients and their parents waiting for doors to open.