

**Church of the Good Shepherd  
Vestry Meeting Minutes  
Tuesday, June 20, 2023**

The regular meeting of the Vestry of the Church of the Good Shepherd, Nashua, New Hampshire was held on June 20, 2023. Attending in person were Pastor Kathy Boss; Deacon Nancy Meyer; Sue Corman, Senior Warden; Sandy Desharnais; Junior Warden; Amey Fuller, Treasurer; Susan Nutting, Clerk; Amy Cooley; Kathy Cormier; Beth Derderian; Doug Liles, Jackie Marshall; Sarah Patton; Howard Titus; and Jane Wilkins. With great sorrow and sadness, we report the sudden and unexpected passing of Missy Carnevale.

1. The meeting was called to order at 7:00 p.m. by Sue Corman. Howard Titus offered a prayer to open the meeting.

Pastor Kathy spoke about Missy's passing and her family. Her family is so appreciative of all that has been done by CGS. The funeral may probably be on Monday, with the viewing on Sunday – this will update as necessary. John would like to have a reception put on by CGS.

General sharing of good news by Vestry members then followed.

2. **Susan Nutting** then led the Vestry in a discussion based on Chapter 6 and the Conclusion of Signs of Life, based on the RenewalWorks program. The group shared their experiences and thoughts on pastoring the community and our own spiritual growth.

3. **REPORTS**

<b>Rector's Report</b>	<i>Received and attached to minutes</i>
<b>Deacon's Report</b>	<i>Received and attached to minutes</i>
<b>Sr. Warden's Report</b>	<i>Received and attached to minutes</i>
<b>Jr. Warden's Report</b>	<i>Received and attached to minutes</i>
<i>(includes Buildings and Grounds, Nominating and Harless Scholarship)</i>	
<b>Clerk's Report</b>	<i>Received and attached to minutes</i>
<b>Treasurer's Report and Financials</b>	<i>Received and attached to minutes</i>

**STANDING COMMITTEE/MINISTRY REPORTS**

<b>Finance Committee</b>	<i>Received and attached to minutes</i>
<b>Nominating Committee</b>	<i>Received and attached to minutes</i>
<b>Stewardship Committee</b>	<i>Received and attached to minutes:</i>
<b>Personnel Committee</b>	<i>Nothing to report</i>
<b>Property Committee</b>	<i>Received and attached to minutes</i>
<b>Fellowship Committee</b>	<i>Received and attached to minutes:</i>
<b>Fundraising Committee</b>	<i>No report received</i>
<b>Christian Education Committee</b>	<i>Received and attached to minutes:</i>
<b>Outreach Committee</b>	<i>Received and attached to minutes:</i>
<b>Welcome and Support Committee</b>	<i>Received and attached to minutes</i>

**MOTION:** A motion was made by **Howard Titus** to accept and place the reports on file, seconded by **Amey Fuller**. The motion carried unanimously.

Pastor Kathy shared some pastoral concerns within the congregation, including that Jerry Balcom and Jerry Armstrong enjoyed a wonderful visit together. She also shared that there is a population of short term housing residents who are not necessarily looking for financial help, but looking for pastoral visits and care so there is that need to be filled.

#### Financial Reports and Treasurer's Review.

Amey Fuller reported that we are pretty much where we were last year. We are behind in committed pledges, but unpledged income is up, and our expenses are lower than expected. A new Sexton (David Perrin) was recently hired which will cut down on expenses of cleaning company.

For reporting purposes, Commitment income is split into 12 equal parts, but it really is more of bell shape-- pledges do not come in an equal amount each month, and tend to be lower over the summer.

We do not plan to float any more of the Diocesan Assessment, and will begin making those regular payments to the Diocese.

**MOTION:** A motion was made by **Sandy Desharnais** to accept the financial reports as submitted, subject to financial review, seconded by **Jackie Marshall**. The motion carried unanimously.

#### Financial Policy

It was reported that, after doing research, it was discovered that we have no financial policies in place, and there is a need to codify roles and procedures around money, rather than continue to rely on mostly institutional memory, i.e., "this is how it was always done." A draft of the proposed Financial Policies was shared and general discussion followed.

**MOTION:** A motion was made by **Howard Titus** to accept the draft CGS Financial Policies as submitted, with further work to be done, seconded by **Jane Wilkins**. The motion carried unanimously.

**MOTION:** A motion was made by **Amy Cooley** and seconded by **Jane Wilkins** that revenue from the former "Book of Remembrance Fund" and "Admin Fund" shall be held in either the Restricted or Capital Reserve Fund as per the above stated policy in the draft financial policies presented to Vestry at 6/20/2023 meeting. The motion carried unanimously.

## 5. VOTES

- Harless Scholarship

**MOTION:** A motion was made by **Amey Fuller**, and seconded by **Jackie Marshall** to approve scholarship awards to **Leo Cooley, Aris Corman-O'Reilly, Ross Corman-O'Reilly and Sophia Desilets**, as recommended by the Harless Scholarship Committee. The motion carried by majority, with Sue Corman and Amy Cooley abstaining.

- Executive Committee

**MOTION:** A motion was made by **Kathy Cormier**, and seconded by **Amy Cooley** to empower the Executive Committee to act on behalf of the Vestry from June 21, 2023 – September 18, 2023. The motion carried by majority, with Sue Corman, Sandy Desharnais, Amey Fuller, and Susan Nutting abstaining.

6. **BUSINESS**

- Membership Update – continues to be a work in progress.
- Summer Picnic and Mass on Grass (with or without Brass) – scheduled for July 9
- Summer Coffee Hour – The Vestry was asked to host coffee hour in pairs or small groups over the summer.
- Summer Social Activities – The Vestry was asked to think about organizing social activities over the summer, such as ice cream at Haywards or picnic at Bensons.
- Nominating Committee – Due to the unexpected passing of Missy, and Jackie’s November due date, this leaves the midterms Nominating Committee a little light. If any Vestry members are interested in serving on the committee or would like to put names forth for consideration, please talk to Sue.
- Summer Office Coverage – John B will be going on the Summer Mission Trip. Pastor Kathy will be taking July 24-August 13 as her time off. The office will be beginning its summer hours of being closed on Fridays.

Pastor Kathy reported that in conclusion, it has been a difficult but amazing year with great growth and programming,

There being no other business, upon motion made by **Sandy Desharnais** and seconded by **Amey Fuller**, and hearing no objection the meeting was adjourned at **8:30** p.m. followed by the Lord’s Prayer.

Respectfully submitted

Susan Nutting

Clerk, CGS Vestry

Attached: Proposed Financial Policies

Reports to Vestry

## **PROPOSED CGS Financial Policies (DRAFT COPY)**

The purpose of this document is to lay out the best practices and policies for The Church of the Good Shepherd (CGS), Nashua, New Hampshire, with regard to the handling of funds that are outside of the operating budget as well as setting checks and balances for the receipt and disbursement of payroll and operating funds.

### **Definitions:**

**Restricted Fund:** Shall be used to designate, document, and track monetary gifts to CGS that have been designated by the donor to support a specific cause, ministry or building upgrade. This fund can be dispersed only with Vestry approval.

### **Capital Reserve Fund:**

The Capital Reserve Fund shall be used to hold, and track bequests and other donated funds between \$5000 and \$10,000, as designated by the donor or the Vestry. The goal is to maintain a balance between \$100,000 and \$150,000. (This amount is calculated as the square footage of CGS buildings x \$5.50).

This fund is to be held for emergency repair or durable projects and repairs, (durable being defined as having a depreciation time of no less than 5 years as set forth by the US IRS), that are not covered in the operating budget. For example, annual maintenance and repair should be planned for and budgeted under the 'Property' line in the annual budget. This fund can only be dispersed with Vestry approval. If funds are borrowed for cash flow, then the funds must be replaced during the same fiscal year.

**Pass Through Funds:** Are monies that have been collected or raised to specifically benefit an organization(s) outside of CGS. These funds shall be held and dispersed as a separate accounting and will not show as part of any CGS fund or budget line.

**Cash Handling:** Cash shall be counted and recorded with no less than 2 people present. Documentation of cash totals prepared for deposits and/or petty cash shall be verified and signed by two people. Ushers shall count plate collections with 2 people present who are not related or living in the same household. Casual donations, such as Coffee Hour donations and fundraising efforts shall be tallied by 2 people and a cash form signed and submitted along with the cash.

**Banking, Deposits, and online Transactions:** The Treasurer or Wardens shall review all bank deposits, transfers, online payments, automatic payments, online banking transactions, direct electronic deposits. Financial reports shall be sent to the vestry on a monthly basis.

**Gifts and Bequests:** It is the policy of The Church of the Good Shepherd to discourage giving of designated gifts. Real estate must be liquidated, and the revenue placed into the appropriate fund as determined by the policies set forth in this document.

- Bequeaths that are not designated and are in excess of \$10,000 will be added to the CGS Endowment Fund.
- Designated funds will be held and documented in a "Restricted" Fund.
- Undesignated bequests and one time gifts between \$5000 and \$10,000 shall be held in the Capital Reserve Fund unless otherwise designated by the Vestry.

- Revenue from the former “Book of Remembrance Fund” and “Admin Fund” shall be held in either the Restricted or Capital Reserve Fund as per the above stated policy.

**Pass Through Funds:** All handling of any cash or checks collected for pass through fundraising shall be in accordance with CGS Cash Handling Policy.

**Reimbursement:** All requests for reimbursement must be submitted and pre-approved by the Rector or an Executive Committee Member. Reimbursement checks must be reviewed by the Treasurer or Senior Warden. All reimbursements will be documented on a CGS Reimbursement Form.

*Submitted by the Finance Committee*

# JUNE 2023 REPORTS TO VESTRY

**The Rev. Kathy Boss**  
**Rector**  
**Church of the Good Shepherd**  
**Vestry Report**  
**June 20, 2023**

## **1. Worship**

It's been a busy month for worship. We had our Pentecost service on May 28. June 4 was Trinity Sunday. On June 11<sup>th</sup> Bishop Rob was here and confirmed 9 youth and 3 adults, received 2 adults, and reaffirmed 1 adult. It was a lovely service with over 175 attending in person. The church was aglow with the spirit! Then on June 18<sup>th</sup> we did a commissioning service for the youth who will be going on the mission trip to Wrightsville, PA starting this Saturday, sending them off with our blessings and prayers. We began our summer service times this past weekend with one service at 9am.

Susan Nutting will be leading Morning Prayer on July 2 and Cindy Hayes will be doing the homily while I take some time away for study and spiritual retreat.

On May 27<sup>th</sup>, the Rev. Ray Bonin presided at our Recovery Dinner Church. Our next service is this coming Saturday. On June 18<sup>th</sup> I went to preside at Eucharist at the Huntington with Deacon Nancy. We are in the process of beginning to offer Communion with Reserved Host at two local nursing homes. Susan Nutting and Richard Tetrault, both Lay Eucharistic Visitors, will be sharing that ministry under the guidance of Deacon Nancy and me.

Both Morning Prayer and Contemplative Prayer will continue through the summer, with laity stepping in when I am away on vacation.

## **2. Formation, Fellowship and Outreach**

We held a viewing of the film "Traces of the Trade" on June 11. Despite it being a beautiful, and very busy day, we had a nice turnout and some very powerful discussion with our two panelists, James McKim of the Episcopal Reconciliation Commission, and JerriAnn Boggis of the NH Black Heritage Trail.

Our Social Justice Group is spearheading our participation in the Nashua Pride Parade. This past Sunday, we had a table full of markers and posters that, with the loving creativity of a crew of parishioners was transformed into rainbow sheep, beautiful t-shirts, and posters for the Parade. We'll be walking, and driving my little purple Honda Fit in the Parade on Saturday. Hope you can join us!

## **3. Community Involvement**

I have been attending the Mayor's task force on Substance abuse 1-2 times per month. I am now on the board of the NAIC and regularly attend the NAIC Interfaith Housing meetings. I continue to join folks at the Day Café for coffee and conversation one or two times per week.

## **4. Personnel and Administration**

We have found a Sexton, David Perrin. See your announcements email for more information. Johanna Graves has joined us as a Special Projects manager and is working 5-10 hours per week. She's done a great job on the first two monthly newsletters.

Both Emily Adams and Susan Moyle have let me know that they're not in a position, currently, to continue permanently as organist and choir director. I am working with them to put together job descriptions and plan a search for our church musician(s). Both have agreed to stay until we find a more permanent solution.

We received a grant for \$5,000+ from the diocese for the Recovery Dinner Church and Aging and Spirituality. We are also in the process of applying for a diocesan grant to help offset the cost of energy increases.

I was planning to take off the week of June 26 as a reading week, but with Missy's passing, will shorten that time away, and will be off from Thursday the 29<sup>th</sup> through July 4. My vacation this summer will be from July 24 to August 14. The Rev. Sandi Albom will preside on July 30, and The Rev. Hank Junkin will preside on August 6 and 13.

#### **5. Pastoral**

Over the past couple of months I have developed pastoral relationships with some of our housing insecure neighbors. There is a great deal of need in our community, need not only for resources but for respect and dignity as well.

Missy Carnevale became critically ill in early June and passed away yesterday. I was able to be there to visit several times during her illness, and yesterday went to Mass General to be with her family and to pray last rites for her with John. We are working on arranging her service and do not yet have a day confirmed. I will keep you all up to date with ways you can help.

I am in conversation with Louise Howlett at the Diocese. She is a priest and a counselor and acts as chaplain to the clergy. We are hoping to offer a time one evening next week where people can come to process the too-many tragic deaths of these last several months, and this past year.

As always, I make regular visits and calls to several parishioners and work with Deacon Nancy to ensure that pastoral needs are met. Please be sure to reach out to me or Deacon Nancy if there is any one you think needs a clergy visit or call, or would just like some companionship from one of our companions.

#### **6. Diocesan Connections**

I continue my work as a member of the Our Kids Commission, Clergy Formation Committee, and the Diocesan Commission.

Respectfully submitted,  
The Reverend Kathy Boss, Rector

**Deacon's Report to Vestry June 2023**  
**Submitted by Rev. Nancy R. Meyer**

I continue to serve at the 10am service on Sundays as well as the 4:30pm service of The Word and Communion from the Presanctified at The Huntington. We have 4 – 6 people attend. Again, I would like to invite Vestry members to join us at The Huntington at 4:30pm on a Sunday of their choice to meet the residents who attend that day as well as to see what we are doing.

The Companion Ministry Team met in May. There are 8 people serving on the team who have assigned people to visit. Two members have a card ministry, one for birthdays the other for people on the prayer list. Two members are taking a break from active visitation, one due to personal health issues and the other for a break. We have 2 members who are for flower delivery only and 1 waiting for the Lay Eucharistic Visitor program to get underway. There are 2 people who still need to complete Safe Church or Background check. We are currently serving 13 homebound parishioners. There is one parishioner with advanced dementia at Langdon Place and another in Assisted living that I visit monthly. I also am visiting one person whose companion is taking a break. Documentation of visits/calls continues to be a challenge. Monthly Report is compiled and sent to Pastor Kathy at the end of the month.

Soon we will begin a new ministry at Aynsley Place providing a monthly religious service for the residents. Susan Nutting and Richard Tetreault will assist as Lay Eucharistic Ministers.

The Aging & Spirituality course has been completed. There are 14 people taking the course. We met an additional time for lunch and to process the class and the learner's experiences. I am planning to meet with the group every two months to continue contact and learning. Many suggestions were made by the participants of the first course and these are being incorporated in the class. Most notably we are going from 6 sessions to 8 sessions and from 2 hour classes to 3 hour classes. The next course is scheduled for Tuesdays from 12-3pm beginning September 26. A third course will be offered on Saturdays to accommodate those who are working. No dates have been set for the Saturday course. Thereafter we plan to open the class up to the community.

I continue to work in the CGS office on Tuesdays and Thursdays with particular attention to pastoral care and the Aging & Spirituality course.

I attend the monthly Nashua Area Inter-Faith Council and Bishop/Clergy meetings.

I attended the Diaconal Ordination June 10 in Concord.

I continue serving on the Nashua Home Host Network assisting an immigrant family from the Congo relocate to Nashua.

I have joined the Contemplative Prayer Group followed by book discussion.

I have been asked to serve on a committee of deacons looking at the Diaconate in New England. We have met once and sent recommendations to Bishop Rob.

I continue to be actively engaged in continuing education and reading.

May 17, 2023            To Claim Healing for Ourselves: Trauma Release Exercises. DOTC,  
60 min.

June 5, 2023            Wisdom from St. David of Wales: Remember the Little Things. Rev.  
Mary Earle, Forest Dwelling Program, Oblate School of Theology, San  
Antonio, TX, 1 hr.



Your servant in Christ,  
Nancy

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**SENIOR WARDEN REPORT**  
**Submitted by Sue Corman**

I continue my involvement with planning the fall Harvestfest. We had a meeting on June 18 in which several people shared their ideas and visions of how the event could be set up and what we could add to it. We are now looking to add a dinner and concert to the evening. This will take many more volunteers, which is probably our biggest road block to expanding the Harvestfest.

Personnel Committee has nothing to report.

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**JUNIOR WARDEN REPORT**  
**Submitted by Sandy Desharnais**

See Buildings & Grounds  
See Harless Scholarship Committee  
See Nominating Committee

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**CLERK'S REPORT**  
**Submitted by Susan Nutting**

First, many many apologies for not getting the May minutes out for approval and vote. Time has been funny this month. I will send both May and June minutes out by the end of the week so we can all get that piece of business done and not have to worry about it over the summer.

I spent a fair amount of time trying to do a deep dive into the RenewalWorks materials, and what the next steps entail. I recently had a Zoom call with a friend of mine from St. Pauls Concord who served as Team Facilitator for the St. Pauls group when they went through this in 2018-2019. She was a little fuzzy on the actual details, but it was a good conversation. What I discovered of importance was that five years later, members of the parish are still talking about the survey outcomes and implementation of the plans that were sidelined by COVID, which tells me that the parish members realized the survey and the results were important. She did emphasize that it was a struggle to get everyone to complete the inventory, and there will be a percentage of the parish population that will want paper copies, so we will need to make sure we have volunteers who will enter the survey results into the computer.

On my continuing personal faith journey, I completed the Bexley-Seabury program on Evangelism and received my certificate. Right now I am completing a four week online course with Rev. Elsa Worth of St. James Keene listening re: pastoral care. This is my second time taking this course - this time the group is much larger and there is more participation diocesan-wide. We also have randomly assigned small groups for our practice work which is providing a wider base for those practice conversations, which is very helpful. I will probably have a discussion with the Dean of the School of Ministry to discuss next steps. I continue my participation in the Lectionary Study series with Rev. Celeste Hemingson, and it is definitely

enriching my worship experience on Sunday mornings to have that background and familiarity with the readings.

I will be presiding at Morning Prayer on July 2 and September 3, and preaching on All Saints' Sunday. I will be working with Deacon Nancy and Richard Tetrault to bring Communion and a bit of worship to a couple of local long term care residences here in Nashua.

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**WORSHIP & MUSIC - CGS Ushers**  
**Submitted by Sharmani Peiris**

Diane Temple and Fred Day-Lewis ushered at the Raymond Street Klezmer band in May. Jean Barrett decided to take a break from ushering. The ushers gladly volunteer to provide coverage as needed. Summer service ushering schedule published.

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**PASTORAL CARE - Welcoming and Support Committee**  
**Submitted by Jill Rosier**

The Welcoming and Support committee continues to reach out to new parishioners, and to provide support to parishioners in need. Presently CGS is providing meals for the family of Missy Carnevale. A newcomer's event will likely be planned for the fall.

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**EDUCATION AND FAITH FORMATION - Children's Christian Ed**  
**Submitted by Kate Engle**

To finish up the year, Sunday School had 3 regular lesson weeks, a teachers' end-of-the-year meeting, and then on June 11<sup>th</sup> we had Family Eucharist and a pool party. The family eucharist was our best yet! Since the teens were being confirmed, the younger kiddos did ALL the jobs and readings, and they knocked it out of the park! We're now on hiatus until the fall.

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**EDUCATION AND FAITH FORMATION - Youth Group**  
**Submitted by Nancy Madeira**

This past month the Confirmation group finished their 18 months of Confirmation classes focusing on the 5 Marks of Love. They were Confirmed by the Bishop on June 11<sup>th</sup> which was a beautiful service. Along with Confirmation several are going on the upcoming Mission Trip to Wrightsville PA. There have been meetings and Sunday Youth Group discussing the upcoming trip, what to bring, what not to bring, those we will be serving and the opportunity to meet those from various denominations and places throughout the US. They are aware that they may encounter those with different beliefs, and we need to be respectful even if we do not agree. This is their teaching moment. A moment to tell their story. We look forward to the slide show and talking about our experiences this fall.

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**EDUCATION AND FAITH FORMATION - Harless Scholarship Committee**  
**Submitted by Sandy Desharnais**

To: Members of the Vestry  
From: The Esther Harless Scholarship Committee

Subject: Recipients of the 2023 Esther Harless Scholarship

After reviewing the applications, it is the Committee's pleasure to announce the 2023 Esther Harless Scholarship awards in the amount of \$500 each to Leo Cooley, Aris Corman-O'Reilly, Ross Corman-O'Reilly and Sophia Desilets. All four applicants are outstanding young adults who have been active youth in the CGS community as well as in their schools and home community.

We are impressed with their academic achievements as well as their spiritual growth. When approved by the Vestry, a check will be sent to their respective schools to be applied to their tuition expenses. Please join us in congratulating these fine representatives of CGS.

Sincerely,

The Esther Harless Scholarship Committee  
Eileen Brunk  
Leo Brunk  
Sandra Desharnais

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**PARISH STEWARDSHIP - Buildings & Grounds**  
**Submitted by Sandy Desharnais, Junior Warden**

1. New flooring for the entry stairs and hallway to the fellowship hall has been ordered.
2. The quote for replacing corroded light post bases has been approved pending contractor.
3. Contractor agreement has been approved to clean the fellowship hall floor. No date has been set for the work to be completed.
4. The irrigation system for the memorial garden has been turned on and a new exterior spicket for water in that area has been installed. Project is complete.
5. Repointing touch-up of the exterior brick and granite is awaiting contractor's availability; we have been promised completion in June however the weather has not been very cooperative.
6. Maintenance calendar/schedule is being worked on.
7. The Annual Property Audit was started on 6 June and is expected to be completed on 11 July.

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**PARISH STEWARDSHIP - Finance Committee**  
**Submitted by Amey Fuller, Treasurer**

The Finance Committee met twice - once in May and once in June. We are working on drafting financial policies for CGS. It is a large undertaking, which we hope to complete before budget season.

We are also forming an Investment Committee. If you know anyone who is familiar with investing, please let me or Pastor Kathy know. We will inquire as to their interest in joining the committee.

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**PARISH STEWARDSHIP - Nominating Committee**

Submitted by Sandy Desharnais, Chair

Sue Corman has agreed to stay-on as Senior Warden until the next Annual Meeting (January 2024) leaving office one year early in lieu of one and a half years as planned.

This closes the 2023 Nominating Committee actions.

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**COMMUNITY ACTION OUTREACH - Front Door Agency**

Submitted by Mary O'Reilly, Liaison

A couple of months ago The Church of the Good Shepherd (CGS) supported the Front Door Agency's request for Easter Baskets. We received four thank you notes from the residents:

*Thank you so much for always thinking of others! I appreciate you! Happy Easter! God bless you! Thank you for thinking of others always I feel so special, and my son loved everything! Happy Easter! XOXO ~Mom and son.*

*Thank you so much for the awesome presents for my daughter! I appreciate it. ~Mom*

*Thank you for the adorable Easter Basket for my son. Happy Easter! ~Mom*

This past month the CGS Church Community participated in a cleaning supply drive called "Fill a Pew (or two) of Cleaning Supplies". The Front Door Agency (FDA) had recently purchased another property, called "Mary's House" which stands for: Ministry Alliance For Regaining Your Safety House, that was owned and operated by Southern NH Services. It is a property that serves 40 homeless women, aged 18-100+. These women are struggling with many issues: medical, developmental, extreme mental health, violence, substance abuse, and all of whom have had some form of physical, mental, and verbal abuse. They apply for this program through the Nashua Housing Authority - NHA who will then refer them to the FDA after they have determined that they qualify (homeless, low income, etc.). CGS filled two pews and collected 186 cleaning supply items for Mary's House which were delivered to the property. Mary's House was very excited and appreciative of receiving so many items. Once again the CGS congregation went above and beyond helping those in need!

	Actual Jan-May 2023	Budget Jan-May 2023	Actual Jan-May 2022	Budget Jan-Dec 2023
<b>Revenues</b>				
Commitment Income	\$ 131,602	\$ 145,833	\$ 132,979	\$ 350,000
Non-Pledge Income	\$ 12,855	\$ 8,478	\$ 9,682	\$ 24,516
Special Commitments	\$ 5,987	\$ 4,617	\$ 3,833	\$ 7,617
Loose Offerings	\$ 1,586	\$ 1,099	\$ 1,495	\$ 3,158
Special Contributions	\$ 2,341	\$ 1,650	\$ 2,628	\$ 5,397
Endowment	\$ -	\$ -	\$ -	\$ 61,806
Building Use	\$ 5,779	\$ 5,065	\$ 5,565	\$ 12,429
Fundraising	\$ 873	\$ 200	\$ -	\$ 4,000
Diocesan Grants	\$ -	\$ 2,500	\$ 26,250	\$ 5,000
<b>Total Revenues</b>	<b>\$ 161,023</b>	<b>\$ 169,442</b>	<b>\$ 187,562</b>	<b>\$ 473,923</b>
<b>Expenses</b>				
A) Clergy & Staff Salaries				
1) Rector	\$ 50,388	\$ 45,741	\$ 24,575	\$ 111,952
4) Parish Administrator	\$ 24,933	\$ 25,330	\$ -	\$ 60,793
5) Communications/Outreach	\$ 633	\$ 6,250	\$ -	\$ 15,000
Total A) Clergy & Staff Salaries	\$ 75,954	\$ 77,321	\$ 84,157	\$ 187,745
B) Church Overhead				
1) Staff Taxes	\$ 9,047	\$ 7,022	\$ 12,135	\$ 16,852
3) Staff Pensions	\$ 826	\$ 2,090	\$ 1,270	\$ 6,271
4) Health, WC, Disab, Life Ins.	\$ 1,484	\$ -	\$ 15,254	\$ 850
5) Staff Development	\$ 45	\$ 833	\$ -	\$ 2,000
Total B) Church Overhead	\$ 11,402	\$ 9,945	\$ 42,232	\$ 25,973
C) Office Overhead				
1) Telephone & Internet	\$ 1,734	\$ 2,083	\$ 1,883	\$ 5,000
2) Postage	\$ 1,118	\$ 1,404	\$ 1,933	\$ 3,200
3) Copy & Print	\$ 2,968	\$ 2,992	\$ -	\$ 6,200
4) Office Expenses	\$ 2,169	\$ 3,750	\$ 6,094	\$ 9,000
7) Computer Expenses	\$ 4,546	\$ 4,811	\$ 4,226	\$ 11,547
9) Safe Church Personnel Safety	\$ 20	\$ 200	\$ 10	\$ 500
Total C) Office Overhead	\$ 12,555	\$ 15,240	\$ 34,166	\$ 35,447
D) Diocesan Assessment				
1) Diocesan Assessment	\$ 16,236	\$ 30,985	\$ 28,512	\$ 74,364
Total D) Diocesan Assessment	\$ 16,236	\$ 30,985	\$ 28,512	\$ 74,364
F) Worship				
1) Organist/Music Program	\$ 2,929	\$ 1,867	\$ 1,951	\$ 5,000
2) Music Director	\$ 19,262	\$ 21,583	\$ 21,583	\$ 51,632
3) Supply Clergy	\$ 900	\$ 1,250	\$ -	\$ 3,300
4) Altar Flowers	\$ 470	\$ -	\$ 207	\$ -
5) Candles, Bread & Wine	\$ 578	\$ 269	\$ 180	\$ 659
Total F) Worship	\$ 24,139	\$ 24,969	\$ 23,920	\$ 60,591

G) Building & Grounds				
1) Property	\$ 16,914	\$ 13,079	\$ 12,549	\$ 27,000
2) Utilities	\$ 16,473	\$ 15,400	\$ 16,096	\$ 37,573
3) Insurance	\$ 2,623	\$ 2,372	\$ 2,372	\$ 9,500
4) Sexton Salary	\$ 3,808	\$ 5,250	\$ 1,592	\$ 12,600
5) Cleaning Company	\$ -	\$ -	\$ 2,866	\$ -
Total G) Building & Grounds	\$ 39,818	\$ 36,102	\$ 35,475	\$ 86,673
H) Christian Education				
1) Adult	\$ 1,255	\$ 297	\$ 202	\$ 600
2) Children	\$ 551	\$ 200	\$ 29	\$ 700
3) Youth	\$ 188	\$ 99	\$ 99	\$ 500
4) Youth Director Salary	\$ 4,543	\$ 4,543	\$ 4,037	\$ 9,085
5) Sunday School Coordinator	\$ 4,476	\$ 4,476	\$ -	\$ 8,951
6) Nursery	\$ -	\$ 417	\$ -	\$ 1,000
Total H) Christian Education	\$ 11,012	\$ 10,030	\$ 4,368	\$ 20,836
I) Other Programs & Org.				
1) Fellowship & Special Events	\$ 401	\$ 1,183	\$ 203	\$ 2,700
2) Stewardship	\$ 138	\$ 362	\$ 312	\$ 410
Total I) Other Programs & Org.	\$ 539	\$ 1,545	\$ 514	\$ 3,110
<b>Total Expenses</b>	<b>\$ 192,513</b>	<b>\$ 206,139</b>	<b>\$ 255,102</b>	<b>\$ 494,739</b>
<b>Net Total</b>	<b>\$ (31,490)</b>	<b>\$ (36,697)</b>	<b>\$ (67,540)</b>	<b>\$ (20,816)</b>

**Notes**

D) 1) We did not pay Assessment in April or May (\$11,646)

Operating Cash Balance as of May 1 ,2023	\$ 14,178.31
MayIncome	\$ 28,523.26
BOR Gifts not included in P&L	\$ 6,549.73
MayExpenses	\$ (31,035.32)
May Expenses not cleared	\$ (5,762.37)
Operating Cash Balance as of May 31, 2023	\$ 12,453.61

Book of Remembrance				5/31/2023	
Undesignated	Hall	Nash	Newman*	Solar	Total BOR
\$ 2,365.14	\$ 16,759.10	\$ 6,965.81	\$ -	\$ 36,196.00	\$ 62,311.05
				Unrestricted:	\$ 2,365.14
				Restricted	\$ 59,945.91

Admin Fund		5/31/2023
Unrestricted	Restricted	Total Admin
\$ 15,001.38	\$ 20,877.91	\$ 35,879.29

**Total Unrestricted** \$ 17,366.52

Commitment Income	Budget	Actual	Diff	(Ahead)/ Behind YTD
Jan	\$ 29,167	\$ 24,992	\$ 4,175	\$ 4,175
Feb	\$ 29,167	\$ 26,323	\$ 2,844	\$ 7,019
Mar	\$ 29,167	\$ 32,088	\$ (2,921)	\$ 4,098
Apr	\$ 29,167	\$ 26,038	\$ 3,129	\$ 7,227
May	\$ 29,167	\$ 26,893	\$ 2,274	\$ 9,502

	<b>Balance</b>		
<b>Assets</b>	5/31/2023		
Operating Checking	\$ 12,453.61		
Book of Remembrance (Unrestricted portion)	\$ 2,365.14		
Admin Fund (Unrestricted portion)	\$ 15,001.38		
Short term Receivables (60 Days)	\$ 78,474.27		
Outstanding checks	\$ 5,762.37		
<b>Total Assets</b>	<b>\$114,056.77</b>		
<b>Liabilities &amp; Net Assets</b>			
<b>Liabilities</b>			
Building Loan with Diocese	\$20,000.00	\$12,112 available	
Line of Credit	\$13,232.95		
<b>Total Liabilities</b>	<b>\$33,232.95</b>		
<b>Net Assets</b>			
Book of Remembrance (Restricted)	\$ 59,945.91		
Admin Fund (Restricted)	\$ 20,877.91		
<b>Total Net Assets</b>	<b>\$ 80,823.82</b>		
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 114,056.77</b>		