

**Church of the Good Shepherd
Vestry Meeting Minutes
Tuesday, November 21, 2023**

The regular meeting of the Vestry of the Church of the Good Shepherd, Nashua, New Hampshire was held on November 21, 2023 via ZOOM. Attending were Pastor Kathy Boss; Deacon Nancy Meyer; Sue Corman, Senior Warden;; Amy Cooley; Beth Derderian; Amey Fuller, Treasurer; Susan Nutting, Clerk; Kathy Cormier; Doug Liles; Jackie Marshall; Sarah Patton; Howard Titus; and Jane Wilkins. Absent: Deacon Nancy Meyer and Sandy Desharnais; Junior Warden.

1. The meeting was called to order at 7:04 p.m. by Sue Corman. Doug Liles offered a prayer to open the meeting.
2. Pastor Kathy led a brief Lectio Divina on Matthew 17:14-21.
3. **REPORTS** Reports received from clergy, lay leaders, various committees and other ministries are attached to these minutes.

Sue Corman updated the Nominating Committee report, sharing that the Vestry slate is all set. She will reach out to confirm that Karla Tolomeo will be returning to the Nashua Area Interfaith Council, and that John Rowntree will continue (he is NAIC President). We need one more delegate to the Convocation/Convention to have a full slate.

Pastor Kathy provided an update on the Diocese Convention. A resolution was passed, urging all parishes, missions, and gospel-oriented communities to reduce the use of single-use plastics and packaging within their churches and church-related gatherings. In addition, a resolution was also passed to create a Reparations Task Force. Seth Bonvouloir will be serving on that committee.

Finally, Pastor Kathy shared pastoral care updates, reminding the Vestry that this information is kept confidential.

Upon no further discussion or questions,

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

Financial Reports and Treasurer's Review. Amey summarized her report that accompanied the financial documents (see attached reports).

Upon no further discussion or questions,

MOTION: A motion was made by **Kathy Cormier** to accept the financial reports as submitted, subject to financial review, seconded by **Jane Wilkins**. The motion carried unanimously.

4. **BUSINESS**

- Vestry End of Year Challenge hasn't quite met the \$2k goal. If we can do so, along with some pledges and other income it is possible to end the year without a deficit. Every little bit makes a difference.
- Proposed 2024 Budget Amey presented a rough draft budget (see attached) with the following remarks:
 - * John and Kathy worked hard to bring us updated numbers, and the Finance Committee has met to review the numbers, and make a few small changes (Kathy didn't give herself a raise!).
 - * We have tried to reflect 2023 revenues in the 2024 budget. Differences include a reduction in funds from the Endowment. The market has reduced the balance in the Endowment fund, and to meet the 7% goal, we needed to walk it back. A wonderful addition to the income is a three year Diocesan grant for our Pastor Kathy - \$16,500 per year. We have also added a Curate grant and an expectation of being able to apply for other grants both through the Diocese and elsewhere.
 - * Yes, we are looking into getting a Curate, probably half time, to help move the church forward in our mission. There are several possibilities of how that position may be filled, but it is promising to be able to budget this cost.
 - * Staff COLA raises, per the Diocesan recommendations, are 3.2%. We have also included a (too) small bonus to the Parish Administrator's salary,
 - * We have also budgeted for a full audit to be done. We haven't had one since Odie left, and it should be done every few years.
 - * Another addition is \$7500 to the Reserve Fund (previously the undesignated balances in the Admin Fund and Book of Remembrance). These funds are being set aside to cover both routine, but not regular, maintenance, and unexpected needs by the Building and Maintenance budget. We hope to build this fund over time. The Finance Committee has set a goal of \$100,000.
 - * We show the anticipated savings brought by the Solar project.
 - * Overall, we are looking at a deficit budget of \$41,403. The Finance Committee will work to tighten the budget once we have a better idea of pledge income for 2024.

Pastor Kathy would like to put together a committee of two or three people to form a committee to research and apply for grants. Doug Liles expressed interest in being a part of this work.

- RenewalWorks Update. Sarah and Susan reported that the 3rd workshop will be held next week; workshop team move forward' culture changes – They will put together an update for announcements
- Stewardship. The Committee is optimistic that we will reach \$340K goal. The Stewardship workshop was very informative. Plans are being made

for calls to parishioners to follow up on pledges. Pastor Kathy would like to see a Vestry member on the Stewardship Committee next year.

- Vestry/Lay Leadership Retreat. We are still looking for volunteers to organize a weekend or overnight retreat. Please speak to Pastor Kathy if this is something you are interested in helping with.
- Vestry Gathering. We are looking for someone to host the Vestry gathering. It is usually held on a Sunday afternoon in early February. Please reach out to Pastor Kathy or Sue Corman if you are interested.

5. VOTES

- **Alcohol at CGS Women Christmas Party and EfM Graduation.**

MOTION: A motion was made by **Jane Wilkins and seconded by Amey Fuller** for the responsible consumption of alcohol at both the CGS Women's Christmas party and the EfM graduation. The motion carried unanimously.

- **Annual Meeting to be held Sunday, January 28**

MOTION: A motion was made by **Howard Titus and seconded by Amy Cooley** to hold the CGS 2024 Annual Meeting on Sunday, January 28th. The motion carried unanimously.

Susan will send out the Notice of Meeting to be published in the Sunday bulletin and weekly Announcements.

- **Grant from Our Kids Commission for \$6K to benefit the Front Door Agency.**

MOTION: A motion was made by **Howard Titus and seconded by Amy Cooley** to hold the CGS 2024 Annual Meeting on Sunday, January 28th. The motion carried unanimously.

There being no other business, and hearing no objection, the meeting was adjourned at 8:29 p.m. The meeting closed with Pastor Kathy leading the Vestry in the Lord's Prayer.

Respectfully submitted
Susan Nutting
Clerk, CGS Vestry
Attached: Reports to Vestry

DRAFT 2024 BUDGET for DISCUSSION PURPOSES ONLY	Budget Jan-Dec 2023	2023 Year End As of 1/12/2024	2024 Budget	inc. (Dec) vs. Proj Year End	Notes
Revenues					
Total Commitment Income	\$ 350,000	\$ 325,313	\$ 330,000	\$ 4,687	Pledges as of 1/10: \$309,106 - 156 families
Total Non-Pledge Income	\$ 24,516	\$ 27,758	\$ 33,000	\$ 5,242	\$5000 from Linda Annis Estate
Special Commitments					
3010 Easter & Lent	\$ 2,000	\$ 6,075	\$ 6,000	\$ (75)	Easter and Lent combined for 2024 budget
3011 Christmas	\$ 3,000	\$ 6,159	\$ 6,000	\$ (159)	
3012 Lent	\$ 2,617		\$ -		Moved to 3010 Easter & Lent
Total Special Commitments	\$ 7,617	\$ 12,234	\$ 12,000	\$ (234)	
Total Loose Offerings	\$ 3,158	\$ 3,556	\$ 3,000	\$ (556)	Last Sunday of Month Loose offerings to Discretionary Fund
Special Contributions					
3030 Baptisms	\$ 300	\$ 50	\$ 50	\$ -	
3031 Weddings	\$ 1,500	\$ 100	\$ 200	\$ 100	
3033 Funerals	\$ 2,000	\$ 2,050	\$ 2,000	\$ (50)	
3034 Wine, Wafer, Candles			\$ 150	\$ 150	New separate account 2024
3035 Other Spec. Cont.	\$ 1,597	\$ 12,240	\$ 2,000	\$ (10,240)	
3036 Altar Flowers			\$ 1,000	\$ 1,000	New separate account 2024
Total Special Contributions	\$ 5,397	\$ 14,440	\$ 5,400	\$ (9,040)	
Total Endowment	\$ 61,806	\$ 61,806	\$ 55,000	\$ (6,806)	
Building Use					
3060 Special Event	\$ -	\$ -	\$ -	\$ -	
3061 A A Meetings	\$ 10,500	\$ 10,056	\$ 10,500	\$ 444	
3062 Other Hall Rentals	\$ 1,929	\$ 1,845	\$ 1,700	\$ (145)	
Total Building Use	\$ 12,429	\$ 11,901	\$ 12,200	\$ 299	
Fundraising					
3041 Fund Raisers	\$ -	\$ 538		\$ (538)	
3071 Harvest Fair	\$ 3,000	\$ 2,029	\$ 500	\$ (1,529)	
3078 Gingerbread Village	\$ 500	\$ 994	\$ 4,500	\$ 3,506	
3079 Misc. Fundraisers	\$ 500	\$ 842	\$ 750	\$ (92)	
Total Fundraising	\$ 4,000	\$ 4,403	\$ 5,750	\$ 1,347	
Diocesan Grants					
3092 Diocesan Curate Grant	\$ -		\$ 3,125	\$ 3,125	Curate grant for half year
3094 Diocesan Grant	\$ 5,000		\$ 20,000	\$ 20,000	Rector Grant (16,500, 3,500 other)
Total Diocesan Grants	\$ 5,000	\$ 9,473	\$ 23,125	\$ 13,652	2023 note: Additional Energy Assistance Grant
Total Revenues	\$ 473,923	\$ 470,884	\$ 479,475		
Expenses					
A) Clergy & Staff Salaries					
1) Rector					
4001 Rector Salary	\$ 48,700	\$ 54,015	\$ 75,747	\$ 21,732	3.2% COLA

DRAFT 2024 BUDGET for DISCUSSION PURPOSES ONLY	Budget Jan-Dec 2023	2023 Year End As of 1/12/2024	2024 Budget	inc. (Dec) vs. Proj Year End	Notes
4010 Rector Housing Allowance	\$ 28,800	\$ 34,500	\$ 15,600	\$ (18,900)	3.2% COLA
4012 Rector Pension	\$ 15,017	\$ 15,017	\$ 16,000	\$ 983	
4014 Rector Self Employment Tax	\$ 5,435	\$ 6,920	\$ 6,987	\$ 67	
4016 Rector Health/Dental Life	\$ 14,000	\$ 12,550	\$ 14,500	\$ 1,950	Look at Diocesan suggested premiums
Total 1) Rector	\$ 111,952	\$ 123,002	\$ 128,834	\$ 5,832	
2) Curate					
4020 Curate Salary	\$ -		\$ 9,750	\$ 9,750	65K avg salary/housing 1 yr (39K salary) Budget 25%
4030 Curate Housing Allowance	\$ -		\$ 6,500	\$ 6,500	40% of total comp (26K) Budget 50%
4031 Curate Pension			\$ 2,925	\$ 2,925	11,700/4
4032 Curate Health/Life Ins			\$ -		Not offered (PT)
4032 Curate SET			\$ 1,243	\$ 1,243	
Total 2) Curate	\$ -	\$ -	\$ 20,418	\$ 20,418	
4) Parish Administrator					
4035 Parish Administrator Salary	\$ 52,540	\$ 52,540	\$ 54,221	\$ 1,681	3.2 % COLA
4036 Parish Administrator Pension	\$ 4,728	\$ 5,673	\$ 4,879	\$ (794)	3.2 % increase (2023 higher due to catch up from 2022)
4037 Parish Administrator Taxes	\$ 3,525	\$ 3,854	\$ 3,977	\$ 123	3.2 % increase (adjusted to include bonus)
Total 4) Parish Administrator	\$ 60,793	\$ 62,067	\$ 63,078	\$ 1,011	
5) Communications/Outreach					
4038 Communications & Outreach	\$ 15,000		\$ 7,700	\$ 7,700	(7hrs/wk x 50 weeks)
Total 5) Communications/Outreach	\$ 15,000	\$ 5,110	\$ 7,700	\$ 2,590	
Total A) Clergy & Staff Salaries	\$ 187,745	\$ 190,179	\$ 220,030	\$ 29,851	
B) Church Overhead					
1) Staff Taxes					
5001 Staff Social Security	\$ 14,000	\$ 14,662	\$ 15,131	\$ 469	3.2% increase
5002 Staff Medicare	\$ 2,852	\$ 3,441	\$ 3,551	\$ 110	3.2% increase
Total 1) Staff Taxes	\$ 16,852	\$ 18,103	\$ 18,682	\$ 579	
Total 3) Staff Pensions	\$ 6,271	\$ 257	\$ 850	\$ 593	Just N. Madiera in 2024
4)Health,WC, Disab, Life Ins.					
5032 Staff Worker's Comp. Insur	\$ 850		\$ 1,280	\$ 1,280	Workers comp rates went up
Total 4)Health,WC, Disab, Life Ins	\$ 850	\$ 1,284	\$ 1,280	\$ (4)	
Total 5) Staff Development	\$ 2,000	\$ 1,961	\$ 2,000	\$ 39	Includes funding for all Staff and Clergy Development
Total B) Church Overhead	\$ 25,973	\$ 21,605	\$ 22,812	\$ 1,207	
C) Office Overhead					
1) Telephone & Internet					
6001 Telephone & Internet	\$ 4,400	\$ 4,275	\$ 5,000	\$ 725	
6002 Cell phone Expense	\$ 600	\$ 700	\$ 600	\$ (100)	
Total 1) Telephone & Internet	\$ 5,000	\$ 4,975	\$ 5,600	\$ 625	

DRAFT 2024 BUDGET for DISCUSSION PURPOSES ONLY	Budget Jan-Dec 2023	2023 Year End As of 1/12/2024	2024 Budget	inc. (Dec) vs. Proj Year End	Notes
2) Postage					
6010 Stamps	\$ 2,650	\$ 2,797	\$ 3,500	\$ 703	
6013 Bulk Mailing Fee	\$ 300	\$ 290	\$ 350	\$ 60	
6015 PO Box Annual Fee	\$ 250	\$ 250	\$ 300	\$ 50	
Total 2) Postage	\$ 3,200	\$ 3,337	\$ 4,150	\$ 813	Increase mailing of thank you notes, birthday cards and mailing in general
3) Copy & Print					
6020 Paper	\$ 700	\$ 617	\$ 800	\$ 183	more printing
6021 Copier Lease, Contract, Sup	\$ 5,500	\$ 5,576	\$ 6,000	\$ 424	more printing
6022 Outsource Printing		\$ 282	\$ 1,000	\$ 718	New Account for 2024
Total 3) Copy & Print	\$ 6,200	\$ 6,475	\$ 7,800	\$ 1,325	
4) Office Expenses					
6030 Office Supplies	\$ 8,200	\$ 4,150	\$ 5,000	\$ 850	
6032 Other Coffee Hour	\$ -	\$ 404	\$ 500	\$ 96	
6033 Bank Charges	\$ 800	\$ 1,723	\$ 2,000	\$ 277	
Total 4) Office Expenses	\$ 9,000	\$ 6,277	\$ 7,500	\$ 1,223	Same total amount, reallocated
Total 7) Computer Expenses	\$ 11,547	\$ 10,125	\$ 12,240	\$ 2,115	Software Licenses, upkeep etc...
Total 8) Financial Review			\$ 5,000	\$ 5,000	Full Audit for 2024
Total 9) Safe Church Personnel Sa	\$ 500	\$ 203	\$ 500	\$ 297	
Total Office Overhead	\$ 35,447	\$ 31,392	\$ 42,790	\$ 11,398	
Total D) Diocesan Assessment	\$ 74,364	\$ 58,643	\$ 70,000	\$ 11,357	Plan to ask for \$10,000 reduction
F) Worship					
1) Organist/Music Program					
8001 Senior Choir	\$ 3,000	\$ 32	\$ 1,750	\$ 1,718	
8002 Children's Choir	\$ -	\$ -			
8004 General music expenses	\$ 1,000	\$ 2,446	\$ 1,000	\$ (1,446)	
8005 Substitutes	\$ 1,000	\$ 1,025			
8006 Instrument Maintenance	\$ -	\$ 1,703	\$ 2,250	\$ 547	
Total 1) Organist/Music Program	\$ 5,000	\$ 5,174	\$ 5,000	\$ (174)	
Total 2) Music Director	\$ 51,632	\$ 34,793	\$ 26,150	\$ (8,643)	3.2 % increase
Total 3) Supply Clergy	\$ 3,300	\$ 2,800	\$ 3,300	\$ 500	Level funding
4) Altar Flowers					
8050 Sunday Flowers	\$ -	\$ 1,600	\$ 1,800	\$ 200	Offset by some Altar Gifts 3035 in 2023, 3036 in 2024
8051 Easter, Christmas, other	\$ -		\$ 400	\$ 400	New Account for 2024
Total 4) Altar Flowers	\$ -	\$ 1,600	\$ 2,200	\$ 600	
5) Candles, Bread & Wine					
8060 Candles	\$ 335	\$ 447	\$ 335	\$ (112)	
8061 Wafer	\$ 224	\$ 421	\$ 400	\$ (21)	

DRAFT 2024 BUDGET for DISCUSSION PURPOSES ONLY	Budget Jan-Dec 2023	2023 Year End As of 1/12/2024	2024 Budget	inc. (Dec) vs. Proj Year End	Notes
8062 Wine	\$ 100	\$ 123	\$ 150	\$ 27	
Total 5) Candles, Bread & Wine	\$ 659	\$ 720	\$ 885	\$ 165	Increase in use, wafer prices going up
Total F) Worship	\$ 60,591	\$ 45,087	\$ 37,535	\$ (7,552)	Reduction mostly due to half time Music Director
G) Building & Grounds					
1) Property					
9001 Trash Removal	\$ 2,300	\$ 3,418	\$ 3,000	\$ (418)	Increase in trash pickups
9003 Sexton Supplies	\$ 1,100	\$ 1,175	\$ 1,100	\$ (75)	
9004 Equipment Maintenance	\$ 5,000	\$ 4,268	\$ 5,000	\$ 732	
9005 Grounds Maintenance	\$ 1,400	\$ 2,398	\$ 3,500	\$ 1,102	Snow, Sprinkler, mulch
9006 Building Maintenance	\$ 15,000	\$ 17,921	\$ 9,000	\$ (8,921)	Predictable yearly cost
9007 Capital Reserve Building	\$ -	\$ -	\$ 6,000	\$ 6,000	Monthly money to Capital Reserve for special projects
9009 Bathroom Supplies	\$ 2,200	\$ 3,569	\$ 3,400	\$ (169)	
Total 1) Property	\$ 27,000	\$ 32,749	\$ 31,000	\$ (1,749)	
2) Utilities					
9011 Electricity	\$ 13,000	\$ 12,258	\$ 7,200	\$ (5,058)	Solar, reduced rates, Energy Mgt
9012 Natural Gas	\$ 11,500	\$ 6,864	\$ 8,800	\$ 1,936	Same as projected year end
9013 Water	\$ 8,000	\$ 4,299	\$ 5,000	\$ 701	New toilet installed, less watering in summer
9014 Waste Water	\$ 5,073	\$ 2,499	\$ 3,000	\$ 501	
9015 Capital Improvement Loan	\$ -	\$ 719	\$ 400	\$ (319)	Interest portion
Total 2) Utilities	\$ 37,573	\$ 26,639	\$ 24,400	\$ (2,239)	
Total 3) Insurance	\$ 9,500	\$ 7,868	\$ 11,000	\$ 3,132	
Total 4) Sexton Salary	\$ 12,600	\$ 12,978	\$ 3,000	\$ (9,978)	For snow shoveling and outdoor clean-up
5) Cleaning Company					
9061 Cleaning company	\$ -				
Total 5) Cleaning Company	\$ -		\$ 15,000	\$ 15,000	Royal Cleaning
Total G) Building & Grounds	\$ 86,673	\$ 80,234	\$ 84,400	\$ 4,166	
H) Christian Education					
Total 1) Adult	\$ 600	\$ 3,838	\$ 3,500	\$ (338)	
Total 2) Children	\$ 700	\$ 551	\$ 800	\$ 249	
Total 3) Youth	\$ 500	\$ 829	\$ 800	\$ (29)	
Total 4) Youth Director Salary	\$ 9,085	\$ 9,085	\$ 9,376	\$ 291	3.2 % increase
Total 5) Sunday School Coordinato	\$ 8,951	\$ 8,951	\$ 9,237	\$ 286	3.2 % increase
6) Nursery					
9104 Nursery Care	\$ 1,000		\$ 1,000	\$ 1,000	
Total 6) Nursery	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	
Total H) Christian Education	\$ 20,836	\$ 23,254	\$ 24,713	\$ 1,459	
I) Other Programs & Org.					
1) Fellowship & Special Events					

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9200 Fellowship Supplies	\$ 1,100	\$ 401	\$ 1,100	\$ 699	
9204 Food License	\$ 100	\$ -	\$ 100	\$ 100	
9208 Miscellaneous	\$ 1,500	\$ 497	\$ 500	\$ 3	
Total 1) Fellowship & Special Ever	\$ 2,700	\$ 898	\$ 1,700	\$ 802	
2) Stewardship					
9211 Offering Envelopes - Month	\$ 312	\$ 472	\$ 350	\$ (122)	
9217 Committee Expenses	\$ 98	\$ -	\$ 100	\$ 100	
Total 2) Stewardship	\$ 410	\$ 472	\$ 450	\$ (22)	
Total 1) Other Programs & Org.	\$ 3,110	\$ 1,370	\$ 2,150	\$ 780	
Line of Credit		\$ 2,498	\$ 2,498	\$ -	
Total Expenses	\$ 497,439	\$ 455,160	\$ 504,430		
Net Total	\$ (20,816)	\$ 15,724	\$ (24,955)		
					Endowment Balance 12/31/2023 - \$ 705,766.91

NOVEMBER 2023 REPORTS TO VESTRY

Rector's Report – my apologies. The file containing the Rector's Report for the month of November was damaged and could not be copied to the minutes. – Susan Nutting, Clerk

Deacon's Report (submitted by Deacon Nancy Meyer)

I continue to work closely with Pastor Kathy to provide pastoral care to parishioners and to many who call the office looking for help.

Companion Ministry

Members of the Companion Ministry team continue to visit homebound parishioners monthly. We currently have 7 visitors visiting 10 homebound parishioners.

We have two persons who send birthday cards, this allows us to send cards to everyone in the parish for their birthday (Pastor Kathy sends some, Sunday School sends to the young children).

Another person is sending cards to people on the parish prayer list, again about 30 cards are sent out each month. Occasionally she gets a return card or call thanking her, other times we learn of someone's death, and other times we get the card back undeliverable. We are working with Pastor Kathy, John, and Susan Nutting to get the list updated.

When there are altar flowers after church, we take them to the hospitalized, homebound, nursing home, or ill at home parishioners. These flowers are very well received. We wish we had flowers every week to distribute. We have two people who are available to deliver flowers in addition to the companion visitors and clergy.

We continue our ministry at two long term care facilities – Aynsley Place and Courville at Nashua. For Courville I am training one of our Vergers and an Aging & Spirituality graduate who is excited to take on this ministry. I continue to do the service at Aynsley Place. The residents who come to these services are so appreciative that we come and seek assurance each month that we will be there the following month. I need more LEVs to continue and expand this ministry to an underserved and marginalized population in our society. Please refer anyone interested to Pastor Kathy or to me. Five members of the Companion Ministry Team come to assist and to visit with the residents at the end of the service. We have found unaffiliated Episcopal and Church of England persons at both places and will provide pastoral services to them when needed. We hope to expand this ministry to more facilities when we have the LEVs needed to do so. The dates of these services are now listed in upcoming events in the hope that other parishioners will join us and participate in this exciting outreach ministry. I have had 1 vestry member attend a service at Aynsley Place and would love to have more attend the facility services to see what we do and to meet the residents who attend.

Respite visitors – we have limited respite care for parishioners in the parish unable to get out due to their caregiving responsibilities for adult family. Currently two caregivers are eligible for this new service. One uses the time to get out for appointments and errands, the other enjoys the attention of our visitor to give her someone to talk with. There is 1 person providing respite and I would love to have more available.

As you can see this is a growing ministry for lay persons in our parish, currently there are 15 parishioners involved in Companion Ministry. Those involved find their ministry meaningful to their own spiritual life as well as to the person(s) served.

Companion Ministry Team meets monthly.

Aging & Spirituality

We graduated the second cohort of parishioners! There are now 21 parishioners who have completed the course. Additionally, I meet monthly with the graduates of the course, sometimes the two groups will meet together and at others they will meet separately. We will begin our third offering of the course in April. The April group will be on Saturdays from 10am-1pm, I already have 4 people who want to sign up. We are beginning to explore offering the course on the diocesan Digital Ministry. We will be opening the course to people in the community probably next September.

I am in the office 3 days a week – Monday, Tuesday, and Thursday. And of course, Sunday for the 10am service at church and the 4:30pm service at The Huntington at Nashua. I have had one vestry member attend a service at the Huntington and would love to have more of you come to meet the residents who attend and let them meet the leadership of the parish.

In and around all of this I continue to participate in continuing education. An upcoming conference on the Life and Work of the Deacon focusing on the role of the deacon in the future. I attend the Contemplative Prayer session and follow-up lunch/book discussion.

I continue to serve on the Nashua Home Host Network working to settle and support a mother and two children from the Congo. We are getting ready to sponsor two more members of the same family.

I attend Bishop/Clergy meetings, Bishop/Deacon meetings, and the Nashua Area Interfaith Network meetings.

I am representing CGS at the Nashua Area Interfaith Thanksgiving service on November 21.

Yours in Christ,
Deacon Nancy

JUNIOR WARDEN REPORT (submitted by Sandy Desharnais)

Property and Grounds

1. New flooring for the entry stairs and hallway to the fellowship hall has been received. The hallway floor has been installed and the asbestos on the stairs has been removed. The stairs should be complete prior to Christmas.
 2. The quote for replacing corroded light post bases has been approved pending Contractor availability.
 3. The Maintenance calendar/schedule is being worked on.
 4. The Annual Property Audit has been completed and prioritization of major issues has been made.
 5. Basement Dehumidifier is not turning on/off correctly. Contractor (Denron Hall) met with the Property personnel and has made recommendations. This is one of the new priority items.
 6. There has been water damage to the ceiling of the Fellowship Hall closet. We are working with the contractor to resolve the issue.
 7. The A/V closet had water damage during heavy rains. Contractor has added water repellent material on lower portion exterior wall.
 8. There is a sizeable hole under the granite steps on north side of the church. Contractors have been contacted for evaluations. Bruce [last name unknown] of [name of company not stated] donated material and manpower to fill the hole with crushed stone and will seal steps in spring.
 9. West wall of the Church has moisture damage. An evaluation needs to be conducted.
 10. Due to a safety hazard, we need to get an estimate for adding an automatic light on stairs going to basement to be tied into the electricity. In the meantime, small battery powered automatic lights have been added to the area.
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TREASURER REPORT (Amey Fuller)

Overall, we are about \$14,000 behind where we expected to be, but we have also not taken the final third of the funds from the Endowment, which is \$20,000. So we are actually doing OK.

Pledge income is down, but the budget called for more than we had pledges. This shortfall is in part made up by increased revenues in Easter contributions, Special Commitments and Special Contributions. We also received more in grants from the Diocese than we budgeted.

In spending, Office Overhead is \$5000 less than expected, and we are saving on the Music Director's salary. While utilities look good, we are just entering the heating season, and though we will start to see savings from the Solar, the full impact will not be felt until the days lengthen once again.

YOUTH GROUP (submitted by Nancy Madeira)

- Adult Forum 11/5 – WorkCamp presentation
- Gingerbread Village –11/19 – decorating party – 10:00-2:00pm.

- Annual Movie - Pizza Night - November 26th
 - Confirmation Class - Mark 2 - Teach - Year 1 - December 3rd
 - Youth Christmas Party - December 10th
- Gathering of the Greens - Decorate the Church - December 17th
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PRAYER SHAWL (submitted by Jane Wilkins)

Nothing new for the prayer shawl ministry. We welcome any ideas anyone has to enlist more people to knit and crochet with us. We are willing to teach people how to knit/crochet.

FRONT DOOR AGENCY (submitted by Mary O'Reilly)

The past few months have been very quiet with the Front Door Agency (FDA). They were invited to our Harvest Fest celebration on October 21, 2023 but it is unknown if any residents attended. We are currently in discussions with the Front Door Agency about the Christmas "Giving Tree". We are working on getting a mix of tags this year due to feedback from our parishioners. We are hoping to get some tags that are child specific like we did years ago and also some that will be for a specific item. The plan is to have the "Giving Tree" up in the auditorium and tags available starting on November 26th.

EDUCATION FOR MINISTRY (submitted by John Rowntree)

CGS EfM group will complete our year at the end of Nov. Sarah Patton and Louise Bessler are completing their fourth year. We have invited four new members to join our 2024 group. May we please have permission to serve wine at our concluding celebration on Dec. 3rd?

SOCIAL JUSTICE COMMITTEE (submitted by Seth Bonvouloir)

There is nothing new from the Social Justice Committee. We met for the month of October and discussed the areas of focus the committee wants to prioritize. At our next meeting we are going to discuss one possible event.

RENEWALWORKS (submitted by Sarah Patton)

We have completed two of the four RenewalWorks workshops, and are preparing for Workshop 3, which will take place the Monday after Thanksgiving. As the workshop facilitator, I have enjoyed watching the CGS workshop team engage with the data findings from the Spiritual Life Inventory survey and hearing their robust discussions about where the CGS congregation has been and is now in terms of spiritual growth.

In workshops 3 and 4, the workshop team will work to identify where CGS feels called to go and how we can get there.

HARLESS SCHOLARSHIPS (submitted by Sandy Desharnais)
Nothing to report.

New Statement of Activities CGS Oct 2023

	Actual Jan-Oct 2023	Budget Jan-Oct 2023	Actual Jan-Oct 2022	Budget Jan-Dec 2023	Budget Nov-Dec 2023	Notes
Revenues						
Total Commitment Income	\$ 256,182	\$ 291,667	\$ 273,407	\$ 350,000	\$ 58,333	A
Total Non-Pledge Income	\$ 16,946	\$ 16,711	\$ 21,416	\$ 24,516	\$ 7,805	
Special Commitments						
3010 Easter & Lent	\$ 6,055	\$ 2,000	\$ 3,833	\$ 2,000	\$ -	
3011 Christmas	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	
3012 Lent	\$ -	\$ 2,617	\$ -	\$ 2,617	\$ -	
Total Special Commitments	\$ 6,055	\$ 4,617	\$ 3,833	\$ 7,617	\$ 3,000	
Total Loose Offerings	\$ 2,857	\$ 2,271	\$ 2,744	\$ 3,158	\$ 887	
Special Contributions						
3030 Baptisms	\$ 50	\$ 300	\$ 125	\$ 300	\$ -	
3031 Weddings	\$ 100	\$ 1,500	\$ 550	\$ 1,500	\$ -	
3033 Funerals	\$ 2,050	\$ 2,000	\$ 250	\$ 2,000	\$ -	
3035 Other Spec. Cont.	\$ 8,685	\$ 1,337	\$ 3,183	\$ 1,597	\$ 260	
Total Special Contributions	\$ 10,885	\$ 5,137	\$ 4,108	\$ 5,397	\$ 260	
Total Endowment	\$ 40,000	\$ 61,806	\$ 61,806	\$ 61,806	\$ -	B
Building Use						
3060 Special Event	\$ (39)	\$ -	\$ -	\$ -	\$ -	
3061 A A Meetings	\$ 8,419	\$ 8,890	\$ 9,744	\$ 10,500	\$ 1,610	
3062 Other Hall Rentals	\$ 1,345	\$ 1,724	\$ 1,185	\$ 1,929	\$ 205	
Total Building Use	\$ 9,725	\$ 10,614	\$ 10,929	\$ 12,429	\$ 1,815	
Fundraising						
3041 Fund Raisers	\$ 538	\$ -	\$ -	\$ -	\$ -	
3071 Harvest Fair	\$ 2,094	\$ 3,000	\$ 1,642	\$ 3,000	\$ -	
3078 Gingerbread Village	\$ -	\$ -	\$ -	\$ 500	\$ 500	
3079 Misc. Fundraisers	\$ 473	\$ 500	\$ -	\$ 500	\$ -	
Total Fundraising	\$ 3,105	\$ 3,500	\$ 1,642	\$ 4,000	\$ 500	
Total Diocesan Grants	\$ 7,766	\$ 5,000	\$ 26,250	\$ 5,000	\$ -	
Total Revenues	\$ 353,521	\$ 401,323	\$ 411,266	\$ 473,923	\$ 72,600	

New Statement of Activities CGS Oct 2023

	Actual Jan-Oct 2023	Budget Jan-Oct 2023	Actual Jan-Oct 2022	Budget Jan-Dec 2023	Budget Nov-Dec 2023	Notes
Expenses						
A) Clergy & Staff Salaries						
1) Rector						
4001 Rector Salary	\$ 45,265	\$ 40,583	\$ 14,075	\$ 48,700	\$ 8,117	
4010 Rector Housing Allowance	\$ 28,500	\$ 24,000	\$ 10,500	\$ 28,800	\$ 4,800	
4012 Rector/Curate Pension	\$ 13,766	\$ 12,514	\$ -	\$ 15,017	\$ 2,503	
4014 Rector Self Employment Taxes	\$ 6,920	\$ 4,076	\$ -	\$ 5,435	\$ 1,359	
4016 Rector Health/Dental Life	\$ 11,409	\$ 11,667	\$ -	\$ 14,000	\$ 2,333	
Total 1) Rector	\$ 105,860	\$ 92,840	\$ 24,575	\$ 111,952	\$ 19,112	C
4) Parish Administrator						
4035 Parish Administrator Salary	\$ 43,783	\$ 43,783	\$ -	\$ 52,540	\$ 8,757	
4036 Parish Administrator Pension	\$ 4,885	\$ 3,940	\$ -	\$ 4,728	\$ 788	D
4037 Parish Administrator Taxes	\$ 3,184	\$ 2,938	\$ -	\$ 3,525	\$ 588	
Total 4) Parish Administrator	\$ 51,852	\$ 50,661	\$ -	\$ 60,793	\$ 10,132	
5) Communications/Outreach						
4038 Communications & Outreach	\$ 4,059	\$ 12,500	\$ -	\$ 15,000	\$ 2,500	
Total 5) Communications/Outreach	\$ 4,059	\$ 12,500	\$ -	\$ 15,000	\$ 2,500	
Total A) Clergy & Staff Salaries	\$ 161,771	\$ 156,001	\$ 117,650	\$ 187,745	\$ 31,744	
B) Church Overhead						
1) Staff Taxes						
5001 Staff Social Security	\$ 11,903	\$ 11,667	\$ 20,636	\$ 14,000	\$ 2,333	
5002 Staff Medicare	\$ 2,796	\$ 2,377	\$ 3,207	\$ 2,852	\$ 475	
Total 1) Staff Taxes	\$ 14,699	\$ 14,043	\$ 23,842	\$ 16,852	\$ 2,809	
Total 3) Staff Pensions	\$ 439	\$ 5,226	\$ 6,479	\$ 6,271	\$ 1,045	
4)Health,WC, Disab, Life Ins.						
Total 4)Health,WC, Disab, Life Ins.	\$ 1,248	\$ 850	\$ 22,547	\$ 850	\$ -	D1
Total 5) Staff Development	\$ 1,381	\$ 1,667	\$ -	\$ 2,000	\$ 333	
Total B) Church Overhead	\$ 17,767	\$ 21,786	\$ 73,529	\$ 25,973	\$ 4,187	

New Statement of Activities CGS Oct 2023

	Actual Jan-Oct 2023	Budget Jan-Oct 2023	Actual Jan-Oct 2022	Budget Jan-Dec 2023	Budget Nov-Dec 2023	Notes
C) Office Overhead						
1) Telephone & Internet						
6001 Telephone & Internet	\$ 3,064	\$ 3,667	\$ 3,623	\$ 4,400	\$ 733	
6002 Cell phone Expense	\$ 550	\$ 500	\$ 700	\$ 600	\$ 100	
Total 1) Telephone & Internet	\$ 3,614	\$ 4,167	\$ 4,323	\$ 5,000	\$ 833	
2) Postage						
6010 Stamps	\$ 1,935	\$ 2,208	\$ 2,548	\$ 2,650	\$ 442	
6013 Bulk Mailing Fee	\$ 290	\$ 300	\$ -	\$ 300	\$ -	
6015 PO Box Annual Fee	\$ -	\$ -	\$ 138	\$ 250	\$ 250	
Total 2) Postage	\$ 2,225	\$ 2,508	\$ 2,686	\$ 3,200	\$ 692	
3) Copy & Print						
6020 Paper	\$ 376	\$ 583	\$ -	\$ 700	\$ 117	
6021 Copier Lease, Contract, Suppl	\$ 4,937	\$ 5,400	\$ 5,012	\$ 5,500	\$ 100	
Total 3) Copy & Print	\$ 5,313	\$ 5,983	\$ 5,012	\$ 6,200	\$ 217	
4) Office Expenses						
6030 Office Supplies	\$ 3,107	\$ 6,833	\$ (1,639)	\$ 8,200	\$ 1,367	
6032 Other Coffee Hour	\$ 365	\$ -	\$ 108	\$ -	\$ -	
6033 Bank Charges	\$ 1,422	\$ 667	\$ 751	\$ 800	\$ 133	
Total 4) Office Expenses	\$ 4,894	\$ 7,500	\$ 4,231	\$ 9,000	\$ 1,500	
Total 7) Computer Expenses	\$ 8,293	\$ 9,623	\$ 8,716	\$ 11,547	\$ 1,925	
Total 9) Safe Church Personnel Safet	\$ 203	\$ 480	\$ 10	\$ 500	\$ 20	
Total C) Office Overhead	\$ 24,542	\$ 30,261	\$ 64,908	\$ 35,447	\$ 5,186	
Total D) Diocesan Assessment	\$ 46,997	\$ 61,970	\$ 55,572	\$ 74,364	\$ 12,394	
F) Worship						
1) Organist/Music Program						
8001 Senior Choir	\$ 32	\$ 2,500	\$ 3,378	\$ 3,000	\$ 500	E
8002 Children's Choir	\$ -	\$ -	\$ 153	\$ -	\$ -	
8004 General music expenses	\$ 584	\$ 833	\$ 179	\$ 1,000	\$ 167	
8005 Substitutes	\$ 800	\$ 1,000	\$ 800	\$ 1,000	\$ -	
8006 Instrument Maintenance	\$ 2,028	\$ -	\$ 165	\$ -	\$ -	
Total 1) Organist/Music Program	\$ 3,443	\$ 4,333	\$ 4,674	\$ 5,000	\$ 667	

New Statement of Activities CGS Oct 2023

	Actual Jan-Oct 2023	Budget Jan-Oct 2023	Actual Jan-Oct 2022	Budget Jan-Dec 2023	Budget Nov-Dec 2023	Notes
Total 2) Music Director	\$ 30,460	\$ 43,047	\$ 43,046	\$ 51,632	\$ 8,585	
Total 3) Supply Clergy	\$ 2,450	\$ 2,800	\$ -	\$ 3,300	\$ 500	
Total 4) Altar Flowers	\$ 1,120	\$ -	\$ 387	\$ -	\$ -	E1
5) Candles, Bread & Wine						
8060 Candles	\$ 187	\$ 325	\$ 325	\$ 335	\$ 10	
8061 Wafer	\$ 358	\$ 224	\$ 188	\$ 224	\$ -	
8062 Wine	\$ 76	\$ 100	\$ 46	\$ 100	\$ -	
Total 5) Candles, Bread & Wine	\$ 620	\$ 649	\$ 560	\$ 659	\$ 10	
Total F) Worship	\$ 38,074	\$ 50,829	\$ 48,667	\$ 60,591	\$ 9,762	
G) Building & Grounds						
1) Property						
9001 Trash Removal	\$ 2,658	\$ 1,917	\$ 2,487	\$ 2,300	\$ 383	
9003 Sexton Supplies	\$ 1,011	\$ 917	\$ 287	\$ 1,100	\$ 183	
9004 Equipment Maintenance	\$ 4,068	\$ 5,000	\$ 4,450	\$ 5,000	\$ -	
9005 Grounds Maintenance	\$ 2,110	\$ 1,320	\$ 1,320	\$ 1,400	\$ 80	
9006 Building Maintenance	\$ 16,846	\$ 14,493	\$ 15,665	\$ 15,000	\$ 507	
9009 Building Supplies	\$ 3,094	\$ 1,833	\$ 1,777	\$ 2,200	\$ 367	
Total 1) Property	\$ 29,787	\$ 25,479	\$ 27,016	\$ 27,000	\$ 1,521	F
2) Utilities						
9011 Electricity	\$ 10,731	\$ 10,833	\$ 10,049	\$ 13,000	\$ 2,167	
9012 Natural Gas	\$ 6,864	\$ 9,019	\$ 7,580	\$ 11,500	\$ 2,481	
9013 Water	\$ 3,471	\$ 7,232	\$ 5,027	\$ 8,000	\$ 768	
9014 Waste Water	\$ 1,806	\$ 4,313	\$ 2,590	\$ 5,073	\$ 760	
9015 Capital Improvement Loan	\$ 349	\$ -	\$ 3,223	\$ -	\$ -	F1
Total 2) Utilities	\$ 23,221	\$ 31,397	\$ 28,468	\$ 37,573	\$ 6,176	
Total 3) Insurance	\$ 7,868	\$ 7,128	\$ 7,117	\$ 9,500	\$ 2,372	
Total 4) Sexton Salary	\$ 9,408	\$ 10,500	\$ 3,785	\$ 12,600	\$ 2,100	
Total G) Building & Grounds	\$ 70,283	\$ 74,504	\$ 72,476	\$ 86,673	\$ 12,169	

New Statement of Activities CGS Oct 2023

	Actual Jan-Oct 2023	Budget Jan-Oct 2023	Actual Jan-Oct 2022	Budget Jan-Dec 2023	Budget Nov-Dec 2023	Notes
H) Christian Education						
Total 1) Adult	\$ 3,435	\$ 531	\$ 437	\$ 600	\$ 69	G
Total 2) Children	\$ 551	\$ 700	\$ 53	\$ 700	\$ -	
Total 3) Youth	\$ 769	\$ 166	\$ 269	\$ 500	\$ 334	
Total 4) Youth Director Salary	\$ 7,268	\$ 7,268	\$ 6,722	\$ 9,085	\$ 1,817	
Total 5) Sunday School Coordinator	\$ 7,161	\$ 7,161	\$ 1,790	\$ 8,951	\$ 1,790	
Total 6) Nursery	\$ -	\$ 833	\$ -	\$ 1,000	\$ 167	
Total H) Christian Education	\$ 19,185	\$ 16,659	\$ 9,272	\$ 20,836	\$ 4,177	
I) Other Programs & Org.						
1) Fellowship & Special Events						
9200 Fellowship Supplies	\$ 401	\$ 917	\$ -	\$ 1,100	\$ 183	
9204 Food License	\$ -	\$ 100	\$ 35	\$ 100	\$ -	
9208 Miscellaneous	\$ -	\$ 1,250	\$ 168	\$ 1,500	\$ 250	
Total 1) Fellowship & Special Events	\$ 401	\$ 2,267	\$ 203	\$ 2,700	\$ 433	
2) Stewardship						
9211 Offering Envelopes - Monthly	\$ 138	\$ 312	\$ 312	\$ 312	\$ -	
9217 Committee Expenses	\$ -	\$ 98	\$ -	\$ 98	\$ -	
Total 2) Stewardship	\$ 138	\$ 410	\$ 312	\$ 410	\$ -	
Total I) Other Programs & Org.	\$ 539	\$ 2,677	\$ 514	\$ 3,110	\$ 433	
Total Expenses	\$ 381,250	\$ 414,687	\$ 445,645	\$ 494,739	\$ 80,052	
Net Total	\$ (27,729)	\$ (13,364)	\$ (34,379)	\$ (20,816)	\$ (7,452)	H
A - Commitment lower, Bridge the gap donations will appear here in Nov.						
B- Endowment Transfers occurring one month later than budgeted. 20K in Nov.						
C - Rector Salary adjustment not in budget.						
D - PA Pension current, was 1-2 months behind.						
D1- Expected Workers Comp Credit of ~\$250						
E - Gift from donor offset singers expense (\$1,280)						
E- Offset by Altar Gifts						
F - Expenses offset by special gifts (\$5,215 Hood donation)						
F1- Interest only						
G - Offset by Grant and Student Fees						
H-See B						

	Balance	
Assets	10/31/2023	
Operating Checking	\$ 29,745.25	
Admin Fund (Unrestricted portion)	\$ 14,776.45	
Short term Receivables (90 Days)	\$ 46,892.56	
Outstanding checks	\$ 3,108.82	
Total Assets	\$94,523.08	
Liabilities & Net Assets		
Liabilities		
Building Loan with Diocese	\$20,000.00	\$7,678.71 available
Line of Credit	\$33,232.95	
Total Liabilities	\$53,232.95	
Net Assets		
Book of Remembrance (Restricted)	\$ 22,637.91	
Admin Fund (Restricted)	\$ 18,652.22	
Total Net Assets	\$ 41,290.13	
Total Liabilities & Net Assets	\$ 94,523.08	

Operating Cash Balance as of Oct 1 , 2023	\$ 20,489.18
Oct Income	\$ 51,298.04
Oct Expenses	\$ (38,933.15)
Oct Expenses not cleared	\$ (3,108.82)
Operating Cash Balance as of Oct 31, 2023	\$ 29,745.25

Book of Remembrance			10/31/2023
Hall	Nash	Solar	Total BOR
\$ 16,759.10	\$ 6,965.81	\$ (1,087.00)	\$ 22,637.91

unchanged since Sep
Solar balance paid, short \$1,087

Admin Fund		10/31/2023
Unrestricted	Restricted	Total Admin
\$ 14,776.45	\$ 18,652.22	\$ 33,428.67

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
Jun	\$ 29,167	\$ 24,892	\$ 4,275	\$ 13,777
Jul	\$ 29,167	\$ 27,498	\$ 1,669	\$ 15,446
Aug	\$ 29,167	\$ 24,431	\$ 4,736	\$ 20,182
Sep	\$ 29,167	\$ 22,427	\$ 6,740	\$ 26,922
Oct	\$ 29,167	\$ 26,607	\$ 2,560	\$ 29,482