

**ST. LUKE'S EPISCOPAL CHURCH, ATASCADERO, CA**  
*"A LIGHT TO THE COMMUNITY DRAWING ALL PEOPLE TO CHRIST"*  
**VESTRY AGENDA -- HYBRID ZOOM MEETING**  
**October 13, 2024 - 10:00 AM**

10:00 AM	<b>Opening Prayer</b>	<b>Brooks</b>
10:02 AM	<b>Adoption of Agenda</b>	<b>Hansen</b>
10:05 AM	<b>Adoption of Minutes</b> <u>of September 8, 2024</u>	<b>Hansen</b>
10:10 AM	<b>Reaffirmation of Vestry Covenant</b>	<b>Hansen</b>

As a member of the Vestry of the Whole, I commit to the following:

- Fulfill my obligation as a fiduciary on behalf of St. Luke's.
- Attend monthly Vestry of the Whole meetings.
- Be prepared on the issues.
- Listen attentively.
- Practice patience.
- Be respectful, kind, and considerate to others.
- Stay on topic.
- Speak to the issue, not the person.
- Do not interrupt or speak over someone else.
- Refrain from side conversations during Vestry meetings.
- Refrain from committee work.
- Seek consensus on all actions.
- Support Vestry decisions.

10:15 AM:	<b>Information/Consent</b>	<b>Hansen</b>
	A. Stairs Update	<b>Ferree</b>
	B. Jr. Warden Snapshot (A 'heads up'!)	<b>Ferree</b>
	C. Status of Fair Linens	<b>Hansen</b>

10:27 AM: **Old Business:** NONE

10:27 AM:	<b>New Business:</b>	
	A. New Draft Budget	<b>Brooks</b>
	B. Rev. Linzi's \$16,500 Housing Allowance	<b>Brooks</b>

10:35 AM:	<b>Treasurer's Report</b>	<b>Brooks</b>
	Acceptance of written report (None)	<b>Hansen</b>

10:45 AM: **Upcoming Events** **All**

10:50 AM: **One Word Meeting Summary** **Hansen**

10:55 AM: **Closing Prayer** **Brooks**

## Highlights from the Vestry of the Whole, September 8, 2024

Blessed by the presence of Rev. Linzi and inspired by her first sermon as St. Luke's official quarter-time priest, the Vestry of the Whole opened with prayer by Kathy Hansen at 10:23 am.

**Present:** Rev. Linzi, Mike Ferree, Leann Brooks, Alice Baker-Taber, Kathy Hansen, Mary Gruber, Jeanne Owen, Judy Lewis, Brooks Measures, Joe McJimsey, Betsy Blank, Barbara Babka, Marnie Burkhardt, Sally Ferree, Roger Taber, Laura DeLoye, Hunter Perry-- **On Zoom:** Janice Hickok, Chuck Burkhardt

**Adoption of the Agenda:** Add C. Rev. Linzi ideas **Motion to Adopt the Agenda**, Betsy Blank; **Second**, Mike Ferree **Adopted**.

**Adoption of the Minutes of August 11, 2024:** Add to those present on Zoom, Leann Brooks, Chuck Burkhardt, Janice Vercoutare, Marnie Burkhardt **Motion to Adopt the Minutes**, Betsy Blank; **Second**, Marnie Burkhardt. **Adopted**.

**Reaffirmation of the Vestry Covenant** was read aloud.

### Information/Consent:

**Kathy Hansen reported that the stairs removal will begin tomorrow.** Services will be held outside during the construction of the new stairs.

**Mike Ferree applied for a \$10,000 grant to the Diocese of El Camino Real to help fund the cost of the new stairs.** He has not heard back from the Diocese, as of this date.

**Kathy Hansen reminded everyone of the upcoming Blessing of the Animals at St. Luke's, on October 6, at the 9:00 am service.** All animals are welcome, in the church, and must be contained or on a leash. Pictures of your pets may be sent to Leann Brooks, who will include them in a slide show.

**Mike Ferree gave the Jr. Warden Report, since Ann Holley was on vacation, and he also gave the Sr. Warden Report.** Work on the ORI# will be completed when Ann returns, and the Custodian of Record will be transferred from Mike Ferree to Rev. Linzi. Ann is currently working on the IPP plan, which is for disaster information and relief. Mike and Sally Ferree installed new blinds in the Cottage Office, and the next project will be the heater and AC. It will cost \$500 to just get the permit to make the improvements.

**New Business:** The new budget proposal was not in the Vestry packet, so that will be included in next month's report.

**Rev. Linzi explained the details of her housing allowance.** When the actual amount is calculated, it will be split between St. Luke's and St. Benedicts. Rev. Linzi will be working 10-12 hours a week for St. Luke's. She listed three of her priorities, which are the following:

1. **Pastoral connection with people who can't make it to church.**
2. **St. Luke's identity – Get a feeling of cohesiveness on everything.**
3. **Group awareness of the budget, regarding the future, and how it works.**

**A request was made by Rev. Linzi that her official email address be: Priest@St.Luke'sAtascadero.org. Motion**, Barb Babka; **Second**, Mary Gruber. **The motion passed.**

**Leann Brooks gave the Treasurer's Report and was delighted to report that everyone caught up on their pledges!** Fundraising was moved into non-operating. There is no audit required for 2023, unless a new priest or treasurer is elected. Please see the Financials, in the Vestry packet, at the meetings, for more information, or ask Leann Brooks if you have any questions. No audit is required for 2023 unless there is a new priest or treasurer. Leann recommended that some others, besides Sylvia Barker, need to have access to the BCC Master List. **Motion to accept the Treasurer's Report as presented**, Sally Ferree; **Second**, Jeanne Owen **Abstain**, Leann Brooks. **Passed.**

**Upcoming Events are all listed on St. Luke's amazing new website!** Blessing of the Animals is on October 6, and St. Luke's Day is October 13. Brooks Measures asked that people contact her if they have items for the calendar.

**One word meeting summary from members:** joy-filled, short, great, informative, blessed, fun, delightful, ditto, fantastic, amen, heart-filled, happy. **Adjourned at 11:02 am.**

Submitted by Alice Baker-Taber, Clerk of the Vestry of the Whole

## Junior warden report for September 2024

1. Mini blinds were purchased for the office. They were installed by Sally and Mike Ferree. Sylvia was pleasantly surprised and is grateful for the privacy and safety which they provide.

We will have a workday on November 9th and 23rd from 9:00 until 12:00. Coffee and Doughnuts will be served in the cottage.

### Jobs

1. Change all light bulbs in the undercroft to the bulbs Holly Cooper donated, which are in the pantry.
2. Clear all drains and sweep the roof.
3. Check and clear gutters as necessary.
4. Fill holes in the lawn and reseed where necessary.
5. Prune all dead wood.
6. Prune fruit trees in the back yard.
7. Install electric heaters in the office.
8. Install awnings over the emergency exit and front and back door to the Cummings Room.
9. Weed and prune dead foliage from the garden beds.
10. Restock the pantry.

Tools :pruners, a tree trimmer, hand trowel and gloves

Many hands make light work. I hope you can help us on one of the days.

Emergency stair project budget						
	Expense					
Architect	1400	pd				
plan copies	100	pd				
Contractor	38400		\$38,900 less deposit			
contractor deposit	500	pd				
10% overage	3900					
paint	300					
hardware	100	pd				
Building permit	500	pd				
	45200					
	Income					
existing capital funds	1500					
Diocese from church sale	6550		the other \$6550 was used for undercroft floor			
congregation	13000					
fundraising	2000		1/2 fundraising income, 1/2 to outreach			
trans from reserve funds	12000					
trans from health ministry	1900					
	36950					
balance needed	8250					

**St Luke's Episcopal Church**  
**Operating Profit & Loss Budget Performance**  
**September 2024**

	Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Operating Revenues</b>					
<b>03 · Regular Support</b>					
Pledge and Regular giving	2,630.00	4,150.00	43,550.00	37,350.00	49,800.00
Plate	295.00	150.00	1,930.00	1,350.00	1,800.00
<b>Donor Restricted Operating</b>					
Facility	0.00	0.00	0.00	0.00	0.00
Worship & Liturgy	0.00	0.00	350.00	0.00	0.00
<b>Total Donor Restricted Operating</b>	0.00	0.00	350.00	0.00	0.00
<b>Other Unrestricted Gifts</b>					
Christmas	0.00	0.00	0.00	0.00	200.00
Easter	0.00	0.00	100.00	200.00	200.00
Other Organization Donation	0.00	150.00	1,708.88	1,350.00	1,800.00
Unrestricted Gifts	0.00	0.00	750.00	0.00	0.00
<b>Total Other Unrestricted Gifts</b>	0.00	150.00	2,558.88	1,550.00	2,200.00
<b>Total 03 · Regular Support</b>	2,925.00	4,450.00	48,388.88	40,250.00	53,800.00
04 · Investments used for Operations	0.00	0.00	0.00	0.00	0.00
05 · Other Operating Income	0.00	0.00	2,065.35	3,000.00	3,000.00
06 · Bequest used for Operations	0.00	0.00	0.00	0.00	0.00
07 · Diocesan Assistance for Oper	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Revenues</b>	2,925.00	4,450.00	50,454.23	43,250.00	56,800.00
<b>Total Income</b>	2,925.00	4,450.00	50,454.23	43,250.00	56,800.00
<b>Expense</b>					
<b>Operating Expense</b>					
12 · Fair Share	1,000.00	455.00	4,950.00	4,095.00	5,460.00
13 · Outreach from Operating Budget	100.00	100.00	900.00	900.00	1,200.00
14 · All Other Operating Exp					
<b>Administrative</b>					
Advertising	0.00	0.00	0.00	0.00	0.00
Fees	15.00	0.00	142.00	0.00	0.00
Conferences & Conventions	0.00	0.00	30.00	0.00	0.00
Copier Expense	162.04	190.00	1,984.57	1,710.00	2,280.00
Office Supplies	0.00	25.00	189.56	225.00	300.00
Parish Financial Review	0.00	0.00	0.00	350.00	350.00
Publications	0.00	5.00	35.00	45.00	60.00
Telephone & Internet	222.20	200.00	1,942.03	1,800.00	2,400.00
<b>Total Administrative</b>	399.24	420.00	4,323.16	4,130.00	5,390.00
<b>Facility</b>					
Building Maintenance	0.00	550.00	2,332.48	4,950.00	6,600.00
Insurance	2,259.75	1,757.00	5,774.75	5,271.00	7,028.00
Landscape Maintenance	0.00	12.50	4,905.00	112.50	150.00
Property Tax	0.00	0.00	385.24	385.00	785.00
Technology	0.00	33.34	228.08	300.00	400.00
Utilities	393.83	300.00	3,288.76	2,700.00	3,600.00
<b>Total Facility</b>	2,653.58	2,652.84	16,914.31	13,718.50	18,563.00
<b>Program</b>					
Christian Formation	0.00	133.33	0.00	1,199.97	1,599.96
Stewardship	0.00	0.00	0.00	0.00	0.00
<b>Worship Service Expense</b>					
Altar Supplies and Flowers	0.00	41.67	0.00	375.03	500.04
Music	0.00	20.00	148.40	180.00	240.00
Supply Clergy Compensation	752.82	900.00	7,495.14	8,100.00	10,800.00
<b>Total Worship Service Expense</b>	752.82	961.67	7,643.54	8,655.03	11,540.04
<b>Total Program</b>	752.82	1,095.00	7,643.54	9,855.00	13,140.00

**St Luke's Episcopal Church**  
**Profit & Loss Budget Overview**  
January through December 2024

6:26 PM  
08/15/24  
Accrual Basis

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	TOTAL Jan - Dec 24
Ordinary Income/Expense													
Income													
Operating Revenues													
03 - Regular Support	4,500.00	4,500.00	4,500.00	4,700.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,700.00	54,400.00
04 - Investments used for Operations													
Cash in Bank	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
04 - Investments used for Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 04 - Investments used for Operations	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
05 - Other Operating Income													
Fundraising	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Total 05 - Other Operating Income	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
06 - Bequest used for Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 - Diocesan Assistance for Oper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Revenues	5,700.00	5,700.00	5,700.00	8,900.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,900.00	71,800.00
Total Income	5,700.00	5,700.00	5,700.00	8,900.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,900.00	71,800.00
Expense													
Operating Expense													
12 - Fair Share	455.00	455.00	455.00	455.00	455.00	455.00	455.00	455.00	455.00	455.00	455.00	455.00	5,460.00
13 - Outreach from Operating Budget	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
14 - All Other Operating Exp	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	5,390.00
Administrative	895.83	895.83	2,652.84	1,280.83	895.83	2,652.84	895.83	895.83	2,652.84	895.83	1,295.83	2,652.84	18,563.00
Facility	961.67	961.67	961.67	961.67	961.67	961.67	961.67	1,026.67	1,026.67	1,026.67	1,026.67	1,026.67	11,865.04
Program	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	396.00
Personnel Expenses	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	1,539.50	18,474.00
Worker's Comp													
Staff	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Clergy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clergy Search	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rector Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clergy Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clergy Payroll Processing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clergy Medical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clergy Dental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clergy Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rector Housing Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rector Auto Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rector Continuing Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Clergy	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Total Personnel Expenses	1,772.50	1,572.50	1,572.50	1,572.50	1,572.50	1,572.50	1,572.50	1,572.50	1,572.50	1,572.50	1,572.50	1,572.50	18,474.00
Total 14 - All Other Operating Exp	4,060.00	3,860.00	5,607.01	4,235.00	3,860.00	5,607.01	3,860.00	4,265.00	8,101.82	6,344.81	7,299.81	8,656.82	64,607.28
Total Operating Expense	4,605.00	4,405.00	6,162.01	4,790.00	4,405.00	6,162.01	4,405.00	4,820.00	8,656.82	6,899.81	7,299.81	8,656.82	71,267.28
Total Expense	4,605.00	4,405.00	6,162.01	4,790.00	4,405.00	6,162.01	4,405.00	4,820.00	8,656.82	6,899.81	7,299.81	8,656.82	71,267.28
Net Ordinary Income	1,095.00	1,295.00	-462.01	4,110.00	1,295.00	-462.01	1,295.00	880.00	-2,956.82	-1,199.81	-1,599.81	-2,756.82	532.72
Other Income/Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	1,095.00	1,295.00	-462.01	4,110.00	1,295.00	-462.01	1,295.00	880.00	-2,956.82	-1,199.81	-1,599.81	-2,756.82	532.72

**St Luke's Episcopal Church**  
**Balance Sheet**  
 As of September 30, 2024

	Sep 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>346773 · Pacific Premier Checking</b>	
<b>Operating Accounts</b>	
100 · General Operating	7,208.06
200 · Donor Restricted Operating	
200-20 · Liturgical Support	457.09
200-50 · Rector Search Checking	137.26
	594.35
<b>Total 200 · Donor Restricted Operating</b>	594.35
<b>Total Operating Accounts</b>	7,802.41
<b>Non Operating Accounts</b>	
<b>400-10 · Vestry Designated Non-Op</b>	
Vestry Desig Outreach Tithe	5.00
	5.00
<b>Total 400-10 · Vestry Designated Non-Op</b>	5.00
<b>400-20 · Donor Restricted Non-Op</b>	
Capital Checking	35,743.75
Food Bank / L&F	65.00
Health Ministry	285.52
Hospitality	652.97
Landscaping	150.13
Rector's Discretionary	2,269.89
Undesignated Memorial	655.03
Youth Group - Restricted	250.00
	40,072.29
<b>Total 400-20 · Donor Restricted Non-Op</b>	40,072.29
<b>Total Non Operating Accounts</b>	40,077.29
<b>Total 346773 · Pacific Premier Checking</b>	47,879.70
<b>346757 · Pacific Premier Money Market</b>	
General Operating MM	36,552.44
Operating Reserve MM	1,595.82
Rector Search MM	14,738.50
	52,886.76
<b>Total 346757 · Pacific Premier Money Market</b>	52,886.76
<b>Total Checking/Savings</b>	100,766.46
<b>Other Current Assets</b>	
<b>410002- · Diocesan Investment Trust</b>	
009-01 · Trust & Endowment	20,006.71
009-02 · Bergen Unrestricted Bequest	56,912.84
009-03 · Reserve Funds	17,144.89
	94,064.44
<b>Total 410002- · Diocesan Investment Trust</b>	94,064.44
<b>Total Other Current Assets</b>	94,064.44
<b>Total Current Assets</b>	194,830.90
<b>TOTAL ASSETS</b>	<b>194,830.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	102,099.50
32000 · Unrestricted Net Assets	87,733.25
Net Income	4,998.15
	194,830.90
<b>Total Equity</b>	194,830.90
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>194,830.90</b>