

St. Paul's Episcopal Church, Bakersfield

Annual Meeting Agenda
January 3, 2021

1. Call to Order
2. Welcome and Explanation of New Procedures on Virtual Platform
by Bishop's Warden – Brian Whitfield
3. Adoption of Agenda
4. Approval of the Minutes of 2020 Annual Meeting Pages 2-3
5. Priest-in-Charge Report – Fr. Luis Rodriguez
6. Presentation of the Budget – Cindy Smith, Treasurer Pages 4-8
7. Resolution R-01-21 Bishop's Committee 2021 Term Extension Page 9
8. Questions and Answer
9. Other Business
10. Date of Next Annual Meeting.
11. Certification of 2021 Minutes
12. Adjournment and Blessing

St. Paul's Annual Meeting-January 26, 2020

The meeting was called to order by Cindy Smith at 11:43.

Approval of minutes from 2019. Minutes were submitted for corrections. Kathy Harlan seconded. Unanimous.

Ministry reports were presented. Cindy recommended that everyone read them to bring themselves up to date.

Election: A voter's guide was available for three three-year positions and one two-year position. The person with the 4th highest number of votes will take the two year position.

Nominations from the floor for Bishop's Committee:

Hank Webb nominated Brian Dumont. Nomination accepted

Patty Wiesner nominated Sean Williams. Nomination accepted.

Lori/ Sean M/S to close nominations. Unanimous.

Nominations from the floor for Deanery delegate and Diocesan Convention delegate:

Gregg nominated Lori Toia. Nomination accepted.

Brian nominated Hank Webb. Nomination accepted.

Lous/ Curt M/S over to close nominations. Unanimous.

Counters Diane Mangum and Jackie Cooper-Glen took the ballots to be tallied.

Budget: Cindy presented the 2020 budget. She thanked the members who served on the Budget Committee: Diane Mangum, Gregg Glenn, and Teri VanHuss.

The budget is presented in groupings that represent the areas of importance in our church life. We completed 2019 with a deficit. The 2020 budget also is a deficit budget.

Significant savings:

Security which has come from housing renters in the East Wing.

Closing the Child Development Center which drew \$42000 from our savings in the last year.

Options for add'l income: 2 kitchen and Hall rentals/ month could bring up to \$24000/year.

Pledging per family unit has increased for 2020, though the total number of pledging units has decreased.

Cindy stressed that pledging provides a solid number on which to base budget planning in the future.

Questions: plans for certifying the kitchen, security changes, repairs to the stained glass window, plexiglass to protect stained glass windows, security cameras,

Priest in charge report: least year, Fr.. Luis' focus was on stewardship. He presented his reflections on that topic from the past year, including security, facility use, closing the CDC, adding a second Sunday service, adding weekday services, the Day of the Dead, Our Lady of Guadalupe, the Posada, epiphany celebration, the Stations of the cross, new icons, ASA is 79, up one from last year, 3 baptisms, 7 confirmations and 2 receptions into the church, partnerships with Faith in the Valley and KWESI, Future planning: raise the profile of the Food Pantry, make more ties with local business, revival of children's ministry, hosting diaconate candidate for field education. Faith in the Valley moves in in February

Election results: For Bishop's Committee: Curt Asher, Raven Oyedeki, Mike Dunham, Greg Glenn (2- year term)

For Diocesan and Deanery delegates: Greg Glenn, Jan Dunlap, Cindy Smith, Lori Toia(alternate)

Next Annual Meeting: sine dia (TBA)

Adjourned at 12:47.

Respectfully submitted

Cathy Henry

St. Paul's Episcopal Church - 2021 Approved Budget

In the 2021 Budget included here, the green-shaded column reflects 2021's budgeted amounts for each account. For comparison, our actual revenue/expenses through November of 2020 (only 11 months of data, as December information is not yet available) are also displayed with percentages of how each compares to the planned 2020 Budget amounts. The 2021 Budget has already been approved and adopted by your Bishop's Committee; it is being presented at the Annual Meeting for your information.

Reflecting on 2020:

Our normal church life was upended by the COVID-19 pandemic in early 2020. With the safety and health of Diocese of San Joaquin Episcopalians foremost, Bishop David and, locally, Fr. Luis restricted close contact and group meetings, while creating new ways to “do church” and stay connected.

The Diocese, recognizing the unexpected challenges of the COVID-19 pandemic in 2020, provided a one-time \$2,000 grant to all congregations, and informed us that its generous monthly Mission Grant and Clergy Grant made to St. Paul's - which were scheduled to partially sunset in 2020 - would continue at current amounts through the end of 2021.

There was also unexpected income in 2020. We received an insurance settlement for water damage in the East Wing, and a United Thank Offering (UTO) grant for a partial upgrade of the kitchen. Both of these had corresponding expenses for the required construction, and the UTO grant was also structured to expect a portion of the project to be funded by the grant recipient. This construction is greatly improving these areas which could be a future boon to our rental potential.

Perhaps the most significant 2020 financial assistance came in our successful application for a SBA Loan under the Payroll Protection Program (PPP) of the CARES Act. We received \$42,000 in May and have just finished our submission of payroll documents, utility bills and lease documents to request full forgiveness of the loan. Our local bank, the facilitator of the loan, has approved our submission and has given their recommendation of full forgiveness to the SBA.

Through all the uncertainty of 2020, our congregation was steadfast in their financial support of our church and even additionally funded a special “Extra-ordinary Campaign” to enhance and protect the central courtyard area with an attractive wrought-iron fence.

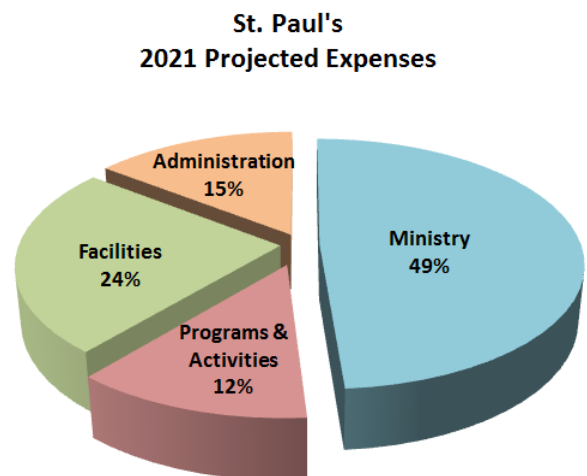
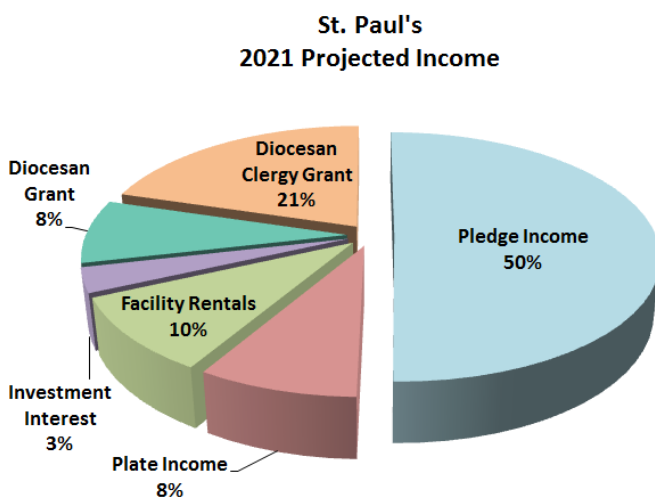
How we planned for 2021:

So how do you create a realistic budget in light of all of the unknown and changing pandemic and lockdown circumstances? At a recent Deanery Meeting, your Treasurer had an enlightening conversation with Cathy Peck, Diocesan Treasurer and Deacon Teri Van Huss, the Chair of the Diocesan Budget Committee (who also provides bookkeeping services to St. Paul's) and a special 2021 strategy was formed. In consideration of current projections of the pandemic's continued impact in 2021 and our response to it, the Bishop's Committee adopted a 2021 Budget that reflects the expectation that use of the sanctuary, hall, kitchen and regular office hours may not be fully restored until late spring. This reduces some expenses, such as janitorial service and supplies, for a portion of the year, while other expenses, such as insurance, are consistent whether or not the facility is populated. It also impacts some potential revenue sources such as the rental of the sanctuary, hall and newly-remodeled kitchen for weddings and gatherings, again for a portion of the year. Even after we return, it will take time for event rentals to be booked.

As you examine the income/revenue portion of the 2021 Budget, note the budgeted figure for Pledge Offerings is \$110,000. At the time of the adoption of the budget, 27 households had pledged \$102,160 for 2021. This exceeds 2020's pledged giving by nearly \$10,000! We also have three continuing long-term renters on both floors in the East Wing bringing in regular monthly income. The downstairs large group meeting room had a major insurance-funded facelift earlier this year after a water leak, and will again be available for one-time or recurring rentals in the future when pandemic restrictions allow. As we meet whatever reality comes to pass in 2021, we will continue to adjust our expectations and reactions for both revenue and expenses.

Respectfully submitted,

Cindy J. Smith, Treasurer



St Paul's Episcopal Church
Adopted 2021 Budget

with 2020 YTD actual through November

	Jan - Nov Actual 2020	2020 Budget	% of Budget (Nov=92%)	2021 Budget
Income				
41000 - St Paul Unrestricted Income				
41010 - Plate Offerings	25,461.84	49,565.00	51.37%	18,000.00
41025 - Pledge Offerings	70,496.57	84,850.00	83.08%	110,000.00
41070 - PIC Hospitality Fund	287.00	0.00		0.00
41321 - Miscellaneous Income	645.01	0.00		0.00
42900 - Fundraisers (Extra-Ordinary)	8,399.02	0.00		0.00
44000 - St. Paul's Facility Use				
44050 - Facility Rental - Recurring	15,607.31	14,400.00	108.38%	16,200.00
44110 - AA Meeting	480.00	960.00	50.0%	960.00
44130 - Overeaters Anonymous	200.00	960.00	20.83%	960.00
44400 - Wedding Services	0.00	1,000.00	0.0%	1,000.00
44500 - Misc Rental Income	0.00	6,000.00	0.0%	2,000.00
Total 44000 - St. Paul's Facility Use	16,287.31	23,320.00	69.84%	21,120.00
Total 41000 - St Paul Unrestricted Income	121,576.75	157,735.00	77.08%	149,120.00
45000 - Restricted Gifts				
45100 - Discretionary Donations	445.64			
45600 - UTO Grant	42,495.82			
46000 - Endowment Income	0.00	12,000.00	0.0%	7,000.00
47000 - Diocesan Mission Grant	15,030.00	18,036.00	83.33%	18,036.00
47100 - Diocesan Clergy Grant	42,294.63	44,500.00	95.04%	44,500.00
47200 - Payroll Protection Plan (PPP)	42,000.00			
49000 - Other Income & Reimbursements	39,158.26			
70050 - Endowment Distribution	0.00	35,000.00	0.0%	25,000.00
Total Income	303,001.10	267,271.00	113.37%	243,656.00
Expense				
61000 - MINISTRY				
60620 - Clergy in charge	38,335.00	40,000.00	95.84%	42,754.00
60630 - Supply Clergy	0.00	1,200.00	0.0%	1,200.00
60640 - Clergy Continuing Education	21.41	500.00	4.28%	500.00
60700 - Clergy Housing Allowance	27,500.00	30,000.00	91.67%	30,000.00
61065 - Administrative Assistant	2,949.50	13,000.00	22.69%	13,000.00
61200 - Preschool Teachers & Child Care	468.00	1,600.00	29.25%	0.00
61320 - Choir Director	1,930.00	3,800.00	50.79%	0.00
61330 - Pianist-Organist	1,060.00	5,070.00	20.91%	2,500.00
61345 - Guest Musicians	0.00	300.00	0.0%	0.00
61900 - Employee Benefits				
61570 - Workers Compensation Insurance	873.00	0.00		1,100.00
61910 - Employers Payroll Taxes	3,299.44	4,500.00	73.32%	4,300.00
61920 - Medical Insurance	11,863.50	12,000.00	98.86%	12,000.00
61930 - Pension Expense	9,025.80	11,500.00	78.49%	11,500.00
61950 - Payroll Process Fees	58.00			
Total 61900 - Employee Benefits	25,119.74	28,000.00	89.71%	28,900.00
Total 61000 - MINISTRY	97,383.65	123,470.00	78.87%	118,854.00

	Jan - Nov Actual 2020	2020 Budget	% of Budget (Nov=92%)	2021 Budget
62000 · PROGRAMS & ACTIVITIES				
62100 · Episcopal Youth Fellowship	0.00	100.00	0.0%	100.00
62110 · LGBTQ - Gay Pride	0.00	100.00	0.0%	100.00
62120 · Ministerio Latino	0.00	100.00	0.0%	100.00
62150 · Community Activities	250.00	1,000.00	25.0%	1,000.00
62210 · Christian Education Supplies	172.75	0.00	100.0%	0.00
62220 · Sunday School Supplies	0.00	150.00	0.0%	150.00
62320 · Altar & Liturgy Supplies	583.71	2,750.00	21.23%	1,000.00
62330 · Organ & Piano Maintenance	0.00	900.00	0.0%	0.00
62340 · Welcoming, Hospitality & Snacks	537.12	1,000.00	53.71%	150.00
62350 · Music Supplies & Licenses	361.15	700.00	51.59%	400.00
62360 · Gifts & Recognitions	100.00	200.00	50.0%	50.00
62370 · Stewardship	0.00	100.00	0.0%	100.00
62410 · Assessment - Diocesan	20,456.07	25,000.00	81.82%	25,000.00
62420 · Conference & Convention	396.00	750.00	52.8%	150.00
62500 · Discretionary Expense	325.00	700.00	46.43%	700.00
62600 · Fundraising Expense	0.00	250.00	0.0%	250.00
62800 · Ordinand Support	0.00	1,000.00	0.0%	600.00
Total 62000 · PROGRAMS & ACTIVITIES	23,181.80	34,800.00	66.61%	29,850.00
63000 · FACILITIES				
63100 · Utilities				
63110 · Electricity	5,307.23	5,280.00	100.52%	5,280.00
63120 · Gas	3,681.00	4,300.00	85.61%	4,300.00
63130 · Sewer	411.83	350.00	117.67%	350.00
63140 · Water	4,409.16	5,880.00	74.99%	5,000.00
63150 · Solid Waste	3,258.83	3,450.00	94.46%	3,450.00
63160 · Fire Protection	276.50	500.00	55.3%	500.00
Total 63100 · Utilities	17,344.55	19,760.00	87.78%	18,880.00
63210 · Security Services	4,492.80	4,200.00	106.97%	0.00
63215 · Alarm Service	2,149.99	750.00	286.67%	750.00
63220 · Pest Control	1,130.66	1,500.00	75.38%	1,500.00
63230 · General Repairs & Maintenance	2,142.88	3,000.00	71.43%	3,000.00
63240 · Landscaping & Tree Service	7,625.00	7,000.00	108.93%	7,000.00
63250 · HVAC Expense	4,295.47	10,000.00	42.96%	5,000.00
63310 · Janitorial Services	9,442.50	18,000.00	52.46%	3,000.00
63320 · Janitorial Supplies	606.27	2,600.00	23.32%	700.00
63330 · Kitchen Maintenance & Supplies	1,620.92	500.00	324.18%	500.00
63540 · Equipment Repairs	0.00	200.00	0.0%	200.00
63550 · Solar Lease	16,310.00	17,856.00	91.34%	18,204.00
63560 · Access Control System Lease	0.00	4,480.00	0.0%	0.00
63610 · Property Taxes	472.52	680.00	69.49%	450.00
63700 · Major Building Repair	38,598.26			
Total 63000 · FACILITIES	106,231.82	90,526.00	117.35%	59,184.00

	Jan - Nov Actual 2020	2020 Budget	% of Budget (Nov=92%)	2021 Budget
64000 · ADMINISTRATION				
64110 · Telephone, Internet, Website	4,838.25	2,900.00	166.84%	2,900.00
64112 · Office Supplies	392.01	2,000.00	19.6%	350.00
64113 · Computer and Software Expense	1,624.97	1,200.00	135.41%	1,200.00
64114 · Printing and Reproduction	0.00	1,100.00	0.0%	300.00
64115 · Copier Expense	3,598.55	4,500.00	79.97%	4,500.00
64116 · Postage & Delivery	331.68	450.00	73.71%	450.00
64117 · Office Equipment & Maintenance	0.00	350.00	0.0%	350.00
64210 · Accounting & Legal Fees	3,640.00	3,840.00	94.79%	3,840.00
64220 · Audit	0.00	500.00	0.0%	500.00
64310 · Travel & Mileage	579.48	2,000.00	28.97%	500.00
64320 · Dues & Subscriptions	75.00	100.00	75.0%	100.00
64330 · License Fees	0.00	0.00	0.0%	0.00
64410 · Liability Insurance	22,493.00	20,000.00	112.47%	18,300.00
64440 · Advertising	436.40	100.00	436.4%	100.00
64510 · Interest Expense	371.27			
64520 · Bank Charges	1,753.22	2,076.00	84.45%	2,076.00
64530 · Credit Card Processing	38.16			
64950 · Penalty	50.00	2,400.00	2.08%	0.00
Total 64000 · ADMINISTRATION	40,221.99	43,516.00	92.43%	35,466.00
68000 · CAPITALIZED PROJECTS				
68100 · Kitchen Reconstruction 2020	19,600.00			
68200 · Fence	4,000.00			
Total 68000 · CAPITALIZED PROJECTS	23,600.00			
Total Expense	290,619.26	292,312.00	99.42%	243,354.00
Net Ordinary Income	12,381.84	-25,041.00	-49.45%	302.00

**Annual Meeting of
ST. PAUL’S EPISCOPAL CHURCH, BAKERSFIELD
January 3, 2021
Virtual Meeting**

RESOLUTION

Title: Bishop’s Committee 2021 Term Extension
Resolution No.: R-01-21
Sponsors: The Rev. Luis Rodriguez, Priest-in-Charge;
Brian Whitfield, Senior Warden
Required Vote: Simple majority

RESOLVED, that the clergy, lay leaders, and members of St. Paul’s Episcopal Church, Bakersfield, recognize the need for the continuity of leadership as we re-open, in 2021, St. Paul’s Episcopal Church’s facilities, its ministries and outreach from COVID-19 pandemic restrictions;

RESOLVED, that the Bishop of San Joaquin, The Right Rev. David C. Rice, supports the work of the Bishop’s Committee and the extra-ordinary extension of their service in this highly unusual time; and

RESOLVED, that the members of St. Paul’s Episcopal Church, Bakersfield, consent to the lengthening, by one year, of the terms of all current Bishop’s Committee members.

EXPLANATION:

The impact of the COVID-19 pandemic in 2020 greatly impacted the community of St. Paul’s Episcopal Church, Bakersfield. Throughout the year, the current Bishop’s Committee and Priest-in-Charge stayed abreast of pandemic restrictions and recommendations from the CDC, State of California, County of Kern and our own Diocese of San Joaquin. Following guidelines and recommendations grounded in science, while considering the spiritual needs of the St. Paul’s community, they strove to structure worship opportunities that would provide “spiritual food” while keeping the congregation safe and protected. The existing Bishop’s Committee members are well versed in the complexity of these decisions and the implementation of offerings, and are willing to continue their service beyond the usual scope of term, anticipating the return to normal operations in 2021.

FISCAL IMPACT: None