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2020 was a year of unprecedented external and internal challenges for Trinity Church. The global COVID-19 pandemic altered the daily lives of everyone in profound ways, generating anxiety about our health and the health of loved ones, mandating enforced distancing and social isolation. The pandemic also resulted in the loss of jobs, financial security, housing, and hope for many of our fellow citizens and for some in our extended parish family. Some of the most profound impacts of the COVID-19 pandemic for our Trinity community have been spiritual and emotional. We have been unable to come together for worship, or in other gatherings for ministry, study, and socialization which have been so important in maintaining the sense of connection and shared purpose for the Trinity congregation.

More challenging for the life and health of our Trinity community in 2020 than even the COVID-19 pandemic was the discovery and announcement of the Rector’s financial misdeeds in April. The Rev. Matthew Dutton-Gillett was a much loved and respected spiritual leader. His ministry did much to build up Trinity Church and to enrich the spiritual life of the parish and its members. The discovery of his financial wrongdoing resulted in disillusionment, distrust, loss of confidence, and fears for the future of the parish. It presented a deep challenge to the leadership of the parish and called for difficult decision-making and personal soul-searching for many.

Yet despite these challenges, 2020 was a year marked by remarkable resilience and signs of hope for the parish’s future. When COVID-19 closed the doors of the church to in-person worship, Trinity launched livestream video worship which has proved remarkably effective. The parish owes great thanks to Bob Cleveland, assisted by Craig Perlov, for his technical expertise and management of the livestream. Ron Valentino, our intrepid music director, worked tirelessly to marshal reduced forces to provide music week by week. Our professional quartet of singers, and talented musicians from among members and friends of the parish, added joy to our Sunday services. Our All Saints Day service, CommUNITY Sunday celebration, and Christmas Eve service, in particular, highlighted the creativity and hard work of so many.

In addition to Sunday mornings, the midweek healing prayer services and Friday Morning Prayer found new ways to continue. The Flower Guild and Altar Guild made our worship space beautiful. We began the weekly post-service Touchpoint online discussion, which provided opportunity to reflect on our experience of worship. Through a year of pandemic, Trinity remained a faithful worshipping community.

Responding to the former rector’s actions presented a particularly difficult challenge for the parish. The long Title IV disciplinary process and financial audit created anxiety and frustration. The Vestry took up difficult questions about the right course of action, recognizing that there was sincere disagreement among the membership about how the parish should respond to the rector’s misdeeds. The vestry and the treasurer and finance commission began an immediate review and reform of the parish’s financial policies and procedures to assure that contributions were used for their intended purposes.

The vestry listened and took seriously the concerns of individuals in the parish and organized small group listening sessions. Vestry members, and especially Senior Warden, Leigh Flesher, and Junior Warden, Steve Andrew, devoted countless hours to navigating the daunting challenges to
the parish’s wellbeing. We owe all of them great thanks for their devotion and hard work. There will be ongoing work in 2021 to create greater transparency and accountability and clearer policies and procedures in parish governance and management. Four new vestry members were elected in November to replace those whose terms expired. Their enthusiasm and willingness to serve speak well for the future. In addition, we elected or reappointed delegates to our deanery and the diocesan convention, and through them gave increased attention to the work of the Diocese of California and Trinity’s role in diocesan life.

The congregation has come through its challenges and is arriving at renewed hope and sense of mission. Despite the troubles, 2020 saw the continuing commitment of Trinity Church to its ministries of care and justice. Through the Trinity Tuesdays Season of Gleaning, our Sacred Ground initiative, the work of the jail ministry team, the efforts of our lay pastoral care team, our support of community anti-hunger programs, our contributions to GAIA’s work in Malawi and elsewhere, hurricane relief in Honduras, our financial aid to those affected by the fires in Northern California, and more, Trinity cared for those within our fellowship and those most in need in our community. Individual parishioners reached out to friends within our parish family in need of extra love and help. Our Commissions continued their faithful work. Our re-gathering team labored diligently to navigate the changing requirements for gathered worship and to plan for a full return to in-person worship.

Our Trinity staff and clergy did outstanding work to keep the wheels of the parish turning through 2020. Alecia McDowell continued to oversee many of the day-to-day operations of the parish as our office manager with efficiency and grace. Ron Valentino kept us filled with music. Margie Stehle put in hours every week to generate the bulletins for worship. This year Annalise Deal returned to Trinity as our Associate for Youth Ministry and has done great work to sustain and build our youth program. The Rev. Frannie Kieschnick continued to contribute her special spark and her pastoral spirit to the parish. We were delighted to welcome the Rev. Dr. Joanne Sanders to Trinity as a priest associate this year. Her wisdom and experience will further enrich our life together. We said farewell to the Rev. Aaron Klinefelter, our associate rector, who left Trinity to become Rector of Saint Jude’s Church in Cupertino. Sadly, we lost our beloved Salvador Arellano, our hands-on helper, to cancer in 2020.

There is much that Trinity can be proud of in how it has risen to the extraordinary challenges of 2020. It was my great privilege to serve as Trinity’s Priest-in-Charge through these difficult months. In December, the vestry announced that it has called the Rev. Rob Voyle to serve as the long-term interim rector of Trinity Church beginning in February 2021. He brings a wealth of experience to the position. There is ongoing work to be done to strengthen congregational cohesion and confidence. Areas of parish life that have not received much focus in 2020, particularly Trinity’s ministry to families and children, deserve renewed attention. The months ahead present the parish the opportunity and responsibility to assess its strengths, reaffirm its values, put the events of 2020 into more settled perspective, and set its vision for its future. The faithful stewardship of time, talent, and treasure by the members of this congregation is particularly vital now. What will sustain this parish in 2021 and beyond are the same things that have carried Trinity through the challenges of 2020: love for God, love for this fellowship, and devotion to service in the name of Christ in this community and beyond. May God bless you.

The Rev. Thomas W. Traylor
Despite evidence to the contrary, my annual report as one of your priest associates, is a celebration of the presence of God’s spirit. A celebration of the ways that the Trinity community has risen to the challenges of this year through loving leadership and through generously sharing your gifts of time, of talent and of treasure. Yes there have been devastating disappointments, searing loss and unexpected challenges this year, but as Sister Simone Campbell points out, “The Spirit? She is alive and well and making mischief.”

In my work with Thistle Farms, a nonprofit social enterprise dedicated to helping women survivors recover and heal from prostitution, trafficking and addiction, we are at the early stages of launching a quilting project called “Bound by Love”. Quilted squares depicting the stories from women around the world will be bound together in a quilt reminiscent of the AIDS quilt. I tell you this, because the precious, inspiring reports from the various areas of ministry that I have been blessed to support have come together in this report, bound by love.

Most are under the heading of Care & Justice. These include: the overall, ongoing work of Care & Justice (formerly Outreach) ably, lovingly led by Timi Most; the Tuesday Gleaning Project consistently, caringly led by Lynn Pieron; the Good News Gardeners and all things environmental passionately led by Nancy Grove; and in our Racial Justice work, the Sacred Ground Series shepherded loyally by Nancy Grove. Also, the Care & Justice folks have helped me create and offer our Faith and Race Forums. This occasional series with around 30-40 participants has met virtually for 3 discussions thus far. Stay tuned for more to come, including a Forum on Segregation by Design the week after Martin Luther King’s Birthday. Prior offerings:

- "Traces of the Trade: A Story from the Deep North"
- "How to be an Anti-Racist" Ibram X. Kendi
- “Forum on Faithful Voting” facilitated by Michael Kieschnick

I have been nourished and inspired by our dedicated staff and prayed, laughed and cried during our weekly staff meetings. Although we will miss Tom Traylor deeply, we look forward to Rob Voyle’s arrival the first week of February. It has been an added joy to serve alongside my longtime (not “old”) friend and colleague Joanne. Her calm, strong presence, her clear and compelling sermons, and her rapid responses to emails are some of the many gifts she has brought to Trinity in these past months and now as “interim” priest in charge. I will always be grateful for our angel, Ron Valentino. Like the beautiful anthems he directs, he gathers us all in harmony for our Sunday worship. Behind the scenes, Bob Cleveland connects us with our wider community.

After an early gathering with the Women of Trinity, Carrol Cleveland hosted a wonderful get together. Future plans were put on hiatus in the face of the news of Matthew and rules of COVID-19. However, in this new year, do look for news of an upcoming reunion!

I think that I have gotten more from offering Frannie’s Friday Reflections than I have given! They have been an opportunity for me to share the inspiring words of others and to be with you in a place of love and vulnerability every week. Thanks be to God.
Beloved Trinity community, it has been only a short while that I have had the privilege of being among you. I am very grateful to have connected with Tom, priest in charge, in mid-August, with many thanks to Frannie for the introduction. Clearly it has been a time of significant pain and disruption in this transitional period, and all coming to bear in the midst of a relentless pandemic. The sudden arrival, unanticipated, of these challenges has exacted massive change in all directions.

In my newfound identity in July as one retired after 20 years of leadership and ministry in religious life at Stanford University, it was serendipity and the Spirit’s nudging to allow me to support Trinity primarily on Sunday mornings, with occasional presiding and preaching. My spouse Kathy and I also co-facilitate a monthly Sacred Ground small group. I also serve on the Discernment Committee for Annalise Deal, our Associate for Youth Ministry. While our plan had been, like so many others, to allow ourselves to live into this new rhythm of retirement, at least for one of us, the pandemic clearly disrupted any plans for unfolding the newfound flexibility that offers, welcoming the opportunity to step and help as able.

While determining an interim rector took longer than anticipated, upon Tom’s departure in December came the need for at least one month of steadying and minding the gap until Rob’s arrival on February 1. In such a year of upheaval, I agreed to step into that role for January to ensure this would avoid another new face arriving for only a brief period of time. I am responsible for Sunday services continuing along as seamlessly as possible, including making sure liturgies, virtual prayers and bulletins are planned and completed in a timely manner. In addition, I respond to pastoral concerns as appropriate, oversee staff meetings, preside at a weekly noontime Zoom healing service, preach or preside on Sunday, write a weekly newsletter reflection, attend various meetings as needed and required and also meet or speak with our senior warden as necessary. We also of course, want to ensure a smooth welcome and transition for Rob Voyle, interim rector. Those are the kinds of things that come with predictability, and yet as most would recognize, there are many other ways for which presence and attention is needed in the ongoing tending of such a dynamic and engaged community. Each week has been distinctive and different than the preceding. My leadership style is to be collaborative, proactive and responsive to the best of my ability.

We are so fortunate at Trinity to have an exceptionally devoted staff team, all of whom have been a sheer pleasure to work with. Day in and day out, they have made it possible to keep all of the various balls in the air (pardon the athletic pun) with care, empathy and attention throughout these many months. Add to that the extraordinary leadership of our Vestry, Commissions and countless parishioners who graciously volunteer, lead and support the mission and impact of Trinity here and beyond. It is truly a blessing to be in your midst and orbit!

I have kept a little mantra/prayer nearby from poet Padraig O Tuama in these months:

*May we be courageous today.*
*May we learn today.*
*May we love today.*
*May we find the wisdom we need,*
*May we hear the needs of those we meet,*
*May we love the life that we are given.*
*God be with us.*
OUTGOING WARDENS’ REPORT

The Vestry is the governing board for Trinity Church. Members of the Vestry work closely with the Rector to support the health and vitality of the Trinity community and to steward our community’s resources in all that we do. The Vestry meets at least monthly to review and oversee aspects of church life, including matters relating to finances, buildings/grounds, employee management, policies and practices, and strategic planning and reflection. The Vestry consists of 12 members, four elected annually from and by the parish for a single term of three years. Vestry members for 2020 were:

3rd Year: Stephen Andrew, Kristin Geiser, Nancy Grove, Davis White  
2nd Year: Dan Cooper, Clarisa Odell, Meg Rorden, Rhonda Smith  
1st Year: Leigh Flesher, Peter MacDonald, Barbara Newton, Mary Pless

In 2021, the terms of the 3rd year members expire and the Vestry will be joined by Bruce Deal, Christy Heaton, Jackie Macdonald, and Larry Sweeney as new 1st year members.

The Vestry is led by the Senior Warden (appointed by the Rector) and the Junior Warden (elected by the Vestry). In 2020, Kristin Geiser served as Senior Warden January – April, Leigh Flesher served as Senior Warden May – December, and Steve Andrew served as Junior Warden.

An Executive Committee comprising the Rector, the Senior Warden, the Junior Warden, and two members elected by the Vestry support the operations of the Vestry by helping to determine matters for each month’s agenda. Meg Rorden and Rhonda Smith served as members of the Executive Committee in 2020.

The Rector serves as the President of the Vestry and chairs the monthly meetings.

In addition to the Vestry, the bylaws provide for two officers of Trinity Church. In 2020, Chase Dearborn continued to serve as the Treasurer, and Elaine Johnson continued to serve as the Clerk to record the meetings and maintain the records of the Vestry. The Vestry is grateful for the diligence and dedication of Chase and Elaine.

We are also grateful to Margaret Perrone for serving as Trinity’s representative to the board of Trinity School in 2020.

2020 VESTRY HIGHLIGHTS

For the Vestry, 2020 was marked by unprecedented challenges along with the usual work of shepherding the parish.

Financial Malfeasance

The work of the Vestry in 2020 was dominated by the need to address the financial malfeasance of our former rector, Matthew Dutton-Gillett. An internal investigation led by our Senior Warden, Treasurer, and Finance Commission Chair in the early months of 2020 resulted in the discovery that Matthew had been misusing church funds for personal purposes for many years. In April, this
matter was referred to our Diocese. The Diocese instituted a disciplinary process under Title IV of
the Canons of the Episcopal Church, and Matthew was placed on administrative leave. The Title
IV process involved a forensic audit engaged jointly by Trinity and the Diocese and a legal
investigation conducted by a law firm engaged by the Diocese. After difficult and deeply
considered deliberations, the Vestry concluded that its fiduciary, moral, ethical, and civic
responsibilities required that this matter also be referred to secular authorities, and a report was
filed with the Menlo Park Police Department.

In August, the Vestry received the results of the forensic audit, which documented that Matthew
had misused over $200,000 over a ten-year period. The Vestry held an all-parish meeting to share
the difficult facts confirmed by the forensic audit report.

After both the forensic audit report and the legal investigation were complete, the Diocese
concluded the Title IV process, at which time the Bishop and Matthew entered into an Accord.
The details of the Accord were shared with the Vestry, and in turn, were shared with the parish.
The Accord specified that Matthew would no longer be rector of Trinity effective September 4,
2020, and that Matthew is required to repay to Trinity all of the misused funds. As of the writing
of this report, Trinity has received a payment of $52,000 as a result of that obligation. In addition,
Trinity received $100,000 under its insurance coverage for criminal misconduct. Upon receipt of
Matthew’s repayment for the full amount of the misused funds, Trinity would return this $100,000
to the insurance company. The Accord also provided that Trinity would pay health insurance
premiums for Matthew and his family through December 31, 2020 and that Matthew and his family
would have rent-free use of the rectory through January 15, 2021.

Relying on the exceptional work of Finance Commission Chair Jim Bramlett and other members
of the Finance Commission, the financial processes and procedures of Trinity were reviewed and
improved to ensure security of the Church’s financial resources.

Upon the formal dismissal of Matthew as rector, the Vestry began a search for an interim rector to
serve for a period anticipated to be 18-24 months while Trinity undergoes a search for its next
long-term rector. Working with our Diocese, we considered four qualified candidates and selected
the Rev. Dr. Rob Voyle, who will begin his time with Trinity on February 1, 2021.

Bishop Marc Andrus appointed the Rev. Thomas Traylor as Priest-in-Charge in April when
Matthew was placed on administrative leave, and Tom served in that capacity through December
31, 2020. We are extremely grateful for Tom’s loving, dedicated service to Trinity during this
difficult chapter.

We are also thankful for the patience and steadiness of the entire parish as we navigated this
challenging and difficult path.

**COVID Conditions**

A second unprecedented challenge during 2020 was the need to respond to restrictions required by
the coronavirus. Beginning in late March, gatherings at the church were prohibited. We are
grateful to Trinity staff and volunteers for skillfully developing the ability to hold meaningful and
beautiful services via live stream. Pentecost Sunday and Christmas Eve services were exceptional
instances of creative on-line worship. Special thanks are due in particular to Bob Cleveland
(assisted by Craig Perlov) for his technical expertise and Ron Valentino for his musical vision and flexibility.

Thanks to the availability of Zoom, the parish was able to continue to meet virtually during the year – for Vestry and Commission meetings, regular coffee hour, and several rounds of parish conversations to ensure the community stayed in contact and had the opportunity to share thoughts and concerns.

Led by Mary Pless, the Vestry is working diligently to comply with all requirements of our Diocese and local authorities regarding in-person gatherings, with a goal of being ready to re-open as soon conditions allow.

**Personnel**

We are delighted that Annalise Deal joined our Trinity staff as youth director and that the Rev. Dr. Joanne Sanders returned to Trinity as Priest Associate this year. In May, we were sad to say goodbye to our associate rector Aaron Klinefelter but we sent him off with best wishes in his new position as rector of St. Jude’s in Cupertino.

We cannot adequately express our gratitude to the entire Trinity staff -- Rev. Tom, Rev. Frannie, Rev. Joanne, Annalise, Alecia McDowell, and Ron Valentino -- for their unfailing work and support during this difficult year.

**Other Work**

In addition to the unprecedented challenges summarized above, the regular work of the Vestry continued. Among other things, this included:

- Managing financial matters, including decisions regarding financing of the Redwood City Townhouse
- Advancing efforts to understand how we can act in ways that are consistent with our commitment to earth care and justice, and taking action to move, thoughtfully, in the direction of best practices, including the electrification of our campus
- Tending and deepening our relationship with Trinity School, including expansion of the school into additional space at the church, both for increased enrollment and to respond to COVID requirements
- Forming of an IT commission to focus on all matters related to technology, including recording and livestreaming services, website improvements, communication systems, and other elements that are essential to our life and ministry together
- Forming a task force to plan for expenditure of capital campaign funds for the renovation of Montgomery House and other projects
- Developing a Vestry resource manual, thanks to Kristin Geiser and Josie Gailliard
- Supporting the many efforts of our Care & Justice commission, including the engagement of over 40 parish members in the Sacred Ground study curriculum
- Maintaining and improving our facilities, thanks to the tireless work of Ron Mancini and the Buildings and Grounds commission
- Ensuring continuity in our diocesan engagement, thanks to our Deanery Delegates’ service this year and their willingness to continue serving in 2021
• Participating in efforts to provide care for our Trinity community and to provide opportunities for connection even while we are physically apart; led by Rev. Tom, Sally Mancini, and Rhonda Smith, Vestry members participated in pastoral care phone calls and small group conversations; Vestry members also participated in conversations immediately following many livestreamed services as well as virtual coffee hours that took place at 3:00 on many Sunday afternoons.

On behalf of the Vestry, we extend our gratitude to the entire parish for the dedication shown to Trinity’s mission by the contribution of time, talent, and treasure, and, especially this year, for the support given to the Vestry as we worked through many challenges. It is a joy to be part of this community, and an honor to serve the parish.

As we look to the new year, we look forward with faith, hope, and love –
• faith that we will continue to nurture our dreams for Trinity’s vibrant future, and to live into those dreams – together,
• hope that we will move into and through this coming year with strength, tenderness, courage, and wonder, and
• love for one another within and beyond our Trinity community.

We also look forward, with great anticipation, to the moment when we can be together again – in person. Until then – you have our prayers for your good health, and for your sense of belonging within and among the Trinity community.

Respectfully submitted,

Kristin Geiser (Senior Warden Jan – April)
Leigh Flesher (Senior Warden May – Dec)
Steve Andrew (Junior Warden)
DEANERY COMMISSION

For the first time in many years, Trinity’s 2020 Deanery Delegates numbered five—the full number to which we are entitled. This year they were Jane Phillips, Meg Rorden, Carrol Cleveland, David Beach, and Nancy Grove. All Delegates share a common goal of encouraging more awareness of our Deanery, and the Diocese of California of which it is a part, among Trinity parishioners, and all have agreed to serve again in 2021.

The Peninsula Deanery corresponds to San Mateo and northern Santa Clara Counties, and has a mission of promoting cooperation and shared support among member congregations, at a scale more manageable than the 85-congregation Diocese of California. Another role of the Deaneries (six in the Diocese—roughly corresponding to counties) is to develop resolutions for consideration at the annual Diocesan Convention. The Convention is always held in October, and this year was virtual. Deanery Delegates also serve as delegates to Convention, which is the legislative arm of the Diocese.

A subset group of the resolutions passed at the Diocesan Convention make their way to General Convention (held once every three years), where they inform the work of the lobbying arm of The Episcopal Church, the Office of Government Relations. This year we considered and passed three resolutions strengthening anti-racism activities of The Episcopal Church (support for anti-racism training for the House of Delegates, advocacy for Congress to pass the Emmett Till Anti-Lynching Act, and celebration of Juneteenth as a Church Feast Day and holiday). We also passed a resolution advocating for The Episcopal Church to employ shareholder activism in moving financial institutions within its portfolio away from lending practices which promote climate change. We voted to establish a task force to evaluate what we have learned about the Church’s response to COVID. We moved toward sabbatical parity for intentional interim clergy by requiring the Diocese to establish a line item in its budget contributing to sabbatical leave for interims, who currently have no way of accruing sabbatical leave as they move from parish to parish.

The Peninsula Deanery, as well as the Diocese, is now entering a new year. The Deanery has a strong group of elected officials, who, along with some Delegates, are eager to make this a productive, interesting organization that benefits our congregations. To that end, one group of volunteers is working to streamline and update the Bylaws, and a second group is inventorying the needs and interests of our parishes and missions to see where shared services or shared purchasing might reduce costs and bother for everyone. The Deanery meets four times a year, and Trinity still has five unfilled Alternate positions, so if you are interested in learning more about this angle of our shared life as Episcopalians, please let one of our current Delegates know.

Nancy Grove
nbgrove102@gmail.com

PARISH ELECTION RESULTS
Election held on Sunday, December 6, 2020

VESTRY
3-year term, Class of 2023
Bruce Deal, Christy Heaton, Jackie Macdonald, Larry Sweeney

2021 DEANERY DELEGATES
David Beach, Carrol Cleveland, Nancy Grove, Jane Phillips, Meg Rorden
REGATHERING COMMISSION

Because of the spread of COVID-19 in the spring of 2020, in-person church services and gatherings at Trinity were suspended under directives from both the County of San Mateo and the Diocese of California. Trinity Church immediately began streaming Sunday morning services, and most meetings were moved online. In June 2020, as some restrictions were beginning to ease, the Vestry formed a new commission to study the relevant guidelines and make recommendations for ways to regather safely on campus. The first task of the newly formed Regathering Commission was to conduct a church-wide online survey to ascertain parishioners’ interest in returning to campus in person. The survey turned out to be a useful tool to assess many aspects of church life, and the results of the survey were provided to the Vestry and clergy in detail and summarized for the congregation in the Trinity newsletter.

Based on the evolving guidelines and interest by the congregation, the commission began the extensive process of applying for permission from the Diocese for some live gatherings to be held on campus. During the late summer and early fall, in-person outdoor gatherings were held on the Trinity campus by the youth group, the family service, the Friday morning prayer group, and the Wednesday noon healing service. In conjunction with Trinity Office Manager Alecia McDowell, the Regathering Commission took on responsibility for providing signage, instructions, and organizing necessary supplies and equipment to meet the detailed requirements of the Diocese.

The surge of the virus in the late fall of 2020 necessitated another shutdown of the campus, but the Regathering Commission continues to monitor the guidelines and looks forward to helping facilitate another reopening of the campus sometime in 2021. A major project and challenge for the church will be incorporating worshipers back into the sanctuary while continuing with our excellent online streaming program.

Submitted by Mary Pless, Regathering Commission Vestry Chair

CAMPUS CAMPAIGN

The mission of our group is to remodel / upgrade Montgomery House.

We are still in the early stages of finding an architect and determining the scope of the remodel. At this point, we have met with one architect and plan to meet with two more architects before we review bids on the project. Due to the pandemic, we have had limitations on moving the project past this stage.

The goal for 2021 would be to develop a set of plans, hire a general contractor and start construction.

Respectfully submitted,
Dave Walker
TRINITY YOUTH PROGRAM

2020 was in some ways a very hard year for youth ministry at Trinity. Just before they were hit with the COVID-19 pandemic and Rev. Matthew’s departure, Trinity youth said goodbye to the former associate for youth ministries, Patrick Kangrga. As the pandemic raged on and transitions and Trinity moved forward, Meg Rorden and Carrol Cleveland—who have faithfully served as volunteers with the youth group for several years—provided a calm and consistent presence to the youth.

They began weekly Zoom calls which they continued throughout the summer until I arrived in August. Their work with the youth kept them connected to each other and to Trinity, so that when I arrived, the youth group community was not fractured, but rather an intact group of friendly 6-12th graders, who were excited for opportunities to connect with one another. My 20+ years of history at Trinity also helped make my transition onto staff quite smooth, as we hit the ground running in the new and unprecedented school year.

When youth went back to school online, it became clear that “Zoom fatigue” was a real struggle for many, and both youth and parents expressed a desire to gather together in person whenever it was safe. In September, we had our first event—an outdoor movie night—which kicked off a delightful fall of biweekly in-person, outdoor events. Youth gathered to carve pumpkins, go for a hike, and celebrate holidays. Our most attended events, either in-person or online, were our Halloween and Christmas parties. For Halloween we had an 80s murder mystery party. For Christmas we decorated gingerbread houses and did a white elephant gift exchange, which is a long-time tradition for the Trinity youth group.

On the weeks with no in-person gathering, we hosted Zoom calls to check-in and play virtual games together. We offered space to talk about political and social current events and spent lots of time playing a favorite online game: skribbl.io. Those who attended Zoom meetings regularly got quite good at drawing using a mouse! Parents organized their own Zoom calls as well at the beginning of the pandemic, and I continued to offer these meetings monthly throughout the fall.

In November, we re-launched our small groups, with a middle school group and two high school groups. These groups will continue to meet once a month in lieu of regular youth group gathering. In 2020, the confirmation program, mission trip, and pilgrimage were all sadly cancelled. However, we hope to offer as many of these as possible in 2021. Confirmation classes will begin in February, which will offer an opportunity for youth to explore their faith in a safe and friendly environment.

At the end of 2020, the youth commission voted to use some of the money we saved from cancelling the mission trip on updates to the youth room. We bought a new couch, carpet, TV, and ping pong table, and received a donation of beautiful like-new furniture to finish off a much-needed transformation. I look forward to a grand debut of this room whenever it is safe to gather indoors again!
As we look forward to 2021, I am grateful for all of the support I have received in my first few months here, and very hopeful for what the future will hold. In addition to the support of our amazing volunteers—Meg and Carrol—I have greatly appreciated the work of the youth commission, especially our chair Christy Heaton. I am also grateful for our clergy, Tom, Joanne, and Frannie, who have provided pastoral oversight for the youth program, and for Caren Miles at the Diocese of California, who has helped us with updating our policies and procedures.

Whatever the next year holds, I am confident that our youth will continue to nurture their friendships with one another, grow in their knowledge and love of God, and act on their commitment to bringing justice and peace to local and global communities.

Respectfully Submitted,
Annalise Deal
Interim Associate for Youth Ministries
Greetings, Trinity Church!

What a year it’s been, with adjusting to COVID-19 and saying farewell to our Associate Rector for Children’s and Family Ministry all in the same year. Here is a recap of the blessings and challenges of this ministry area.

Our calendar year kicked off with our annual Family Skate Night at Winter Lodge in Palo Alto. We enjoyed pizza, salad, hot chocolate and ice skating with so many families. It is always such a blessing to see intergenerational relationships blossom and grow at this event.

We held Sunday School Godly Play in the winter, averaging 12 students in one classroom. We contemplated whether we should expand to a second classroom, since our rooms looked great and our ministry was strong. But then March 8 became our last Sunday of Godly Play Sunday School for the year due to the COVID-19 pandemic. In order to assist our partnering ministries, we allowed Trinity Preschool to use the Sunday School rooms in the Fall to help them comply with COVID-19 social distancing protocols.

Lent began with a festive Shrove Tuesday pancake supper. Our children, youth, and adults created a gorgeous Alleluia banner. We also had more fun than seems reasonable for any church with our annual tradition of pancake games! In the midst of these festivities, we also took a moment to sink into the season of Lent with our family-friendly Ash “Tuesday” service, a deeply meaningful one for our children and families. We then sequestered the Alleluia banner under the altar, where it was out of the spotlight, but our children could still spot it during the live-streamed Sunday services. We had thought we would release it on Easter Sunday when worshiping all together, but the pandemic had other plans. We ended up leaving the banner buried until our live-streamed Pentecost service.

Our spring also included a few trial Children’s Ministry offerings as we tried to meet our community’s needs amidst stay-at-home orders. Rev. Aaron initially offered Godly Play stories via Zoom on Monday mornings, but it turned out to be challenging to get children’s participation, as parents were juggling working from home and grade school students were learning at home. Father Aaron adeptly pivoted and instead started recording and posting videos of himself reading books for the children. This allowed families to fit this in whenever their other responsibilities permitted.

On Easter Sunday, children found bags on their doorsteps with beautiful cherry wood crosses made from the tree that formerly stood in the courtyard. The congregation had learned the tree would need to be removed due to disease, so one Sunday after church, we said a blessing for the tree and celebrated the memories we had of it. Tim Heaton's wood working skills made the cherry tree wood into little crosses for children to hold in their palms for prayers. It was a way to carry the memories of this beautiful tree into our prayer lives.
June brought on more bittersweet emotions as we celebrated Rev. Aaron’s acceptance of the call to serve as Rector of St. Jude’s in Cupertino, but we also had to say goodbye. We had a car parade filled with signs, balloons and horn blowing as we offered our congratulations and thanks for his amazing ministry at Trinity. We were so blessed by Aaron’s leadership and guidance to all our families and children.

In the fall, we held a family service outside on the patio, thanks to the Regathering Commission. The service provided the Godly Play Creation Story as told through large framed artwork, prayers drawn by the parishioners gathered, and dancing to recorded songs. Everyone was able to wonder about the story together. We are grateful to Cathy Sage for adapting the story to pandemic protocols and to the families who attended and gave this way of worshipping together a shot. The Family Ministry Commission was also very helpful in thinking about the service and offering advice on how to pull this off.

Another way the parish incorporated families into the 10am service was having children serve as lay readers. Children would make a video of themselves reading the lessons and then send it to Bob Cleveland to incorporate. We also rounded out our 2020 with St. Nicholas’ annual visit at the end of our service.

Our 2020 Christmas Pageant was magical and so creative – another pandemic adaptation for our Christmas Eve services. Parishioners emailed Annalise Deal pictures from past pageants. Annalise made an outdoor video recording of an abridged pageant with two families. Ron V. accompanied different parts to assist in the flow of the pageant between pictures and videos. We were able to see past and present pageants blended in a new way. The story came alive and brought the great joy of the birth of our Savior. We are so thankful for everyone who made the service possible as we gathered around our computers.

The Family Ministry Commission has been challenged in so many ways as we re-examine our ministry and the ways we can support our faith in these times. We are blessed with loads of creativity and ideas, and we are trying to figure out the best ways to support our children and families as we continue to move forward.

Respectfully submitted,
Katie Machemer, Cathy Sage, and Dan Cooper
ADULT FAITH FORMATION

We began 2020 in Adult Formation with the Rector’s Class in which we continued exploring the latest results of Rev. Matthew’s writing project, which he worked on during his sabbatical time. The project, now titled Journey into Wholeness, seeks to reimagine some of the traditional ways certain aspects of Christianity have been understood, and which often become stumbling blocks for people.

Rev. Aaron offered a 5-week (Sunday mornings and Tuesday evenings) James Wallis Book Study. In his latest book, Christ in Crisis: Why We Need to Reclaim Jesus, theologian and activist Jim Wallis argues that our cultural and political crisis largely stems from how the American church has become disconnected from the teachings of Jesus. Building on the popular and controversial Reclaiming Jesus declaration he and other leaders wrote in May 2018 to address America’s moral crisis—to which 5 million people responded—Wallis argues that Christians have become disconnected from Jesus and need to revisit their spiritual foundations.

As part of our 2020 Speaker Series, on February 2 Cara Meredith, the author of The Color of Life: A Journey toward Love and Racial Justice, and in conversation with the Rev. Eric Metoyer, Director of Mission Development for the Diocese of California, gave a talk and discussion.

Our Lenten program for 2020 was themed “Signs of Life: Why Church is Important” was shaped by the collaborative work shared between the Society of St. John the Evangelist, an Episcopal religious order, and Virginia Theological Seminary’s Lifelong Learning program, who invite us to consider the way our worship "engages our deepest human needs and has the power to transform our lives." By exploring five signs and symbols that lie at the heart of our Christian worship - light, water, food, shelter, and community - we begin to perceive the way our worship offers signs of life to be shared with those who are trapped in the signs of our times. Due to COVID-19 only 2 sessions were held.

MEN’S GROUP

The men of Trinity in past years have typically gathered on the first Wednesday evening of every month to break bread and share fellowship together. During the course of 2019, the group moved from a monthly to a quarterly schedule. However, in 2020 due to COVID-19 we only had 3 Zoom Meetings. The group is generously hosted by Bob Cleveland at his home, and attendees contribute to the cost of the meal. The group’s focus is to contribute to the building of community within this segment of the church’s life. Men interested in the group are encouraged to subscribe to the Trinity Men’s Group email list to receive updates and be alerted to scheduled gatherings. To be added to the group, please send a request to the Church Office or subscribe by clicking on the Community menu at the top of the Trinity website and then choosing Affinity Groups. The Men’s Group is deeply grateful to Bob Cleveland for his continued generosity in hosting and cooking for the group. We look forward to meeting in the future.
The "Older, Wiser Laity in Service" [OWLS] of Trinity Church meet monthly. Our mission is to provide interesting speakers, a hot luncheon meal, and fellowship.

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In January we had our annual Movie Matinee program, providing sandwiches, chips, and desserts for the attendees. We showed the movie “Green Book”, and everyone thoroughly enjoyed this very moving film together.

For February, Kathy Terry joined us once again, this time on Valentine’s Day. She centered her presentation around this special holiday, telling us about romantic art pieces, and calling her talk “Love-ly Paintings”.

From March on through December, OWLS luncheons and speakers were canceled because of the COVID pandemic and shelter-in-place regulations. The entire year through May 2020 had been scheduled, and all of it was postponed.

Here is what was on the schedule for our commission:

* March 2020 was a talk by Skip Bushee on Iran.

* April 2020 was Good Friday.

* May 2020 was a special musical presentation by Ron Valentino and most probably Eric Levintow.

* September, October, and November had some wonderful new speakers on tap for talking to OWLS.

* January 2021 had three movie matinee possibilities; I just needed to choose one of them!

* There were actually enough possibilities to schedule monthly through May 2021, especially if the presenters who were canceled during COVID would be able to come to OWLS when we resume.

I had already spoken with our Vestry Liaison Barbara Newton about some of my ideas for the future:

1) Ordering individual box lunches for each attendee, so no sharing of any food or utensils at all.

2) Having the luncheons in the courtyard in warm weather, 6 feet apart, with speakers who would not have to show slides in an outdoor setting.

3) If we did Zoom presentations we would need much more support from our parish IT Group. However, the expense may be covered by not needing to order lunch from Luttickens (usually $350 to $400) since we wouldn’t be eating together at Trinity.

We will await the future of OWLS, just as other commissions will have to do the same!

Respectfully submitted,
Gary Dunker
MUSIC AT TRINITY

The music ministry at Trinity supports the worship of the Trinity community through the spiritual offering of vocal and instrumental music. We are blessed with outstanding volunteers who sing, play handbells and other instruments as they generously share their time and talent to enrich our worship.

The Trinity Choir sings at the 10:00 am service (all but one Sunday a month) from September through Pentecost. Twenty members of the congregation volunteer their time and voices; supplemented by four paid singers. There is rich legacy of Western Church music and we explore it all - from medieval motets to contemporary anthems. The choir rehearses on Thursday evenings at 7:00 pm and on Sunday mornings at 9:00 am in the Music Room. Everyone is invited to sing in the choir—church membership is not required.

Our handbell choir, known as the Trinity Ringers, celebrated 22 years of ringing at Trinity this year. Under the direction of Rick Hoffmeister, the group of volunteers now consists of 20 ringers – their largest group ever. The Trinity Ringers typically play once a month between September and May. They play a variety of music arranged for hand bells and often join forces with the choir and other musicians for hymns, anthems, and processions. The Ringers traditionally play at the 6 pm Christmas Eve service and both Easter services, and they perform in our May Festival of Music. The Ringers rehearse on Thursday evenings at 7:00 pm in the Sanctuary. New ringers are always welcome and no previous experience is necessary. The Ringers are famous for their conviviality and their chocolate breaks!

Trinity’s Contemporary Music Groups - (OMG) under the direction of Ron Mancini; and The Bluegrass Band, provide music for our alternative music Sunday worship, which is generally held on the last Sunday of the month. The groups rehearse in the Church for an hour before the 10:00 am service on the last Sunday of the month and are happy to welcome new members.

Highlights of our music ministry in 2020 include:

On March 11, 2020, in response to the pandemic, we suspended all gatherings of our music groups. As information emerged that singing presented a major health risk, we decided to only have one paid singer support the music in the live-stream. On Easter, we engaged our quartet of paid singers and continued having them support the music in our live-streamed worship services through the summer and fall. As cases in the Bay Area began surging in late November, we decided it best to return to only using one singer. We have also kept vocal music present in the live-stream through the use of archival audio and video recordings, and in December, virtual choir and quartet videos.

One of the upsides of the pandemic is that Nat Lewis found himself with some extra time during the summer - so he and Katie Behroozi put together several awesome Bluegrass services. Ron Mancini and Meg Rorden recorded some of their OMG favorites and did live music for the last Sunday of Pentecost. Several of our very talented parishioners who play cello, violin and harp have appeared in our online services. I’m also grateful to Emily and Caroline Pecore and Deanna Perlov for recording some beautiful prelude music for our online worship.
The Trinity Ringers switched gears and started offering music in small ensembles. Rick Hoffmeister, along with members of the group, employed existing arrangements and created brand new arrangements that could be performed with fewer people. The Ringers will continue to offer music for services in this smaller format as long as is necessary, and look forward to returning to full form sometime in 2021. It has been a treat to see clips from their wonderful 2019 anniversary concert, which have been used in our streaming services.

We also owe a huge debt of gratitude to Bob Cleveland. Bob has spent countless hours setting up microphones, focusing cameras and recording the members of our music groups playing, ringing and singing. We cannot overstate how vital his support has been.

There is a lot of uncertainty how or when we might be able to fully restart our music groups. But we pray that we see a return to music making in 2021.

We are grateful to all who give their time and talent to make music at Trinity possible. Our singers, ringers, and instrumentalists make a substantial commitment both in rehearsing and offering their music on Sundays. Their contributions are an extremely important component to our worship experience. We are also grateful to our dedicated music staff: Rick Hoffmeister - Bell Choir Director and Ron Mancini - OMG Director. Thank you for sharing your talents with us.

We would especially like to thank Fr. Tom Traylor and the Vestry for their outstanding leadership during this difficult year.

Ron Valentino, Director of Music
At the start of 2020 the Trinity Sound Crew continued to manage, operate and maintain the sound systems in the church and in Trinity Hall as they had for several years. A digital mixer in the church enables the gains of all the wireless and wired microphones, and the recorders and speakers to be controlled wirelessly using an iPad from almost anywhere in the church building. We also have sound system inputs for other sources (such as iPods and smart phones) so that recorded music can be played through the church sound systems when desired for weddings and memorial services. On a rotating five-week schedule, crew members made sure that the church sound system was turned on before the 10 am Sunday services and that a handheld wireless mic was in place at the back of the church for leaders of the prayers of the people. Crew members used the iPad to control the church sound system from their seats in the pews during the services, and turned off the sound system and returned the prayers-of-the-people mic after the services. The 10 am services were automatically recorded by the church sound system, and crew members subsequently edited the recordings, uploaded the sermons to the Trinity Website, and emailed the anthem recordings to the music director. Crew members also set up and operated the church and Trinity Hall sound systems for special events such as weddings, memorial services, receptions, meetings and conferences.

But then, on March 11, 2020, all in-person worship services and other group activities were canceled indefinitely due to the pandemic. March 8, 2020 was the last in-person service for our congregation, and performance of regular sound crew duties has been on hiatus ever since.

In its place, a system for streaming virtual Trinity services on YouTube was implemented single-handedly by Bob Cleveland, who is now Trinity’s Livestream Manager. Bob not only designed, configured and installed the livestream system, but he also has been operating it for every Sunday 10:00 a.m. service since March, with help from Craig Perlov on sound. Thanks to Bob’s heroic efforts, the livestream system is working extremely well. Larry Sweeney has been extracting the YouTube audio for the sermons and uploading the sermons to the Trinity Website in keeping with the previous Sound Crew practice.

Within the coming months, when we are finally able to again have in-person worship services, we need to help Bob install the video system permanently in the church, train additional people to operate the system, and develop a schedule to share the operating workload among multiple operators. We also need to develop plans for audio/video support of other events held in the church building, in Trinity Hall, and elsewhere. In addition, the Vestry has asked for support with other Trinity IT systems such as Internet access, LANs, websites, and Wi-Fi.

All of these possibilities for reinventing Trinity’s AV and IT systems are in the early formulative stages. If you are interested in being involved, we’d eagerly welcome your help. Please contact Bob Cleveland or Larry Sweeney.
MISSION: The Stewardship Commission seeks to encourage all people of Trinity to reflect upon the full range of God’s gifts to each of us and to assume active roles as stewards of the resources with which God has entrusted us. The gifts we are called to acknowledge, nurture and use to God’s glory include our time, our talents, and our treasure.

During 2020, the Stewardship Commission included Anita Seipp (chair), Leigh Flesher, John Donald, Dee Dee Dickey, Becca Pecore, Mary Pless (Vestry liaison), Maggie Pringle Grauer, the Rev. Matthew Dutton-Gillett (until administrative leave in mid-April), and the Rev. Thomas Traylor, Priest-in-Charge.

2020 Stewardship Campaign

The theme of the 2020 Stewardship Campaign, “Proclaiming Signs of Life”, was an extension of the invitation “to be hopeful signs of God’s life to people trapped in the signs of our times.” The materials highlighted the many ways in which the people of Trinity were engaged in proclaiming hopeful signs of Christ’s life, all made possible by the generosity of Trinity’s community.

The bulk of the work on the 2020 campaign occurred during the fall of 2019, and most pledges were received before the end of 2019. (Please see 2020 annual report for further information.) Thanks to the magnificent support of the people of Trinity, the campaign achieved record results and surpassing its budgeted goal.

Ordinarily, the commission would have met in the first quarter of 2020 to discuss following-up with past pledging households whose 2020 pledges had not been received. In the aftermath of news about the rector’s misappropriation of funds, however, the committee met virtually and decided that it would not be appropriate to make follow-up phone calls to non-pledgers or to solicit additional gifts to offset unforeseen COVID-19-related expenses.

In summary, the 2020 stewardship appeal raised $834,250 (up from $762,931 in 2019) through 144 pledges (down from 155 in 2019). The average pledge was roughly $5,793 (up from $4,936 in 2019); the average pledge without the top 25 ($8,000 and up) was $2,682. The Stewardship Commission remains most grateful to the Trinity community for its extraordinary generosity in response to the 2020 campaign.

2021 Stewardship Campaign

Like many other aspects of Trinity’s life in 2020, the Stewardship Commission was impacted by the departure of the former rector. The Rev. Matthew Dutton-Gillett had played a primary role in directing the work of the stewardship commission and maintaining its records. The circumstances compelling his departure brought substantial changes to the composition of the commission. Leigh Flesher became Trinity’s Senior Warden, and with that promotion, the commission lost Leigh’s long-time experience and expertise in handling data-management matters. In addition, two members of the commission chose to step down so that they could devote their time and talents to
other callings. On the plus side, the commission welcomed an enthusiastic and dedicated new member, Vestry liaison Mary Pless. And while not committing to join the commission, Lynn Pieron volunteered to manage the 2021 Stewardship Campaign’s web page and electronic pledging – a huge support for which I am deeply grateful.

The theme for the 2021 Stewardship Appeal – “Seeking Christ in CommUNITY” – was inspired by observance of “CommUNITY Sunday” in September. The theme seeks to underscore and reinforce the importance of Trinity’s life in community despite the difficult, disruptive, and painful tribulations, both internal and external, during 2020.

Due to a variety of factors, the formal launch of the 2021 campaign was delayed until December. An announcement was made at the service on Sunday, November 29, the first Sunday in Advent, thanking 2020 pledgers for their generosity, encouraging folks to fulfill 2020 pledges if they had not done so already, announcing the theme for the 2021 campaign, and asking parishioners to watch for stewardship materials and return 2021 pledge cards promptly.

Pledge materials included a letter and FAQs, developed to reflect the budgeted goal for 2021, thereby better linking the campaign to projected 2021 operating expenses. Other than the pledge cards, all materials were produced on site and taken from current office supplies. Thus, the only new expense for the appeal was the cost of printing the pledge cards ($89.93 to Prodigy Press).

2021 pledge packets were delivered to the post office on Wednesday, December 9. A formal announcement to launch the campaign was made on Sunday, December 13, by which time it was hoped that people would have received their pledge materials by mail.

On Sunday, January 3, an announcement was made to notify parishioners of the progress of the campaign and remind them to pledge. An e-mail of similar content was sent on Wednesday, January 6, to reach those who might not have seen the oral announcement during the virtual church service. In addition, the weekly church-wide e-mails have included stewardship information and a link to on-line giving.

The Stewardship Commission is again profoundly grateful for the phenomenal outpouring of support, especially remarkable in light of what Trinity has been through this past year. As of January 15, 2021, $611,319.04 has been raised from 92 pledges/grants/gifts, with an average pledge to date of $6,644.77. Of that amount, $425,297.04 has come from 21 donors. The average amount of all pledges/gifts to date is $6,644.77; the average of the 71 pledges/gifts under $8,000 is $2,620.02. Thus far, 44 pledges/gifts have been at last year’s level, 30 have increased, 10 have decreased (for personal financial reasons), and 8 are new.

As of this writing, the campaign is $210,000 shy of its budgeted goal of $821,000. Typically, in any year, the last of Trinity’s annual pledges are received in late January and February. 56 households that pledged in 2020 have not yet pledged for 2021. Given the unprecedented internal and external challenges of 2020, there could be a variety of reasons for hesitation to pledge. The commission hopes that the arrival of the interim rector and the COVID vaccine will encourage reluctant past pledgers to renew their pledges and join in the joy of giving. Of paramount importance to positive stewardship is participation at whatever level of giving.
Ongoing business items:

- The Stewardship Commission will follow up with those members of Trinity who have pledged in past years, but have not yet pledged to the 2021 campaign.
- After the arrival of the new rector, and subject to his approval, the commission contemplates sending a second stewardship appeal directed to folks who are still members of Trinity but who, for reasons such as inactivity, have not been included on recent stewardship mailing lists. Such letter might introduce the Rev. Dr. Rob Voyle, highlight Trinity’s vibrant ministries, and invite re-engagement.
- The Commission will consider drafting a standard letter which could be sent to new members who join Trinity throughout the year. The purpose of the letter would be to introduce the concept of financial stewardship in churches generally, highlight the importance of pledged revenue to Trinity’s operating budget, and invite participation in Trinity’s annual pledge appeal.

New business items: In the months of September, October, and November, the Commission will plan, prepare, and proceed with the 2022 Stewardship Campaign.

Stewardship campaigns are truly a team effort. Many kudos and deep gratitude to ever-amazing Alecia McDowell for formatting and printing the pledge materials, mailing labels, and so much more; to wonderful Maggie Pringle Grauer for assembling the mailing and always imparting wise counsel in all stewardship matters; to marvelous Lynn Pieron for creating the 2021 Stewardship Campaign web page and monitoring electronic pledges; to Trinity’s terrific finance team, Chase Dearborn and Jim Bramlett, for providing 2021 budget information and training in Fellowship One; to those who have lent heart-warming encouragement as I humbly grow into the new dimensions of this position; and finally to all who support this worthy mission to ensure Trinity’s fiscal soundness.

Respectfully submitted, Anita Seipp
ENDOWMENT COMMISSION/LEGACY SOCIETY

ENDOWMENT COMMISSION

At December 31, 2020, the market value of our Endowment’s holdings at Vanguard was $2,818,526. During 2020, the Endowment made quarterly payments to the Parish equal to 5% of the rolling average of the total asset balances at June 30 of the five prior years, as done previously. The Vanguard assets continue to be invested in various equity and income-focused funds with a target of 60% in equities and 40% in debt/income-bearing funds. The specific funds, the relative allocation to each, and the target are reviewed periodically by the Endowment Trustees.

The value of the Vanguard assets increased by $317,829 (12.1%) during 2020 and decreased by the total payments made to the Parish during the year of $136,885. There were no contributions.

During 2020, the Trustees of the Endowment and the Vestry, with the unanimous support of the Finance Commission and the Treasurer, decided that it was in the best interests of the Parish for the Endowment to cancel (with an effective date of June 30, 2020) a $465,453 loan ($430,000 of principal and $35,453 of deferred interest) which the Endowment had provided to the Parish to fund capital needs for Clergy Housing, beginning in 2014. This action was taken to strengthen the Endowment’s ability to continue to make future cash distributions to support the Parish.

This decision reflected a more conservative and pragmatic view that the Endowment’s prior funding of the Parish’s capital needs for Clergy Housing has met a perpetual need, rather than a temporary one, to achieve the Vestry’s ongoing priority to provide clergy housing needed to attract and retain the best possible clerical leadership through the call process. However, in the future, if the Vestry would decide to end this ongoing priority, sell the condo (or any subsequent clergy housing investment(s) from which the proceeds from the sale of the condo were reinvested) and decide not to reinvest such proceeds to meet future clergy housing needs, 50% of the net proceeds of the condo sale (if more than $930,906), $465,453 (if between $465,453 and $930,906), and all proceeds (if less than $465,452) will be returned to the Endowment. Given the loan is approximately 50% of the current market value of the condo, we concluded this arrangement reflects a more equitable sharing of the upside rewards and mitigation of the downside risks of the ownership of the condo with the Endowment than the prior arrangement of a 3% deferred interest loan.

For 2021, the Endowment Trustees will be: Anna White, Jim Kitch, Matthew Polly (Treasurer), Fred Grauer (Secretary), and me (Chair), with the Rector, Treasurer and Senior Warden as ex officio members. During 2021, the Endowment Commission (EC) will continue to review the investment portfolio strategy and will make quarterly distributions to the Parish as determined by policy. We are also reviewing actions that will strengthen the governance and management of the EC and the assets under its stewardship. The EC will continue to encourage gifts to the endowment fund and plan events to show appreciation for donors.

Respectfully Submitted,
John Savage
2020 Endowment Commission Chair
January 19, 2020
LEGACY SOCIETY

The Legacy Society program seeks to help parishioners consider the overall legacy they wish to leave behind, by seeking to live a holy life and finding the holy in others, as well as being responsible about having guardianship arrangements, medical directives, and a current will or living trust. All these steps will ensure their positive legacy for those left behind. In some cases, parishioners may also want to perpetuate future ministries of Trinity Church by either giving a gift to Trinity’s Endowment or by remembering Trinity in their estate plans.

Trinity’s Legacy Society is comprised of the group of over 60 families who have remembered our church in this way. In appreciation for their gifts or bequests, the Endowment Commission organizes special events for Legacy Society members to attend.

For information on how you can join the Legacy Society, please contact Anna White anna.richardson.white@gmail.com.
TREASURER’S REPORT

2020 was an extraordinary year. The departure of our former Rector due to financial malfeasance and the Covid-19 pandemic were monumental events for our Parish.

Financial Malfeasance:

The Parish was shocked to learn our former Rector had diverted slightly over $200,000 in Parish funds over the prior decade. Since then, a thorough review has been made of the internal control deficiencies that allowed this financial malfeasance to go undetected for so long. Significant improvements have been made to remedy the deficiencies, which have been verified by a recent internal review. See the Report of the Finance Commission Chair for more specifics on the many improvements.

Much of the misused funds were improperly charged over a decade to various fund balances (e.g., mission trips, outreach) and expense accounts or came from the Rector’s Discretionary Fund. In addition, a significant amount was reflected in unpaid credit card balances (including interest). However, for any given year, because of the magnitude of the numerous fund balances that were charged, the fact that a significant amount was in unpaid credit card bills, and the amounts of our annual expenditures, the diverted amounts were not material to the Church’s operating results.

The former Rector has repaid $52,000 of the amount that he misappropriated. The Parish received $100,000 of insurance proceeds, plus $10,000 to cover certain expenses of the investigation. The net amount has been credited directly to the Operating Reserve. If we receive further repayments from the former Rector, the amount will also be credited to the Operating Reserve, and if the amounts repaid exceed the $100,000 insurance proceeds, the excess will be repaid to the insurance company.

2020 Financial Activities:

Because of the Covid-19 pandemic and employment of a Priest-In-Charge, Trinity’s 2020 operations were much different than anticipated when the 2020 budget was approved. Nonetheless, on an overall basis, due to the financial commitment and generosity of our Parishioners, prudent cost management by our leadership, and some unplanned departures, we generated operating income of $192,824.

Our total receipts exceeded budget by $112,737 (11%). Our pledge income was $99,717 (12%) higher than budget and includes contributions of $146,128 made in excess of pledged amounts. Plate offerings were $18,211 (52%) over budget.

On the expenditure side, we ended 2020 spending $80,088 (8%) less than our budget for several reasons. Our compensation (which includes salary, benefits and pension contributions) was $34,855 (6%) less than budget due to the departures by mid-year of our Associate Rector and Youth Minister; offset by a 6% increase from overlapping costs associated with our former Rector’s paid leave of absence (during the Title IV process) and employment of our Priest-In-Charge. Operating costs were less due to Covid-19 restrictions on physically attending services for most of the year. We spent $35,856 less than budget on program costs, and $22,105 less on facilities, primarily repairs and maintenance.

Financial Position:

The Statements of Financial Position in this year’s Annual Report include all funds of the Parish. For many prior years, we had excluded the Endowment Fund, and included the inter-fund loan payable by the Clergy Housing Fund to the Endowment Fund, as well as the condo which was funded by that loan. This year we are reporting on a basis consistent with the annual report we provide to the Diocese, which includes all funds of the Parish, including the Endowment, and excludes all of the physical assets (buildings, rectory, condo, etc.). The 2019 balances are reported on a basis consistent with the 2020 balances. A discussion about the cancellation of inter-fund loan during 2020 is included in the Report of Endowment Commission Chair.
We began the year in the weakest financial position we had experienced in a decade and ended on a solid footing. Our Operating Reserve increased due to the $100,000 of proceeds from insurance coverage, which reimbursed diverted funds from prior years, and due to the larger than anticipated operating income. At year-end, our Operating Reserve was equal to four months of average gross expenditures, reaching the four to five month range recommended by the Finance Commission, after many years being far below that level.

Our Capital Projects reserve also grew from a decade year-end low of $42,513 to $61,826. It moved closer to the Finance Commission’s targeted minimum of $100,000 which had been maintained for a decade prior to 2019. With the Vestry approved endowment draw funding for 2021 of $56,075 and expectations, based on currently identified needs, that 2021 capital project expenditures will be far less than the prior four-year average of $48,735 per year, we are hopeful the minimum target will be met again in the near future.

Our year-end Campus Campaign fund balance is $855,872. It includes contributions of $845,935 of $919,480 pledged, and interest income of $9,937. No Campus Campaign expenditures had been made by year-end. We expect the renovation work will begin in 2022 after detailed plans are completed and required permits obtained. The planned projects include repaving the parking lot and upgrades to the Montgomery House, the historic 100+ year old building which houses offices for the clergy and church administration, and two apartments which together generate about $40,000 of net rental income annually.

2021 Budget:

Due to the Covid-19 pandemic, our 2021 pledge process began slightly later than in the past. 2021 pledge income is budgeted to be the same as the 2020 budget, although that number is not well supported yet by formal pledges. The Vestry has again approved a break-even budget, about 11% less than the size of the 2020 budget (and slightly more than a 7% increase over 2020 actual expenditures). The Vestry relies on the support and generosity of parishioners in order to fashion the budget that will support and facilitate our liturgical, outreach, formation and fellowship ministries in 2021.

The main change in the 2021 budget is the elimination of the supplemental endowment draw funding, which was $35,651 in 2020. The supplemental draw, which has been in addition to the regular 50% endowment draw supporting the operating budget, began in 2017 to help fund a Youth & Family Ministries Initiative. From 2017-2020, the supplemental funding averaged $37,982 per year requiring a reduction in the historical level of endowment funding of the capital projects reserve.

As always, the majority (54% in the 2021 budget) of Trinity’s expenses are compensation. Vestry approved a 3% salary increase for employees. The budget includes our Interim Rector starting in February. It also assumes an Associate Rector starting in mid-year.

Conclusion:

2020 was an unusual year, but we managed it well to get on a sound financial footing as we begin a transition period under the leadership of our Interim Rector, Wardens and 2021 Vestry. I believe our key financial challenge has been, and will continue to be, overcoming a structural deficit. This essentially means we currently do not generate enough pledge income to fund two full-time clergy and a youth minister, even if we continue to allocate 50% of the annual endowment draw to support the operating budget.

We will need to focus more on that challenge in 2021 and 2022. In the meantime, we are blessed to have generous and committed parishioners, highly dedicated and qualified Clergy, Wardens, Vestry, and Commissions. We will continue to balance our resources and cost structure in a prudent manner, and continuously work on enhancing our planning, budgeting, monitoring and approval processes.

Chase Dearborn, Treasurer
January 18, 2021
Trinity Church 1/18/2021

Statements of Financial Position December 31

Format consistent with the Parish’s annual reporting to the Diocese, which excludes all fixed assets owned by the Church and includes the Endowment Fund. 2019 is restated to follow the same format.

### Assets:

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Checking Accounts (First Republic)</td>
<td>293,889</td>
<td>461,978</td>
</tr>
<tr>
<td>Cash, Money Market &amp; Bond Funds at FMV Held for Operations (Schwab)</td>
<td>141,649</td>
<td>248,904</td>
</tr>
<tr>
<td>Total Cash, Money Market &amp; Bond Funds Held for Operations</td>
<td>435,538</td>
<td>710,882</td>
</tr>
<tr>
<td>Equity &amp; Bond Funds at FMV Held for Clergy Housing Fund (Schwab)</td>
<td>73,266</td>
<td>84,085</td>
</tr>
<tr>
<td>Cash &amp; Money Market Funds Held for Campus Campaign Fund (Schwab)</td>
<td>720,226</td>
<td>855,872</td>
</tr>
<tr>
<td>Equity &amp; Bond Funds at FMV Held for Endowment Fund (Vanguard)</td>
<td>2,637,582</td>
<td>2,818,526</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>3,866,612</strong></td>
<td><strong>4,469,364</strong></td>
</tr>
</tbody>
</table>

### Liabilities & Fund Balances:

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>-</td>
<td>20,646</td>
</tr>
<tr>
<td>Accrued Liabilities &amp; Security Deposits</td>
<td>1,745</td>
<td>49,155</td>
</tr>
<tr>
<td>Prepaid Pledges &amp; Miscellaneous</td>
<td>177,563</td>
<td>120,342</td>
</tr>
<tr>
<td>Capital Project Fund Balance</td>
<td>42,513</td>
<td>61,826</td>
</tr>
<tr>
<td>Theological Education Fund Balance</td>
<td>15,172</td>
<td>3,500</td>
</tr>
<tr>
<td>Ministry for Seniors Fund Balance</td>
<td>5,266</td>
<td>5,266</td>
</tr>
<tr>
<td>Outreach Fund Balance</td>
<td>10,758</td>
<td>6,976</td>
</tr>
<tr>
<td>Altar Guild Fund Balance</td>
<td>27,158</td>
<td>33,405</td>
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<tr>
<td>Music Fund Balance</td>
<td>3,886</td>
<td>9,006</td>
</tr>
<tr>
<td>Handbell Fund Balance</td>
<td>5,070</td>
<td>3,829</td>
</tr>
<tr>
<td>Clergy Purse Fund Balance</td>
<td>117</td>
<td>5,342</td>
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<tr>
<td>Other Operating Fund Balances (below $5,000 at both year-ends)</td>
<td>4,245</td>
<td>11,424</td>
</tr>
<tr>
<td>Clergy Housing Fund Balance</td>
<td>73,266</td>
<td>84,085</td>
</tr>
<tr>
<td>Campus Campaign Fund Balance</td>
<td>720,226</td>
<td>855,872</td>
</tr>
<tr>
<td>Operating Reserve</td>
<td>142,045</td>
<td>380,164</td>
</tr>
<tr>
<td><strong>Total Liabilities and Fund Balances (excluding Endowment Fund)</strong></td>
<td><strong>1,229,030</strong></td>
<td><strong>1,650,838</strong></td>
</tr>
<tr>
<td>Endowment Fund Balance</td>
<td>2,637,582</td>
<td>2,818,526</td>
</tr>
<tr>
<td><strong>Total Liabilities and Fund Balances</strong></td>
<td><strong>3,866,612</strong></td>
<td><strong>4,469,364</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Reserve - Beginning Balance</strong></td>
<td>173,798</td>
<td>142,045</td>
</tr>
<tr>
<td>Net Insurance Proceeds from Financial Malfeasance Loss</td>
<td></td>
<td>101,064</td>
</tr>
<tr>
<td>Vestry Approved Transfer to Capital Project Fund</td>
<td></td>
<td>(14,279)</td>
</tr>
<tr>
<td>Accrued Vacation &amp; Pension Liabilities Not Previously Recorded</td>
<td></td>
<td>(41,491)</td>
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<tr>
<td>Expenditures for Mission Trip &amp; Parish Retreat</td>
<td>(9,535)</td>
<td></td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td>(22,218)</td>
<td>192,824</td>
</tr>
<tr>
<td><strong>Operating Reserve - Ending Balance</strong></td>
<td><strong>142,045</strong></td>
<td><strong>380,164</strong></td>
</tr>
<tr>
<td>Trinity Church</td>
<td>Statements of Financial Activity</td>
<td>For Years Ending December 31</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Receipts:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easter &amp; Christmas Offerings</td>
<td>7,035</td>
<td>10,000</td>
</tr>
<tr>
<td>Current Year Pledge/Grant Payments</td>
<td>754,519</td>
<td>821,000</td>
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<tr>
<td>Prior Year Pledge Payments</td>
<td>5,660</td>
<td>1,000</td>
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<tr>
<td>Plate Offerings</td>
<td>55,651</td>
<td>35,210</td>
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<tr>
<td>Regular Endowment Draw (50% of EF draw)</td>
<td>65,838</td>
<td>68,442</td>
</tr>
<tr>
<td>Supplemental Endowment Draw</td>
<td>45,150</td>
<td>35,651</td>
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<tr>
<td>Montgomery House Net Rental Income</td>
<td>43,072</td>
<td>45,600</td>
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<tr>
<td>Condo Net Rental Income</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Other Income</td>
<td>17,254</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td>994,179</td>
<td>1,018,903</td>
</tr>
<tr>
<td><strong>Expenditures By Type:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation (includes Pension Contributions)</td>
<td>590,263</td>
<td>593,021</td>
</tr>
<tr>
<td>Conferences</td>
<td>4,307</td>
<td>3,890</td>
</tr>
<tr>
<td>Professional/Staff Development</td>
<td>2,904</td>
<td>2,100</td>
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<tr>
<td>Programs</td>
<td>77,272</td>
<td>74,301</td>
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<tr>
<td>Supplies and Related</td>
<td>38,644</td>
<td>37,260</td>
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<tr>
<td>Facilities Expenses</td>
<td>180,996</td>
<td>181,480</td>
</tr>
<tr>
<td>Trinity School cost recovery</td>
<td>(72,910)</td>
<td>(72,090)</td>
</tr>
<tr>
<td>CFI cost recovery</td>
<td>(23,100)</td>
<td>(23,100)</td>
</tr>
<tr>
<td>Insurance, Licenses and Other *</td>
<td>57,144</td>
<td>55,634</td>
</tr>
<tr>
<td>Diocesan Assessment</td>
<td>160,877</td>
<td>166,307</td>
</tr>
<tr>
<td><strong>Total Expenditures By Type</strong></td>
<td>1,016,398</td>
<td>1,018,903</td>
</tr>
<tr>
<td><strong>Operating Income (Loss)</strong></td>
<td>(22,218)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Expenditures By Department:</strong> **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worship and Clergy</td>
<td>361,907</td>
<td>414,187</td>
</tr>
<tr>
<td>Congregation &amp; Community Life</td>
<td>23,996</td>
<td>23,500</td>
</tr>
<tr>
<td>Building &amp; Grounds (net of cost recoveries)</td>
<td>75,154</td>
<td>95,790</td>
</tr>
<tr>
<td>General Adminstration</td>
<td>394,351</td>
<td>393,583</td>
</tr>
<tr>
<td><strong>Total Expenditures by Department</strong></td>
<td>1,016,398</td>
<td>1,035,703</td>
</tr>
<tr>
<td><strong>Operating Income (Loss)</strong></td>
<td>(22,218)</td>
<td>192,824</td>
</tr>
</tbody>
</table>

* recorded in 2019 and 2020 budget in "Other" Expense

** Exp. by Dept are higher than Exp. by Type for the 2020 budget because expenses related to rental income units are included in Exp. by Dept for 2020 budget and netted in the other columns
**Mission:** The mission of the Finance Commission is to assist the Vestry in being effective stewards of Trinity Church finances. Its primary activities are monitoring actual operating and financial results against budgets, and making recommendations to Vestry regarding operations, investments, capital expenditures, and uses of the Endowment draw.

**Initial Activities:** The Finance Commission began 2020 with the goal of enhancing and improving its advisory role by implementing specific recommendations adopted in late 2019. The recommendations had been the result and culmination of an increasing level of financial scrutiny applied during the latter half of the year in order to more effectively monitor financial activity. The primary and fundamental recommendation was to bring transparency to Trinity’s financial records by allowing the Finance Commission access to them. Although the subsequent disclosure that our former Rector had diverted significant funds was unexpected, the access to the accounting transactions and records gained in January allowed independent analysis of them prior to, and in support of, the eventual forensic audit.

**Enhanced Controls:** Shortly after the public announcement that Trinity’s financial accounts had been misused, the Finance Commission implemented new Disbursement and Record Keeping Processes to quickly strengthen financial controls. The key requirements for disbursement of church funds are adequate supporting documentation for the request and approval at the appropriate levels according to policy. Other aspects include using the check request form for online payments, credit card statements, meals, entertainment, and travel expenses, and all check requests must include the same level of supporting documentation as required for typical vendor invoices, reimbursements, and other payments. In addition, financial records will be retained for seven years with access as needed by the Finance Commission in its role of monitoring operating and financial results.

**Additional Steps:** The Counting Procedures used to record contributions were updated this year to strengthen our practices for storing checks prior to deposit for both the operating and Rector’s Discretionary Fund accounts. The Finance Commission also recommended updates and adherence to existing procurement policies regarding thresholds for multiple bids and rebidding annual service agreements. The Commission also recommends, and will support, an annual review by Vestry of the Rector’s Discretionary Fund, and will also support a review of existing financial policies with Vestry as needed.

In addition to strengthening our financial processes and procedures, the Finance Commission conducted a pilot program, led by Chuck Horstmann, of a limited assurance exercise with the intention of doing so annually. The exercise is designed as an informal process to add value and enhance our financial reporting, and it may identify a need for change and provide a little more comfort about the Parish’s financial reporting than without it being done.
**Other Activities:** The Finance Commission’s clergy housing task force, led by Chuck Horstmann, participated in discussions with the Endowment Fund Trustees about the internal loan agreement used to finance the church-owned property in Redwood City. The discussions led to Vestry’s approval in December of the unanimous recommendation of the Endowment Commission, the Finance Commission, and the Treasurer to cancel the Endowment Fund’s internal loan to the Parish along with the deferred interest amounts. Additional details of the decision and rationale can be found in the Endowment Commission Report.

As part of the Finance Commission’s year-end review, several steps were taken to improve financial reporting, better align expense types, and generally strengthen the balance sheet. These steps included streamlining the process of financial reporting through QuickBooks, better aligning expense categories and departments with the underlying transactions, reallocating dormant ministry fund balances to appropriate active accounts, and bolstering the Capital Projects Fund balance through a limited distribution of operating reserves.

**Looking Ahead:** Several improvements in procedures, processes, practices, and policies were made in 2020, and this work will continue in the coming year. The Finance Commission will support Vestry, as needed, to establish and fund a new Sabbatical policy. Updates are also anticipated regarding credit card usage and control, balance sheet fund management, and bookkeeping desktop procedures. In addition, the Finance Commission will support Vestry in any review of extraordinary expenses, contract bidding or rebidding processes, and compliance with existing financial policies.

**Membership:** The Finance Commission members include Jim Dehnert, Chuck Horstmann, Laurie Hunter, Janet Littlefield, Jeannie Thomas, and Nancy Walsworth, with Jim Bramlett continuing as chair in 2021. Fred Grauer served during the first half of the year before departing to focus on his greater interest as Trustee of the Endowment Fund. The Rector and Treasurer, Chase Dearborn, are ex-officio members and Clarisa Odell is the Vestry liaison. Nancy Walsworth and Robert Sage serve as Assistant Treasurers. Our former bookkeeper, Kim Edwards, resigned in October, and the temporary bookkeeper is Jim Bramlett until the permanent position can be filled.

Additionally, there are 11 parishioners, including several who are members of the Finance Commission, who count pledge income and other contributions. The Finance Commission thanks Nancy Walsworth, who oversees this group, and the following members: Bruce Deal, Jim Dehnert, Leigh Flesher, Laurie Hunter, Janet Littlefield, Mike O’Connor, Bill Odell, Craig Perlov, Dave Tambling, and Robert Wendin for their service during the year.

Respectfully submitted by Jim Bramlett, Finance Commission Chair
BUILDINGS & GROUNDS COMMISSION

To maintain and preserve the Trinity campus and facilities—in a financially, environmentally and socially sustainable manner—as a useful and attractive facility to support the mission and ministries of Trinity Church.

COMMISSION MEMBERSHIP AND VOLUNTEER OPPORTUNITIES: Commission members during 2020 included: Beth Janopaul, Haydi Sowerwine, Jane Phillips, Alison Blank, Ron Mancini (Chair), Bill Grove, Jean Lum Hoy and Fred Langhorst. Unfortunately, by the end of 2020, Fred Langhorst moved out of the area and Jean Lum Hoy left the commission after completing a great start to the update of the B&G Handbook update. The commission’s assigned vestry representative for 2020 was Davis White. The chair of the commission continues to communicate directly with the rector, the wardens, and treasurer/finance as needed. If anyone has repair skills and is interested in helping out without having to commit to commission membership and meetings, please contact one of the commission members! As commission membership continues to age each year, the desire to have younger members of the commission to carry on when the time comes is highly desired and needed. While maintaining and repairing the facility may not seem the most interesting commission compared to some others, it is highly necessary if we want to continue to have an inviting, well cared for and working facility for the many aspects of our spiritual life at Trinity.

Our ace handyman Fred Feldman, a man of many skills, who, with his helper, Alex, has been relied on for many years for both some major and minor repairs, continued to be less available to us during 2020 as Fred is now fully retired. He considers us as one of his valued clients, and has responded in crisis situations. We have increased the use of another handyman for many tasks and that has continued to work well. We are looking for another more diverse handyman to supplement when Fred is not available to us for more involved tasks that require more diverse skills and experience. We also continued to use Salvador Arellano on a regular basis for less demanding tasks. His passing in August 2020 has been felt, and a replacement source(s) is an ongoing effort. We also have 2 electricians we have called for electrical tasks either beyond available skills or time limitations. All this “outside-the-commission” support is paid by the time-and-materials, so financially it is beneficial if we can complete some items with volunteer labor from within the commission or congregation, if feasible. We would like to again particularly acknowledge Tim Heaton, as one of those outside the commission congregation members, who often responds to a call for help on particular items, lending his many talents and skills. Again, if you think you would like to help us, even on a limited basis, please contact one of us or request attendance at one of our monthly meetings that currently are being conducted by Zoom until the pandemic problem improves. The meetings are usually on the 2nd Tuesday of the month at 7 pm.

2020 B&G OPERATING BUDGET HIGHLIGHTS

Our total budget for 2020 was $87,900 for the total of the 3 budgets that are the responsibility of B&G: (1) MAINTENANCE - annually anticipated reoccurring contracts, monthly services, etc; (2) RECTORY - maintenance and repairs; and (3) REPAIRS & IMPROVEMENTS (R&I) - catch-all budget for all unanticipated church campus repairs and improvements that occur during the
year. While Alecia McDowell has primary responsibility for repairs and maintenance of things at the Redwood City Townhouse, B&G supports her as needed during the year. Townhouse expenses and repair/maintenance expenses for both Montgomery House apartments are paid out of a different expense account and are not part of the B&G Operating Budget. The commission also oversees repairs and maintenance of the Memorial Garden, as part of the B&G Operating Budget expenses.

With the extreme reduction of activities and use of the campus during 2020 due to the COVID pandemic, total expenses for the year for repairs, emergency services or repairs were way down from a normal year. Some service contracts were put on hold when the initial closing of campus started, as well. Most restarted but some are still on hold, greatly reducing the planned normal expenses for the year. As a result, B&G under ran its budget by around $29K. The 2021 Budget Request submitted by B&G was based on a normal year when submitted in October. It also considered anticipated increases in some of the annual maintenance contracts and special expenses that occur every 3 or 5 year (not annually). The request submitted to Vestry/Finance in October showed a 3.5% increase in the total B&G Commission budget for 2021 ($91,000). We are awaiting the approval of our 2021 operating budget. Obviously, the continued COVID problem will have reduced activities on campus and potentially reduced expenses as was experienced in 2020.

We had no “major disasters” or large unanticipated things happen this past year that stressed the normal yearly-expected level of expenditures in the Repairs and Improvements (R&I) Budget. Some of the larger R&I expenditures consisted of some electrical repairs on campus, paver repair/resetting to eliminate trip hazards, plumber calls to address clogged sewer lines, to name a few. Then there is the list of other more minor expenditures for things that came up during the year.

**Capital Budget Highlights – B&G Commission Items**

**For 2020**

The Capital Budget Expenditures for projects involving B&G totaled $17.7K:

1. Complete exterior painting of the Rectory and Rectory Garage (last painted in 2007 – all wood siding exterior)

2. Emergency Repair of one of the AirHandlers in AH due to failed fan motor – Jan 2020

3. Emergency Repair of the elevator in AH due to failed door drive motor failure – April 2020

**For 2021**

The Capital Budget for 2021 has yet to be established or approved. Potential Items include (not inclusive list):

1. Exterior Painting of the Church – time based on Long Term Planning Schedule

2. Repair/replacement of a section of the main sewer line at the Rectory to Pine St that has deteriorated and has tree root incursion that will only get worse

3. Replacement of the carpet in the church – was deferred in 2020 due to budget constraints and might be deferred again due to reduced activities in church due to COVID
2020 Activities Highlights

Major items of note:

• Decided on type of tree and planted new Cherry Tree in main courtyard where the old one was dying and was removed in late 2019.

• Installed mulch in landscaping to reduce weed growth, retain moisture to reduce watering needs and to improve appearance.

• Normal year-end major tree maintenance (trimming and fertilizing as needed) for the many trees on our campus – not an insignificant expense, but needed for safety as well as health of trees, and campus appearance.

• Finally with some dedicated help from B&G member Fred Langhorst, resolved the problem of the water level maintenance system on the Memorial Garden Pump that had been intermittent and not maintaining water level to satisfactorily level.

• Replaced failed pump for the Memorial Garden sculpture

• Found a replacement for the fire monitoring service contract (fire monitoring Angus Hall and Trinity Hall) due to major dissatisfaction with previous company

• Made significant progress (thanks to Jean Lum Hoy) on updating the B&G Handbook

More Minor ongoing items

As you know we have a lot of buildings to oversee, some old, some newer—picture your normal house maintenance on steroids. Demands on our time are for: light timer resets for changes during the year, gutter cleaning, light bulb replacement, minor electrical issues like broken switches or motion sensor switches, minor painting touch ups, sticky doors that need trimming, door lock issues, door stops issues, minor water leaks, plumbing needs like clogged toilets or sewer lines, faucet problems, equipment maintenance, elevator maintenance, termite inspections, monitoring of leg caps on folding chairs and felt pads on chairs used on wood floors so they don’t scratch the floors, kitchen equipment, HVAC issues, etc., etc.. You name it, we have to deal with it!

We also respond to the issues at the Rectory, as well as issues at the Redwood City Townhouse and Montgomery House apartments, as needed.

Respectively Submitted,

Buildings & Grounds Commission
The Reclaiming Eden initiative has a mission of stopping climate change, one household at a time. The program is designed to help Trinity parishioners live sustainably as a spiritual endeavor, by sharing information and resources that facilitate behavior change. There are six “big actions” that we can all do to reduce each household’s carbon footprint: green our electricity, green our transportation, reduce or offset air travel miles, electrify our homes, eat less red meat and waste less food, and consume less (and more mindfully).

After kicking off in 2019 with a speaker series and learning events, we shifted our focus in 2020 to laying the groundwork for electrifying Trinity’s campus and, in response to the pandemic, growing victory gardens that support the production of healthy food to alleviate food insecurity in our community.

Nancy Grove led Trinity’s Good News Gardeners program, originally conceived by The Episcopal Church. We currently have over a dozen households in the program and a monthly meeting with a Master Gardener "mentor" who gives short talks and answers people's questions. The only requirement to join is a commitment to contribute some produce to Trinity Tuesdays. It's relevant to Reclaiming Eden because the partnership with Master Gardeners teaches people to grow sustainably, using less water and fewer pesticides, and through the contribution of extra produce and the gleaning effort (Season of Gleaning) we are reducing food waste, a major source of "greenhouse gas" emissions. And the program has grown; there are two additional churches and a synagogue at various stages of setting up their own programs in partnership with Master Gardeners.

In February, building on the Vestry’s October 2019 resolution to phase out the use of natural gas appliances on campus, the Vestry hired Redwood Consulting to develop a feasibility analysis and comprehensive plan for converting every fossil fuel appliance on campus to high efficiency electric. Slowed by both the pandemic and Trinity’s internal challenges, Redwood Energy completed its feasibility study and electrification plan in December and presented the plan to Vestry. The study and plan include recommendations for installing solar, back-up batteries and electric vehicle (EV) chargers on campus, in addition to converting natural gas appliances to electric.

Members interested in reviewing the plan or getting involved, please contact Josie Gaillard or Nancy Grove.
MISSION: To enhance the worship experience and spaces (Church, Chapel and Memorial Garden) through floral arrangements, plants, and ecclesiastical and seasonal decorations; to build community among members of the Flower Guild team through shared service to Trinity.

SERVICE: Until shelter-in-place orders were put in place in March due to COVID-19, for regular (non-Easter or Christmas-season) Sundays, the team of Guild members took turns with duties, with one or two people performing tasks, generally each week. Regular duties included purchasing floral material and plants, arranging, and cleaning up, and took 2½ to 4 hours per week. Arrangements for the Church included larger, traditional displays placed on shelves near the cross and less formal window-box-style arrangements placed at the base of the altar on weeks when the altar moves forward.

In March the church switched to livestreaming and recorded services due to COVID-19, and limited numbers of people have been allowed in the church at one time. Since then the Guild has maintained blooming orchid plants, which last a month or more, and occasionally created individual floral arrangements for special services or for memorials. Arrangements have been placed on shelves near the cross, in a box in front of the choir, and on a table near the lectern.

For Easter and Christmas services, a small number of Guild members created simplified but festive seasonal arrangements for the Church and Memorial Garden and watered plants so they would last for multiple weeks.

During Lenten and Advent seasons—ten weeks total—there were no floral decorations.

Occasionally, following Sunday’s services, components of flower arrangements were delivered to Trinity parishioners who are not able to leave their homes due to COVID-19 and other reasons.

DONATIONS: Contributions to the Flower Guild budget are encouraged, and they comprise its annual budget. Donations are made in gratitude and thanksgiving, in remembrance and celebration of loved ones, and for other special occasions. Until COVID-19, donations for regular Sunday flowers were made through sign-ups at the back of the church. Contributors’ names and thanksgivings were listed in each Sunday’s bulletin.

Since COVID-19, the Guild has not sought donations, though there have still been some contributions. Our monthly costs are greatly reduced this year and we have been able to rely on our funds from 2019.

MEMBERSHIP: Elaine Hammond and Elaine Johnson co-chair the Guild. Some regular members of the Guild have been inactive in 2020 due to COVID-19 restrictions. Active membership for 2020 included 7 people: Susan Bryan, Carrol Cleveland, Maggie Pringle Grauer, Elaine Hammond, Christy Heaton, Elaine Johnson, and Robin Whalen.
ALTAR GUILD

Every year, I report: “The Trinity Altar Guild, established in 1899, exists to assist the clergy and to help provide a meaningful worship experience for all members of our congregation. Our primary job is to set up for all church services, putting out the bread and wine, the candles, the linens, and the silver. We also put everything away afterwards, washing the silver pieces and laundering the linens. Our work helps to make the worship life of the church possible. In addition, we consider ourselves a “small group,” and we really enjoy each other's company!”

This year, I report: The Trinity Altar Guild has enjoyed an extended vacation! “Enjoyed” is probably not the right word, as we have deeply missed being together and seeing each other in person. March 8th was the last Sunday service for which we performed our usual duties, so we are now 10 months into pandemic-life. We certainly look forward to a return to “normal,” sometime in 2021. A few duties have continued: many thanks to Anita Seipp, Abby Heaton, and Christy Heaton, who have kept the candles burning. Anita and I have also made the seasonal changes, swapping out the colored frontals on the altar and setting up the Nativity Creche. Soon we will have completed an entire ecclesiastical year in quarantine with services held online. 2020 was certainly a year like no other. We wish you health and blessings in 2021.

Thanks, Margie Stehle

MORNING PRAYER, FRIDAYS AT 7 AM

In past years, a weekly service of Morning Prayer has taken place on Friday mornings at 7 am in the Trinity Chapel. This time of prayer and community has provided a wonderful opportunity for beginning the day peacefully. For many years, we have met and celebrated the saints’ days from “Lesser Feasts and Fasts,” learning interesting stories about some of the lesser-known heroes of our faith.

In March, when we became unable to meet in person, we stopped having the service for a number of months, although the Rev. Skip Bushee, one of our regular members, led a similar service at St. Peter’s, Redwood City, via Zoom, and several Trinity people attended, along with folks from St. Peter’s and St. Bede’s. In September, we were able to meet again in person, holding our services outdoors in the Memorial Garden. It was a bit chilly and we had to wear our masks and stay 6 feet apart, but it was wonderful to be able to be together again! We met weekly until December 4th, when the new shelter-in-place ruling went into effect, so we are once more on vacation. When we are able to meet again, whether in the garden or once again in the chapel, that information will appear in Trinity’s weekly newsletter. Please watch for our announcement and consider coming to join us!

Thanks, Margie Stehle

8 AM ALTAR SERVERS, LAY EUCHARIST MINISTERS & LECTORS

The last in-person service was held on March 8 due to COVID-19. During regular times, the first Sunday of the month the 8am Service is held in the Church and on the remaining Sundays, the Chapel provides a warm and welcoming ambiance for the service. The Lay Eucharistic Ministers at the early service are Molly Carroll, Rich Monroe, and Margie Stehle. We continue to serve with just three acolytes, but we are always looking for an additional LEM! If you are interested in serving in this capacity, please contact any member of the clergy.

During early 2020, our loyal group of Lectors included: Dick Babb, Sally Freyberg, Janis Wilcox Christiansen, Steve Andrew, Violet Lyon, Kate Dutton-Gillett, and Carol Park. Some of our Lectors are kind enough to read at the 8am Service, despite the fact that they most often attend the 10:00 service. Sally Freyberg has retired from this ministry and we would like to thank her for dedication to this ministry. If you are interested in serving as a lector, please contact any member of the clergy.
LAY EUCHARIST MINISTERS AT 10 AM

The Lay Eucharistic Ministers (LEMs) are members of the congregation who administer the wine at the 8 am and 10 am Eucharist. The last in-person service for 2020 was March 8 due to COVID-19. Those serving in early 2020 at the 10 am service were Alison Blank, Lisa DewBerry, Bill Grove, Nancy Grove, Christy Heaton, Violet Lyon, Sally Mancini, Robert Sage, Ross Smith, and Margie Stehle. We thank all of them for their service. This is definitely a ministry that we would like to grow, so that our current faithful LEMs don’t have to serve quite as much. And it is a worship ministry that is really very meaningful. We would love to welcome not only more adults to this ministry, but youth, as well. Please speak to the clergy if you would like to explore the possibility of serving as a LEM.

PRAYER LEADERS AT 10 AM

Our Prayer Leader ministry at 10 am entered its fifth year in 2020 after being reorganized in 2016. This group of leaders serves on a rotating basis to lead the Prayers of the People for the 10 am service, using a microphone placed at the back of the church. Our last in-person service was on March 8. Prayer Leaders for early 2020 included: Elizabeth Andersen, David Cone, Anne Heaton Dunlap, Chris Ernst, Elaine Hammond, Jonathan MacQuitty, Cathy Sage, and Haydi Sowerwine. We are always happy to welcome new people into this ministry. If you are interested in serving, please speak with the clergy.

LECTORS AT THE 10 AM SERVICE

Reading God’s Word to the congregation during worship is an ancient and sacred ministry, and a great privilege. Lay readers (Lectors) are interpreters in so far as assigned passages must be made understandable for the congregation listening. The Lectors themselves must have a good understanding of the scheduled readings and practice reading aloud with projection and enunciation. Breathing, punctuation and pause also play a crucial part in any interpretive reading. Many thanks to all the 2020 Lector’s, including: Katie Behroozi, Janet Campbell, John Cleveland, John Donald, Margaret Donald, Anne Dunlap, Chris Ernst, Kristin Geiser, Abby Heaton, Emma Heaton, Laurie Hunter, Brian Leerhuber, Eric Levintow, Violet Lyon, Abigail Machemer, Jonathan MacQuitty, Paige Mcgaraghan, Emil Miland, Lynn Pieron, Mary Pless, Susan Powers, Meg Rorden, Diego Sabio, Mateo Sabio, Adam Sage, Luke Sage, Anita Seipp, Michael Shepherd, Peggy Shippen, Robin Whalen, Janis Wilcox Christiansen.

All ages of youth and newcomers are encouraged to become lectors and give us the benefit of their voice and interpretation. Please contact me if you are interested in this ministry in 2021.

              Janis Wilcox Christiansen
COMMUNION BREAD BAKERS

Communion Bread Bakers bake bread for use at our 10am services throughout the year. Our dedicated team of bakers usually end up baking about twice a quarter. We began the year with a dedicated team of bakers including: Jane Phillips, Tim Heaton, Elaine Hammond, Victoria Tregoning, Jackie Macdonald, Kaylie MacDonald, Fiona Walker, Julie Hill and Susan Bryan. We were able to bake for services through mid-March when the state Shelter-in-Place was announced and communion ceased. We are anxious to celebrate communion again with the congregate and will be there to start baking when that occurs. Anyone interested in joining the bread bakers should feel free to contact me at cms@windband.org.

Respectfully submitted,
Christy Heaton

USHERS AND OBLATION BEARERS

USHER AND OBLATOR TEAMS IN EARLY 2020

Ushers: Larry Sweeney*, Ross Smith, Ian Wall, James Vaughn, Harry Hagey
Oblators: Debbie Smith and Clarisa Odell

Ushers: David Tambling*, Tony Pecore, TBD, TBD
Oblators: Bill Coggshall and Janet Littlefield

Ushers: Bill Odell*, Moises Sabio, Robert Wendin, Karen Pease
Oblators: TBD and TBD

Ushers: Roy Stehle*, Jon MacQuitty, Tim Heaton, Becca Pecore
Oblators: Larry and Mary Sweeney

Ushers: Jim Kitch*, Dick Babb, John Morgan, Fred Grauer
Oblators: Emma Armstrong Carter and Jonathan Hedrick

Relief Ushers: Gabe Molitor, Greg Hall

*Usher team captain

Clarisa Odell and Larry Sweeney serve as co-chairs for the Usher/Oblator ministry.

At the beginning of 2020 our usher and oblator teams were constituted as shown above. Thanks to all of our dedicated ushers and oblators for your faithful service. Things were going smoothly and we were in the process of finding replacements for people who had moved out of the Bay Area. But then, on March 11, all in-person worship services and other group activities were canceled indefinitely due to the pandemic. March 8, 2020 was the last in-person service for our congregation, and performance of our usher/oblator duties has been on hiatus ever since. When we are able to estimate the date that in-person worship services will resume, we will reorganize teams as appropriate, fill open positions, and go back to the joyful service of ushering and oblating at Trinity Church. Service as ushers and oblators brings a wonderful sense of unity and hope to our church life. For those of you who may be wondering what ushers and oblators actually do, read on!

Ushers perform an important welcoming and support ministry to the congregation and the clergy before, during and after the 10 am Sunday service. They are often the first people that members and guests meet as they enter the church to attend this service. A warm, friendly greeting, especially to newcomers and visitors, is therefore an important part of the usher’s duty. Offering assistance, answering questions and
directing people to appropriate places (such as childcare and restrooms), directing people to available
seating (if the church is crowded), as well as handing out service bulletins are all part of this welcoming
ministry. Prior to the service, ushers make sure handicapped parking signs are in front of the church
entrance, retrieve service bulletins from the Sacristy, ring the church bell (at approximately 9:55 am) to
indicate that the service is about to begin, and place the parishioner name-tag rack outside for convenient
access. Ushers are also called upon to serve at special services such as those held on Christmas Eve and
Easter as well as weddings and memorial services as needed.

In addition to being generally helpful to service attendees, ushers are responsible for a variety of duties
during the service. They count the number of people in the congregation during the service and record this
number on an attendance sheet, they collect and present the offering, and they coordinate the oblation
bearers who carry the bread and wine up to the altar. During Communion, they assist parishioners up and
down the stairs to and from Communion at the altar. It is also important for the ushers to verify that there
are no major obstructions along the path that is used on each side of the steps by congregation members
returning to their pews following communion. Typically ushers will receive Communion after the
congregation. Ushers will alert clergy to members of the congregation who require Communion to be
brought to them in the pews. They will also on occasion open or close side windows in the church during
the service to maintain a comfortable temperature. There can be additional duties that are unique to a given
service such as handing out or collecting special items such as candles. Ushers should be generally watchful
of any congregation members who might require assistance or attention at any time during the service due
to illness, handicap or other conditions.

Following the service, ushers gather up used service bulletins and programs left behind by the congregation.
Pews are also checked so that hymnals and prayer books are neatly placed in their appropriate pew pockets.
In the sacristy, the unused and reclaimed programs and bulletins are placed in a recycling container, and
the offering is bagged and deposited into the church safe. The handicapped parking signs are put back
between the pew and the wall at the back of the church. The name tag rack is brought back inside the church,
and ushers finally turn off church lights and close and lock the church doors if there is no post-service
activity inside.

Twenty regular ushers are needed to make up five teams of four. We would prefer to have five on each
team for a total of twenty-five ushers in consideration of the fact that individual ushers often cannot attend
their scheduled Sunday due to travel or other schedule conflicts. A designated captain heads each team and
is responsible for seeing that team members and oblators are present to serve at the Sunday service for
which they are scheduled. The ushers and oblators are scheduled on a master schedule prepared by the
head ushers. With five regular usher teams, each team serves once every five weeks. Ushers report to their
team captain just before the service for which they are scheduled. Those who cannot serve during their
designated service notify their team captain in advance and find a substitute if needed. If you are interested
in serving as an usher, please contact Clarisa or Larry.

Two oblators are needed at each service to carry the offering of bread and wine to the altar ahead of the
ushers at the beginning of the collection. Oblators sit in the pews until the Peace, during which they join
the ushers at the back of the church. After delivering the bread and wine to the priest at the altar, they return
to their pews. Oblators are usually couples, but sometimes a parent and child, or children. When Oblators
cannot make their scheduled services due to schedule conflicts, they generally trade dates with other
oblators and notify their team captains. We need ten oblators (two on each usher team). If you are interested
in serving as an oblator, please contact Clarisa or Larry.
HOSPITALITY MINISTRY

Eighteen plus volunteers comprising of four teams for the 8:00 am service and five teams at the 10:00 am service donate their time and energy setting up, cleaning up and serving mouthwatering treats to our parishioners once every four to five weeks.

We serve coffee and tea makings plus delicious pastries/desserts/fruit along with lemonade and Goldfish for the kids. We just completed our twentieth partial year (January - early March) of service and we look forward to a successful twenty-first year.

Thanks to everyone who is a part of this ministry. We want to thank Sally Freyberg who has retired from this ministry. We appreciate your many years and dedication to this ministry.

The Hospitality Ministry is always looking for additional members. If you are searching for a way to serve at Trinity, we encourage you to consider Hospitality. It is a great way to meet new people and help provide an environment that enhances the feeling of community at Trinity. If you have an interest in serving this important ministry, please contact Alecia McDowell in the Church Office.

Current Hospitality Team Members:

Team 1
Boy Scout Troop 206 & Fiona Walker (8am)
   Rhonda & Howard Smith (10am)
      Katie Behroozi (Snacks)

Team 2
John Crevelt (8am)
   Trinity Youth Group (10am)

Team 3
Mel Day & Frank Ham and sons Fynn & Callum (10am)

Team 4
Dave Hohl (8am)
   Elaine Johnson (10am)
      Susan Freyberg (10am)
      Victoria Tregoning (Snacks)

Substitutes: Barbara Newton, Karen Paese, Nancy Ryde
PASTORAL CARE
Lay Chaplains, Lay Eucharistic Visitors, Friendship Visitors

The year 2020 was upsetting, challenging and unsettling for all. But one thing the pastoral care ministry team knows is that we are a community that cares deeply for Trinity. We have experienced light and hope through our work. Our team is made up of Lay Chaplains, Eucharistic Visitors and Friendship Visitors.

In the spring, we reached out to all of our Trinity parishioners, calling each one individually in response to COVID-19 and the malfeasance of Matthew. As a team, we continue to stay in contact with parishioners through personal phone calls to those who are unable to attend Zoom worship or to those who need connection beyond the church service. In addition, we are delivering flowers to several parishioners.

Once a month Sally Mancini and Rhonda Smith, the team coordinators, met with Father Tom to allow us to track pastoral needs and concerns within the congregation, to coordinate care, and to make sure – as best we can – that people’s needs are being addressed.

We ended the year with a spiritual retreat and training, a time for reflection and renewal. And as I write this, our pastoral team is again making calls to all of Trinity’s parishioners with a two-fold purpose: each member will feel valued, heard and cared for and our team will develop a clearer understanding of our congregation’s needs which we will, in turn, use to inform our ministry in the new year.

We continue to explore ways of expanding and deepening our healing ministry.

We do look forward to a day when we can gather together again.

A heartfelt thank you goes out to this year’s pastoral care team: Lisa Deal, Sally Mancini, Rhonda Smith, MaryAnn Sabelman, Mary Sweeney, Alison Blank, Clarisa Odell, Bill Odell, Ross Smith, Ann Diedrich, Josie Gaillard, and Fiona Walker. And a thank you also goes out to Meg Rorden, Janis Christiansen and Frannie Hall Kieschnick who are graciously helping us make phone calls.

Respectfully submitted,
Rhonda Smith and Sally Mancini

PRAYER CIRCLE MINISTRY

The Trinity Prayer Circle is dedicated to praying for anyone in need at any time. We pray for the sick, the injured, the terminally ill, for surgery, for those who are depressed, for safety during travel, for jobs, for pets and for any other need. We also keep in mind the families of and those who love the people for whom we pray. Prayers are usually offered for four weeks unless the need continues. It is coordinated by the clergy. In 2021 we will to continue supporting the prayer needs in our community and beyond. The Prayer Circle would welcome more parishioners to serve in this important ministry. If you are interested in joining, please contact the clergy.
PRAYER SHAWL MINISTRY

The Prayer Shawl Ministry is part of the Pastoral Care Program. Our mission is to offer support for those in need of comfort and solace, as well as to mark a time of celebration and joy, with the warmth of a handmade shawl to let the recipient know that they are loved by the Trinity community. The individual shawls are blessed by the clergy before they are given to the recipient, to carry Trinity’s love and prayers. Each shawl is labeled “Hand Made with Love for You, From Trinity”.

We made 12 shawls in 2020, and gave 8 shawls to parishioners and family and friends of parishioners. If you know of anyone in need of a shawl, please contact the clergy or any Prayer Shawl member.

In January – March we met the first Friday of the month, from 11-12:30, in the library. After the COVID-19 shutdown we met by Zoom on the first and third Fridays of the month. We will continue to meet by Zoom until we are able to meet in person. We have 12 members, and usually have 4-5 members at our gatherings. We welcome new members! You do not need to attend every meeting, and if this meeting time does not work for you, I want to emphasize that you do not need to come to our meetings to participate; anyone is welcome to create a prayer shawl on their own. They can be knit, crocheted, or sewn. We have instructions and our members are ready to get you started. If interested contact Alison Blank (alisonblank@sbcglobal.net).

Respectfully submitted, Alison Blank
CARE & JUSTICE COMMISSION

CARE & JUSTICE MISSION

The mission of Trinity's Care and Justice Commission is to meet the needs of our neighbors, both locally and globally. We do this by offering our time, talent, and resources to reflect God's care and God's heart for justice in all that we do.

Through Care & Justice, Trinity Church was able to fund more than $29,872 in programs to serve the local community and international organizations in 2020. The work of Care & Justice could not have been accomplished without the generosity and participation of our parishioners and their families, and we are grateful and thank you for your continued support of our mission.

ECUMENICAL HUNGER PROGRAM

EHP’s mission is to provide compassionate, dignified and practical assistance to families and individuals experiencing economic and personal hardship in East Palo Alto and surrounding areas. EHP provides food, clothing, donated furniture, support services and advocacy. Covid-19 hit these families very hard, they are food insecure and struggling to survive. Trinity supported EHP this year in two areas. In August we provided $5,000 to support the efforts for getting food and support to the families. For the EHP Christmas Project, Trinity provided 115 - $50.00 gift cards and $3,418 for families in extreme need. The gift cards allowed the families the dignity and joy of shopping for their own Christmas gifts, household needs and food.

GAIA (Global AIDS Interfaith Alliance)

Trinity Care & Justice contributed $5,000 to GAIA in 2020. GAIA strengthens the healthcare grid in underserved regions of Africa, particularly in Malawi, a very poor country by GDP standards. In 2020, COVID-19 arrived and GAIA raised funds to purchase PPE (Primary Protective Equipment) to protect workers at its Mobile Health Clinics. GAIA hired extra staff to help stop the spread of COVID-19 in the rural areas by distributing masks, water stations and soap, and teaching the villagers about the virus. Mobile Health Clinics provide access to healthcare for 1.1M individuals in its districts and its Nurse Training Program has alumni working in 27 of 28 districts in Malawi. 100% of GAIA’s staff is native Malawian. At GAIA’s 20th Anniversary virtual fundraising gala, GAIA received congratulatory messages from the First Lady of Malawi and from Dr. Anthony Fauci.

MENLO-ATHERON HIGH SCHOOL 49ER’S ACADEMY PROGRAM

Trinity supported our neighbors at M-A’s 49ers Academy Program with $5,000. The Academy supported their students and their families who have been very hard hit by COVID-19. Beyond their normal services, they provided groceries and other basic support for those in dire need. This program within the high school helps students and families navigate the complex high school transition process and provide individual case management and after school programming (including tutoring and workshops). The 49er Academy team collaborates with school staff, monitors students’ progress toward graduation, addresses barriers to school success, builds student agency and ensures students have access to the supports they need. Additionally, they empower parents and family members to become informed participants in and advocates for their children’s education.
SEASON OF GLEANING
Trinity’s “fresh plus” food drive is a community-wide program that launched in May and continued every “Trinity Tuesday” throughout this year of pandemic and economic hardship. Trinity promoters spread the word and donors responded, week after week, delivering their offerings to the church parking lot. Driver volunteers, including Menlo Park “Hometown Hero” Lucile Spurlock, loaded up and delivered the goods to our distribution partners, EHP and The Food Closet. We offered free harvesting of local trees and gardens and “gleaners” of all ages climbed and crawled to bring in the fresh produce. The Season of Gleaning will continue as long as extreme food insecurity persists in our midst and the people of Trinity and the surrounding community keep responding to the call to love our neighbors in need.

GOOD NEWS GARDENERS
In an effort to supplement the Trinity Tuesdays ingathering with fresh produce, much needed by families facing food insecurity and living in neighborhoods with no access to healthy food (“food deserts”), Trinity’s backyard gardeners stepped up this year to form a group committed to growing and sharing food.

A program and curriculum developed by The Episcopal Church across the country, “Good News Gardeners” seeks to encourage people of all faiths to grow food and share the bounty of the harvest in a prayerful way with those in need, and the group at Trinity adopted the name and mission. Currently over a dozen households are involved. There is a monthly “garden hangout” Zoom gathering to discuss different topics and problems encountered by backyard gardeners, facilitated by a certified Master Gardener mentor dedicated to this group. She provides answers and grows seedlings for planting that “extra row” in a garden to be given away to neighbors in need. Anyone in the Trinity community is welcome to join; please ask Nancy Grove for more information.

During growing seasons of the year the group reliably provides the Trinity Tuesdays volunteers with bags and coolers of fresh produce to take to Ecumenical Hunger and the food closet at All Saints Episcopal Church.

The program has become a “demonstration project” for the Master Gardeners of San Mateo and San Francisco Counties, which is now ramping up to replicate the program across a number of community groups in these two counties. So far an additional two Episcopal churches, one synagogue, one UCC church and one Methodist church are in various stages of developing their programs.

RACIAL JUSTICE
The Racial Justice program grew out of the desire of many parishioners to learn and participate more in the Black Lives Matter movement, after the murder of George Floyd. This program was designed to be multifaceted, to address variation in parishioner ages, interest levels, and available time. For those wanting an ongoing small-group experience to help them understand the roots of racism in America and in their personal worldview, the Episcopal Church-sponsored Sacred Ground curriculum has been adopted, beginning in September. Four circles of 9-10 people each meet monthly to discuss readings and films that emphasize different facets of racism and help participants apply what they’ve learned to their own family history and personal experience. These circles will continue through August, and then if more parishioners are interested, new circles can be launched.
For parishioners interested in keeping abreast of current topics in racial justice, who may not be able to make the commitment of a year-long program, the Care & Justice team offers Forums on Faith & Race. This occasional series with around 30-40 participants has engaged for 3 discussions thus far. Stay tuned for more to come, including a Forum called Segregated by Design, organized and facilitated by the local Menlo Together group, the week after Martin Luther King’s Birthday. We invite the congregation to suggest topics/resources/speakers related to Faith and Race in the coming year.

Prior offerings:
- "Traces of the Trade: A Story from the Deep North"
- "How to be an Anti-Racist" Ibram X. Kendi
- “Forum on Faithful Voting” facilitated by Michael Kieschnick

A group of teens has launched the Trinity Teen Challenge, in which teens identify actions to help the rest of us exercise our anti-racist muscles. From time to time, one of our teens will record a video challenge to the people of Trinity, suggesting 3 different actions that each of us can take.

Finally, the Racial Justice team continues to submit vetted, interesting current reading/viewing material on the Care & Justice page of the Trinity website, in a C&J Recommends column, to interest those for whom this is just the right level of involvement.

In 2021 the Racial Justice team looks forward to more dialog about racism with those with different perspectives, and starting to identify actions that we as a parish can take to combat racism.

**ADDITIONAL COMMISSION RESPONSES**
Our Covid-19 response has also included: $2,500 to World Central Kitchen which provided meals to those in need in over 400 cities; $2,500 to Home & Hope who provided motel rooms for homeless families. In November, we provided $1,000 for Mateo Sabio’s fundraiser for Honduras hurricane relief.

**THE CARE & JUSTICE COMMISSION MEMBERS**

**2021 & BEYOND**
We will seek opportunities to offer care, relief, and mercy. At the same time, we will also seek opportunities to pursue justice, to deepen our understanding of the sources of suffering and to actively participate in creating the conditions that enable all of creation to flourish.

Our “Care During COVID” and “Racial Justice” initiatives will continue, along with various programs in support of our local and international partners. We are always open to new initiatives coming from anyone willing to join the Commission to champion their cause.

If you would like to be a part of the Care & Justice Commission or have suggestions for projects for 2021 and beyond, please contact any of the commission members or join us at one of our meetings. We look forward to presenting our priorities and programs at the Annual Meeting.
In 2017 Trinity launched a jail ministries program working with CIC (Correctional Institutions Chaplaincy) Ministries at Elmwood Correctional Facilities, the Santa Clara County jail.

CIC Ministries is a community of people from diverse life experiences and spiritual backgrounds united by a call to be with those who are incarcerated in Santa Clara County, CA. CIC believes that every human being has inherent dignity, that incarceration doesn’t define an individual’s identity or potential, and that transformation and hope grow as we connect to one another and the love of God.

Since 2017, the Trinity team has offered an evening Compline service with music for one dorm of women at Elmwood on the third Sunday of each month, and a few individuals on our team provided one-on-one chaplaincy to male inmates. In 2020, though, our ministry had to quickly pivot in response to the COVID-19 pandemic. After offering two Compline services early in the year, all visitors, including lay chaplains, were prohibited from entering the jails and these restrictions remained throughout the year.

Working closely with CIC chaplains and staff, the Trinity team was able to pivot and continue to provide needed services and support to inmates, but in ways that protected them from risk of infection. While each year our team has donated shoes and clothing to inmates during deep winter months, these efforts became more central to our ministry in 2020. As more inmates were being released to minimize COVID outbreaks within the jail, we learned that more were also being released early, without shoes and sometimes even with only pants made of paper. The availability of adequate clothing at time of release is an ongoing problem at the jail since clothes and shoes are often taken as evidence, are ruined because they were wet and not cleaned during the inmate’s stay, or because the inmate gained weight while incarcerated. In 2020, shoes were especially scarce, so Trinity and the wider community mobilized to provide over 400 pairs of shoes, in addition to hundreds of items of sweatpants and winter coats for male and female inmates.

The Trinity team is launching 2021 with a goal that no one is released from the jail without fresh, clean, clothing and shoes. To lower the risk of shopping by those who want to donate to our jail ministry clothing drive during the pandemic, and to ensure the jail receives the exact clothing items and shoes most needed, one of our members is setting up an Amazon “Wish List” with items requested by CIC. We hope the new, fresh clothes give inmates who are released a boost of confidence as they reenter the community and seek employment.

In addition to the clothing and shoe drives, our team ministered to inmates in several other ways during 2020. We had wonderful participation for our bible covering project, during which we recovered over 300 bibles so they could be safely distributed to inmates, as hardbound books of any kind are not allowed in the jails. Through CIC, the Trinity team also distributed 100 journals to inmates who were interested in exploring journaling as a way to express themselves and their feelings during the COVID-19 pandemic, along with a series of thought provoking “prompts”. One hundred copies of a prayer book called “Hear My Voice” that is specifically aimed at inmate populations were also distributed. At Easter, hand-written cards were given to be passed out to inmates who celebrate Christ’s resurrection, and at Christmas blank holiday cards were provided for inmates to send personal notes to their families and loved ones.
On a personal level, three members of our team offered **phone chaplaincy** to formerly incarcerated and homeless individuals who were temporarily housed in motels in a joint effort by CIC and Abode Services, an organization that has been partnering with Santa Clara County on a program that combines supportive housing and community-based clinical services to help the most vulnerable and at-risk members of the South Bay community. Three members of our team have become **“pen pals”** with incarcerated women who have requested support through letters during this time of social isolation. Finally, youth member of our Jail Ministry Team has done a fantastic job coordinating and providing dozens of **eyeglasses** to the Elmwood inmates to ensure they are able to read during their incarcerated time.

The coming year brings much uncertainty as COVID-19 continues to be a real threat, particularly among the most disadvantaged in our community. CIC is trying to figure out if worship services could be offered to inmates via Zoom, which would enable us to resume our monthly Compline services. Regardless of whether we get to worship with these women and men face-to-face during the coming year, though, our team is dedicated to keeping each individual at Elmwood in our prayers – that they may feel loved, valued, and supported as children of our ever-loving God.

Jail Ministry works joyfully with Trinity’s Care and Justice Commission (formerly called Outreach) to time our drives and to receive monetary funding.

If you are interested in joining our team, please contact the Trinity Church Office.

Respectfully submitted,

Lisa Deal
MISSION: By the outreach ministry of sponsoring Troop 206, Trinity makes available a venerated, century-old youth program to boys from Redwood City to Menlo Park. Across the world, Scouting provides challenging outdoor experiences, leadership development, and community service opportunities.

Trinity’s association with Troop 206 began in the 1960s and was formalized in a charter agreement in the mid-1990s. Under this agreement, Trinity Parish “owns” the troop and all its assets and is responsible for recruiting and vetting its leaders. Additionally, Trinity provides regular meeting space and Courts of Honor are often held in the Church and Parish Hall. The ANNUAL PANCAKE BREAKFAST, the Troop’s only fundraiser, has been held at Trinity for many years. The Troop is entirely self-supporting financially. Many of the Troop’s 201 Eagle Scouts have come from Trinity families over the years.

Currently there are 33 youths, ranging in age from 11 to 18, are registered in the Troop. In addition, there are 12 registered and trained adult volunteers, many of them Troop parents, some with over 20 years of service to the Troop.

This year 3 young men in the troop earned the Eagle Scout rank. The Troop meets three times monthly in Trinity Hall and holds quarterly Courts of Honor (awards ceremonies), and service events on the Trinity campus as well as monthly adult leader meetings. (all meetings and ceremonies are held online during the COVID-19 pandemic)

In a typical year, the Troop contributes over 100 hours of service to Trinity, and Trinity parishioners have generously supported Scout fundraising efforts on the campus and in the community. The Troop is very pleased to be included in the 8 am hospitality service rotation.

This year the Scouting For Food program was cancelled due to COVID-19. One of the Eagle Scout candidates, Noah, collected 850lbs of food as part of his Eagle Project to help compensate for the loss of the Scouting For Food program.

For more information on Scouting and Troop 206 go to: http://www(bs)206.org

Tim Heaton
Charter Organization Representative
TRINITY SCHOOL

MISSION & BACKGROUND

Trinity gives each child a voice. We guide children to self-discovery. We celebrate the child’s growth in critical thinking, character development and social responsibility. Trinity School encourages preschool to fifth grade children from all backgrounds to love learning. We foster rigorous academics grounded in child-centered content. Trinity upholds the values and traditions of the Episcopal Church and honors the role of the family in educating children. The legacy of a Trinity education is a curious mind and a discerning heart.

Trinity School, in its 60th year, serves 136 students with 96 at the St. Bede’s campus for Kindergarten through Grade 5, and 40 preschool students in the Preschool and Transitional Kindergarten at Trinity Church. The School attracts students from Menlo Park, Atherton, Portola Valley, and Redwood City. The School’s cultural and economic diversity reflects that of its surrounding neighborhoods. Approximately 41% of the student body is composed of children of color. Nearly 12% identify their families with the Episcopal Church. Twelve percent of families receive nearly full or partial financial aid.

Trinity School is accredited by the following organizations: California Association of Independent Schools (CAIS), Western Association of Schools and Colleges (WASC), National Association of Independent Schools (NAIS), and National Association for the Education of Young Children (NAEYC).

2020 ACTIVITIES AND ACHIEVEMENTS

Among Trinity School’s many activities over the course of 2020, the following are key highlights:

1. **Program:** In the Spring of 2020, the school successfully launched a distance learning program due to COVID-19. In the Fall of 2020, after having successful completion and approval of a waiver by the California Department of Public Health, students are both campuses were able to return to in-person learning.

2. **Community:** The School modeled and taught inclusion for all community members to respectfully engage with our differences. The Student Teacher Leadership Team, in its 20th year, shaped the way young people engage with service learning. Notably over the past year, Trinity students have continued their relationship with Achungo School in Kenya. Trinity donates all its lightly used laptops and iPads to Achungo School. Achungo School is for children in Kenya who have been orphaned. The school also launched a new initiative, Big Help Day, in April and during the pandemic, through which families were able to provide safe outreach to homeless shelters, veterans, and people isolated in hospitals.

2020 GOALS

- The Board of Trustees has started the Strategic Planning process with identified areas such as Mission, Academic Program, Strategic Enrollment and Marketing, Governance, Development, Finance and Proposition Value.
- The Board of Trustees completed the work on the Episcopal Identity of the school and revised marketing materials.

CONCLUSION

Trinity School continues to provide an exceptional educational experience by building a safe, inclusive, and empathic community. In surveys from the families during the pandemic, it is reflected that the school continues to education children in optimal ways, academically and spiritually. The value-based curriculum addresses both the academic and the spiritual needs of children from the Mid-Peninsula. The School enjoys exceptional support from its talented chaplain team, who lend not only personal guidance but also faith in our vital mission. As ever, we embrace the coming year and celebrate the healthy relationships the School enjoys with both churches.
Despite this tenuous year, our community is still rich in love and spirit. After 34 years, CFI is still growing as a family wellness center and blessed to be in relationship with our founding families as much now as we ever have been. Many of these families are parishioners. Some of our moms are Anna White, Jenn Polly, Maggie Pringle Grauer, Marty Arscott, Shirley Hagey, Frannie Hall Kieschnick, Camille Tripp, Juli Parker, Nancy Ryde, Rebecca Stolpa, Nancy Child, and Kitti Salera. We just saw many of them at our annual Star Retreat in December. Of course, this year we were on Zoom!

While many agencies deal with families in crisis, few organizations such as ours exist to help families develop and grow in healthy ways. Our devoted teaching staff lead programs that nurture the growth of strong, loving, communicating families in a playful, nondenominational, spiritual setting. Our families spend quality one-on-one time together, come to understand the importance of creating rituals that are unique to them, learn to lean on one another and listen to their own heart voice. Unlike typical school programs, at CFI we are free from measuring rubrics or planning curricula other than to hold space for the love connection that unfolds between parent and child.

In January 2020, our programs started out as robust as ever. In February, we were blessed to have had a successful benefit and auction while many spring auctions did not occur. In March, just as we finished our registration for fall 2020, we abruptly sheltered in place due to COVID-19 and closed our physical doors. We learned to lead our classes online, and we offered a weekly newsletter filled with inspiration, parenting tips, crafts/activities for children and suggestions for how to spend quality time as a family. In June and July, we offered a complimentary online summer program for everyone. Families came to pick up their summer camp bags each week, and we had fun doing what we could to support our families. The summer was also filled with preparing the Meadow and Hearth per CDC recommendations, planning for outdoor class space, purchasing PPE, COVID-19 training our teaching staff, spending time creating a question-and-answer link and connecting with concerned families.

In the end, most of our families did not feel comfortable coming into the classroom. We ended up losing 91 percent in revenue. To date, we have one class filled with 3-year-olds, and it is a joy to see them each week. We have many families participating in our Parent-Child Tea where they come to pick up curbside tea for two, a tea craft, tea conversation cards and a link to listen to a monthly story. Our Heart Voice and Spiritual Rap programs for moms are still going on despite some who moved out of the area either temporarily or permanently.

Our families are doing the best they can to juggle home and work with some children back in school while others are still at home. They are learning to say ‘yes’ more and ‘no’ less, working on patience and creating magic for their families. There have been many silver linings for our staff and families: feeling more grateful than ever, learning to pivot over and over again, learning to release, realizing the importance of community and our shared longing for connection, getting out in nature more often, and realizing the blessings of simple things and spending more time with family. We just finished our Annual Fund campaign and surpassed our goal thanks to the love and financial support of our beloved Associates and our most current families. We are relieved and incredibly grateful to all who participated in our success.
I am personally grateful for the collaboration I have experienced between the leaders at Trinity Church, Trinity School and CFI. We could not have shared space as harmoniously this year unless we worked together and compromised the way we did. A heartfelt thank you, especially to Alecia McDowell, Sue Krishna, Katy Roybal, Matt Allio, and Ron Mancini.

Our registration for next fall will be upon us soon, and we hold out hope that we will see returning and new families sign up. We don’t anticipate a full program year necessarily, but we hope to build back our community as it is safe and comfortable to do so. As we settle into 2021 and the continuous unfolding of change in our lives and world, we will strive to continue to provide programs to support strong, loving communicating families. Never has our mission and heart work been more important.

With Love and gratitude, Brooke Larkins, Director Child and Family Institute
TRINITY CHURCH 2020 VITAL STATISTICS

BAPTISMS

We welcome into the household of God this Christian who was baptized in 2020:
Kaylie Muriel MacDonald

BURIALS

We pray that the souls of these faithful departed Christians may rest in peace:
Salvador Arellano, Norman Blears, Courtenay Dawson-Roberts,
Margaret Gill, Nancy Greenland, William Heslop, Charmian Hilleary,
Katharine “Kitty” Moore, Edwin “Ted” Tanner, and Darrel Tate.

TRINITY MEMORIAL GARDEN

“Rest Eternal Grant Unto Them, O Lord, And Let Light Perpetual Shine Upon Them”

The Trinity Memorial Garden was established as a place to bury the ashes and memorialize the names of parish members and their families, who have finished their lives on earth. It was extensively remodeled and improved in 2015. We honor and remember those departed in this place of tranquility, beauty and contemplation. For further information please contact the Rector.
2020 CLERGY AND STAFF

The Rev. Matthew R. Dutton-Gillett
Rector
(Through September 2020)

The Rev. Thomas Traylor
Priest-In-Charge
(April - December 2020)

The Rev. Aaron Klinefelter
Associate Rector
Associate for Children and Family Ministries
(Through June 2020)

The Rev. Frannie Hall Kieschnick
Priest Associate

The Rev. Dr. Joanne Sanders
Priest Associate

Annalise Deal
Interim Associate for Youth Ministry

Patrick Christopher Kangrga
Associate for Youth Ministry
(Through February 2020)

Ron Valentino
Director of Music

Rick Hoffmeister
Director, Bell Choir

Ron Mancini
Director, Contemporary Music Group

Alecia McDowell
Office Manager

Kim Edwards
Senior Accountant
(Through October 2020)