



ST. LUKE'S  
EPISCOPAL  
CHURCH  
WOODLAND, CA

**Annual Report  
For The Year Ended  
December 31, 2021**

***With Christ and In Christ, We Welcome, Celebrate,  
Collaborate, and Grow.***

**515 2<sup>nd</sup> Street  
Woodland, California**



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## Vision Statement

St. Luke's strives to provide a welcoming sanctuary for all people, take faithful risks, foster community and proclaim God's love through our words, deeds and relationships.

## Statement of Affirmation

At St Luke's Episcopal Church, we affirm God's love for all of God's people. Whoever you are, wherever you are on your spiritual journey, and whatever your age, ethnicity, sexual orientation, gender identity, religious background or social or economic circumstance or political affiliations, you are welcome here. We share a love of God and each other, a sense of meaning and belonging, a yearning to learn and grow in faith, and a desire to serve others. We are a vibrant, thriving community with opportunities for people of all ages for spiritual growth, fellowship, and making a transformative difference in our community. As an Episcopal Church, we are a worshipping community that is both rich with ancient tradition and relevant to life in the 21<sup>st</sup> century. We are glad you are here!

## Core Values

- Provide a welcoming sanctuary for all
- Prioritize being and staying in relationship with each other
- Nurture the next generation
- Weave our relationship with God into the fabric of our daily lives
- Engage the world around us
- Speak truth in love
- Honor our legacy and traditions
- Take faithful risks (courage to evolve)

## Five Marks of Mission

In considering our future and mission, the vestry has committed to align our ministries and activities with God's mission for the world: the overflowing of God's love to reconcile the world and the restoration of Shalom - a world of feasting, abundance, justice, dignity, celebration, prosperity, harmony, unity and respect for all. Towards this end, we will evaluate our initiatives against the ***Five Marks of Mission*** established by the Anglican Consultative Council.

1. Proclaim the Good News
2. Teach, Baptize, Nurture
3. Respond to need by loving service
4. Seek to transform unjust structures of society
5. Strive to safeguard the integrity of creation and sustain and renew the life of the earth



Agenda for 2022 Annual Meeting  
January 30, 2022

- I. Call to order
- II. Naming of the Secretary of the Annual Meeting & Approval of 2021 Annual Meeting minutes
- III. Motion: Adoption of supplemental special rules for hybrid meeting provided by the Dioses
- IV. Presentation of candidates for Vestry and Convention Delegates. Introducing the Role of Youth Advocate and Voice – Vote by Acclamation
- V. Ballot Administered
- VI. Senior Warden Report
- VII. Treasurer's Report
- VIII. Fundraising Committee Report
- IX. Priest Report
- X. Election Results announced
- XI. Closing Prayer & Adjourn

## Minutes From 2021 Annual Meeting

St. Luke's Annual Meeting on Zoom  
February 28, 2021

Participants: Jim Taylor, Ann Taylor, Loran Vetter, Tom Vetter, Karen Poquette, Jan Walker, Shannon DeArmond, Shawn DeArmond, Barbara Shreve, Bruce Watts, Vicki Rich, Debbie Decker, Joan Lucchesi, Carren Sheldon, Vicki Hartwig, Margaret Wisehart, Kevin Hawkins, Katie Hoff, Sally Rooney, Zuzana Fawcett, Jen Goss, Chris Hoinacki, Dorothy Floro, Dixie Clark, Jill Kronenberger, Nonie Lathrop, Amy Allen, Lori Lagerstrom

Interim Rector Carren Sheldon called the meeting to order and turned the meeting over to Senior Warden Bruce Watts.

Bruce welcomed everyone and introduced the candidates for Vestry. Ann Taylor, Shawn DeArmond, Jill Kronenberger, and Vicki Rich were approved as Vestry members by a show of hands. Bruce also introduced the candidates for delegates to the Diocese Convention. Charles Mack, Nonie Lathrop, Dorothy Floro, and Barbara Shreve, plus alternates Debbie Decker and Sally Rooney were approved by a show of hands.

Treasurer Karen Poquette reported that 2020 started out great! The Great Hall was rented to ALMS, the apartments in the house behind the church was fully rented, the rectory was rented 3 weekends in 4, and the preschool was recovering from some management issues. Then came the problems caused by the pandemic. There were times when rents couldn't be paid, preschool had to be closed temporarily, the rectory wasn't rented. Karen wanted to thank everyone who kept their pledges coming in to keep the church going.

There was also a new Diocese financial audit. St. Luke's came through with flying colors except that they wanted a few more written policies in place. That process is already underway.

Karen said there is still \$56,000 pledged left to collect on the capital campaign. People still have to the end of the year to pay. There are also two capital campaign loans, \$40,000 Diocesan, \$60,000 Millsap. She hopes to pay them off soon.

The endowment fund has \$443,00, the Millsap fund has \$220,00.

Debbie Decker asked Karen Poquette if the loan to the preschool had been carefully documented and Karen said that it had been.

Karen said that she is looking for a replacement for the treasurer job as she would like to become a regular church member again.

Bruce asked for the minutes of last year's annual meeting to be approved. Debbie Decker moved, Dorothy Floro seconded, and the minutes were approved.

Bruce recognized the DeArmond family for holding the church together when were were without a rector. They have received a pew from the church rebuild with a plaque..

Carren Sheldon ended the meeting with prayer.

Vicki Rich moved for dismissal and Karen Swan seconded. The move was approved.

Respectfully submitted,  
Vicki Hartwig, Clerk of the Vestry

## Supplemental Special Rules of Order for Attendance at Hybrid Annual Meeting of

St Luke's Episcopal Church, Woodland \_\_\_\_\_, California

### For Adoption at commencement of the 2022 Virtual Annual Meeting.

Date of 2022 Annual Meeting: January 30th, 2022 \_\_\_\_\_

#### I. Preamble

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Attendance at the Hybrid (either in person or remotely by Zoom) Annual Meeting (hereinafter, "these Rules") shall supersede the regular By-Laws regarding the holding of annual meetings of the parish, and the Constitution and Canon 36 of the Canons of the Episcopal Diocese of Northern California, and Roberts Rules of Order if adopted by the Parish, and to the extent they are in conflict with the regular By-laws, Constitution and Canons, and Roberts Rules of Order, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and annual meeting of the parish during the Covid-19 Pandemic, since the Omicron variant has caused an increase in Covid-19 infections in Yolo County and may encourage some communicants in good standing and other interested parties to participate remotely.
3. Rules Adoption. These Rules are to have been adopted by a majority vote of the Vestry at least 1 weeks prior to the Hybrid Annual Meeting, as an amendment to the parish bylaws, and are to be adopted at the beginning of the Hybrid Annual Meeting by qualified voting parishioners, who shall also ratify the Rules as adopted by the Vestry.
4. Interpretation of Certain Constitutional and Canonical Terms. For purposes of annual meetings governed by these Rules, these terms shall have the following interpretation:  
"Annual Meeting": The meeting of clergy and laity of St Luke's Episcopal Church, conducted wholly or in part via remote electronic participation by its members.  
"seat": The ability to participate in the annual meeting via electronic connection or in person.  
"voice": The right to make oral statements during the annual meeting  
"vote": The right to cast an oral voice or electronic poll vote or file an electronic ballot during the annual meeting.

#### II. Connection Information

1. Members participating electronically will meet on Zoom. The zoom link and password will be set forth in the Sunday Bulletin for the two Sundays prior to the Sunday of the Annual Meeting.
2. Every member of the parish will register to attend the annual meeting by providing the parish administrator/secretary with their email address.

#### III. Opening of Meeting and Quorum for Members Attending Electronically and In Person

1. Login Time. The Secretary shall schedule the Zoom meeting service to begin at least 10 minutes before the start of the annual meeting.
2. Signing in and out. Members attending electronically shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum. Those present at the zoom meeting together with those attending the meeting in person shall constitute a quorum for the transaction of business of the parish.
4. Meeting Managers The Rector and Senior warden will serve as meeting Managers for the Hybrid Annual Meeting.

5. Meeting Clerk/Teller Vicki Hartwig shall serve as Hybrid Annual meeting Clerk and Election Teller.

#### IV. Conduct of Meeting

1. Technical requirements and malfunctions. Each member attending electronically is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
2. Forced disconnections. The Rector/Priest-in-Charge/Sr. Warden may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Rector/Priest-In-Charge/Sr. Warden's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
3. Assignment of the floor. To seek recognition by the Rector/Priest-In-Charge/Sr. Warden, a member attending the meeting virtually shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Rector shall clear the online queue. A member attending the meeting in person shall raise his or her hand and await recognition.
4. Interrupting a member. A member who intends to make a request that under the rules may interrupt a speaker shall use the Zoom Chat feature for so indicating, or raise his/her hand if in person and shall thereafter wait a reasonable time for the Rector/Priest-In-Charge/Sr. Warden's instructions before attempting to interrupt the speaker by voice.
5. Motions. Because the annual meeting will be held partially via zoom, Motions will not be considered. The purpose of the annual meeting will be to receive reports by title, hear the Treasurer's Report and respond to questions re the same, and vote for vestry and convention delegates and alternates.
6. Muting Meeting Managers will request that all attendees mute their microphones to minimize distractions.

#### V. Floor Nominations and Voting

1. Nominations from the Floor. Any persons who have not been nominated in advance of the annual meeting may self-nominate or be nominated by others, by use of the Chat feature or by making the nomination in person. Anyone so nominated shall confirm their willingness to serve. To nominate someone for vestry or convention delegate, members must: a) confirm the individual accepts the nomination, and b) notify the church office by 5:00 p.m. no later than 7 days before the annual meeting.
2. Voting. Option One: Every member wishing to vote shall register to attend the annual meeting by providing his/her email address to the parish administrator by not later than \_\_\_\_\_ business days before the meeting. The email address will be used to assign a unique voter ID code to each participating member. Votes not requiring ballots may be taken by the Zoom polling feature and by hands raised by those present at the meeting in person. Other votes, including balloting for elections, shall be taken by the anonymous voting feature of the Internet voting service selected by the parish, using members' assigned Voter ID code. It is agreed that married couples who share an email address shall be entitled to two votes for each candidate. Results of votes may be reported to the Rector/Priest-In-Charge/Sr. Warden by the Chair of the Balloting Committee or the Secretary.

Option Two as proposed by St. John the Evangelist Parish, Chico: A link to an electronic ballot will be emailed to qualified members on January 30. Voting will take place beginning on that date and ending on January 30 at 5:00 p.m. Completed ballots may be printed and returned to the church office electronically, by mail, in person, or as a pdf form. Members may also vote by calling the church office. To maintain anonymity, phone votes will only be recorded by the parish clerk and vestry approved election teller

\_\_\_\_\_.

3. Voter eligibility: Qualified voters shall be those persons of legal age who, at the time of such meeting, shall be communicants on the records of the Parish for six months, who have communicated in the Parish during the year preceding, and who are Givers of Record and shall have been for six months entered or entitled to be entered upon the books of the Treasurer of the Parish. No person shall be permitted to vote by absentee or proxy ballot. (Canon 36.3 and 36.3.3)
4. Election Results The Clerk/Teller shall share the results of all ballots received with the Meeting Managers who shall share the election results with the members who are present in person and electronically.

Adopted by the Vestry of  
St Luke's Episcopal Church, Woodland, CA

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Date: January 30, 2022

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Clerk of the Vestry

## **Vestry Candidates**

### **Ernie Garcia**

St. Luke's gives me the spiritual and faithful guidance that is always needed in my daily life. I am very grateful to once again be sharing with our congregation, the inspiration that I consume in our beautiful church.

Attending St. Luke's with people who have the same beliefs that I do, is a wonderful gift. I have enjoyed making new friends these past three years. In this challenging world of today, it is not always a comfortable environment for many of us, but I always find peace and comfort at St. Luke's.

My current Ministry experiences that have had a great impact on my life and have educated me in many different ways are, "Daughters of the King", "Altar Guild", "Stewardship Committee", and my special relationship with weekly visits and phone conversations with "Marilyn March" at the Skilled Nursing Facility right around the corner from St. Luke's. She has Parkinson's disease that is now progressing. A few months ago she told me that, "I changed her life". Actually, she does not realize that she has also changed my life.

### **Chris Hoinacki**

As I grew up in church every Sunday was an important part of life. During my school years at home we mostly attended the local Methodist church. While I was away at college my parents began attending the Episcopal church where I joined them when I was at home. Upon discovering the liturgy, I realized that I had found my church home and was confirmed there.

In the 42 years I worshiped at St. Paul's I served the parish in many capacities. Among these were: altar guild, choir, LEM, leading Wednesday Morning Prayer services, vestry, assistant treasurer, EfM mentor, Stephen Minister, and Bible study leader. I was also employed as parish administrator for 14 years serving through 3 rectors and 2 interims. After retirement I went on to represent our deanery on the transition team for the election and consecration of the current diocesan bishop.

I now have found a new home here at St. Luke's. I find the people are warm and welcoming and they take their faith seriously. They also care about the greater community. My hope is to serve the parish by sharing my knowledge and experience for the benefit of the parish and the community.

## **Sally Rooney**

### ***1. Tell us a little bit about yourself.***

Our immediate family joined St. Luke's Church in 1968 upon return from Bob's military service in Vietnam. Over the past 53 years I have been on the St. Luke's Vestry and served as Senior Warden. I was church school director for 10 years and served on the Nursery School Board as long as our children were involved. Career-wise, I have a degree in Nursing, Worked for about 5 years in Public Health, raised 4 children and was employed for 17 years as an educator. I am a Math and Writing Project Fellow and have recently published two poems in Voices of Lincoln Poetry Contest. Writing our family history is an ongoing effort and I meet weekly with a local writing group. I have served as the Diocesan Education for Ministry Coordinator for the University of the South, and as an EfM Mentor at St. Luke's for well over 10 years.

### ***2. What do you love about St. Luke's?***

St. Luke's has been our family's church home since 1968. Our children were baptized and confirmed there. A great deal of our family history, both social and spiritual is tied in some way to the church community from infancy to final years. I have sung in our choir for most of our years at St. Luke's. We have shared stories and hope we reflect the spirit and mission of St. Luke's as we engage with our community.

### ***3. Why do you want to be a part of Vestry?***

Faith communities are changing. How does our faith translate into action? Many new members are unchurched and seeking a spiritual path for the first time. It is our job to open our hearts to new members and invite them into our congregation. Spiritual growth is an evolutionary process. Such growth needs revitalization and renewal. This happens experientially at first and is enhanced through music and fine arts. St. Luke's has resources to offer in both. Most of my ministry at St. Luke's has been in education. I would like to see us reestablish a program of learning that builds community and enhances ministry. Episcopalians are often reluctant to discuss their faith. I remain committed to ministry education, and I hope that in time we see such a program design returned to St. Luke's.

## **Youth Advocates & Voice on Vestry**

### **Hayden Allen**

My name is Hayden Allen. I'm 17 years old, and I've been going to Saint Luke's since I was 12 years old. Before Saint Luke's I had been reading a children's bible a family friend gave me and was drawn to faith. My natural curiosity to try new things combined well with the intriguing stories. I had heard of church services from my parents and wanted to see what it would bring to my life. I told my parents that I wanted to go to church and see a service for myself. My aunt and uncle had recommended that we go to the episcopal church, putting Saint Luke's at the top of the list. Saint Luke's was the first and only church my family and I had been to together. As soon as we arrived we were greeted with warm welcomes and bright faces. It felt as if I had been going to the church my entire life. Everyone was so excited to talk to us and wanted to ask so many questions. Saint Luke's was the only church I would want to be going to. Since then I have been an acolyte, in the church choir, been baptized, and confirmed. It has been such a ride and I only wish to make it better. I want to join the vestry so that I may have an active voice for the youth in my church. My goal is to bring in a younger crowd. I would love to be a pillar in the Saint Luke's community.

### **Luke DeArmond**

Hi, I'm Luke DeArmond. I am fifteen years old though my height suggests that I'm a 5th grader and have been at this church since before I was born. I went to preschool here, I attended basically every youth program here for as long as I've lived here. I co-ran the Christmas pageant for three years and it would have been four if 2020 didn't crash and burn. I was an acolyte before the plague and am currently on the tech team. So I feel qualified to talk on the vestry, especially from the youth point of view.

I am looking towards representing the youth on the vestry. St. Luke's has always been a part of my life and I have always loved it for what it is. I have been interested in how the vestry works for a while now.



## **From the Priest in Charge**

Dear Community of St. Luke's,

I joined you all half way through 2021. You were still entirely online. The service was livestreamed from the sanctuary, and those who wished joined in zoom coffee hour after the service. And then folks saw each other throughout the week either at zoom group meetings or perhaps out at the Temenos farm.

And then in July, we opened our sanctuary doors for anyone to come and worship with us in the sanctuary again. It was a joyful Sunday seeing the whole community come together to celebrate, to pray, and to proclaim God's love in our midst yet again.

But things were very different that first Sunday. There was no singing. Half the pews were blocked off to try to encourage social distance seating. Communion was brought to your pew and there was no coffee hour.

And from that Sunday we have been on a journey of recovery and healing. I articulated on St. Luke's Feast Day that our vision and focus for the year is healing. And though we haven't always named it, that is what I have been seeing happening. Slowly we are returning to cherished traditions for our community. Important ministries that have been dormant for almost 2 years are starting to re-emerge. Other ministries are discerning what is next as we try to exit this pandemic. There have been set backs, but that is always part of the healing journey.

Looking ahead to 2022, we are certainly facing some challenges as we emerge from the pandemic. Our preschool continues to be hampered by the nationwide teacher shortage, particularly amongst very early childhood development (where in fact, industry wide burnout is high right now because of the stress of continuing to work under strict COVID regulations). We lost quite a few parishioners through the pandemic, and thus have a very tight, and slight deficit budget. There are key ministries in our life together that are stretched thin. Our healing is not finished.

But we see the year ahead knowing that God is faithful to us in all things. Faith is an abiding trust that God continues to walk beside us and guide us. The community of St. Luke's is 150 years old. This is not the first time this community has faced obstacles and challenges. God's Spirit has been on a journey with this community over generations and generations of people, following the Way of Love.

That is how we can approach this next year. We can commit ourselves to following the Way of Love. That we can turn our thoughts, hearts, and actions towards ourselves and towards our neighbors in directions of compassion and care, towards naming griefs and pain while also seeking reconciliation, and seeking to serve the wider community of Woodland. When love pours into and through and out of this community, then we know that God's Spirit is here in our midst making all things new.

The challenges we face as a community, together, push us all to walk with deeper faith...deeper trust in God's Spirit of Love abiding in our midst. Trusting that turning towards, opening ourselves to, receiving, and giving this divine love will help us to find new vitality, new energy, to seek out and proclaim the Good News of God's Reign in the community of Woodland, California.

So, friends, please join me in committing to the Way of Love this year. Join me in letting love heal the brokenhearted wounds we have from a never-ending pandemic. Let us be united as one body so that our conjoined gifts can help us address our communal challenges. And may God's Spirit shine forth from our congregation to the wider community of Woodland.

In peace,  
Alex+

## **From the Senior Warden**

Senior Warden's Annual Report  
St. Luke's Annual Meeting  
January 30, 2022

My dear community of Saint Luke's Episcopal Church,

First of all, I want to take this opportunity to say how proud I am of everybody in this St. Luke's community. We've all been through so much adversity as a group, but also individually, in our family life, in our work life, and in every way imaginable.

Yet here we are and we have much to be thankful for. Our Sanctuary improvements were completed and our organ sounds better than ever. After a seemingly rotating door, we have welcomed a wonderful, supportive, and loving priest into our community. And again, here we are. Worshipping all together (mostly) once more.

Let's not rest on our laurels. There's still a lot to do. It's time to kickstart ministries that fell by the wayside during quarantine. There are minor and no-so-minor repairs to the Guild Hall that have been put off for far too long. And on top of all that, we still need to do everything we can to protect each other from the continuing threat of COVID by getting vaccinated, wearing a mask, and keeping our social distance.

Alex is a magnificent and dedicated man of God, but he's not going to do this all by himself. It's going to take all of us, and your Vestry is dedicated to leading the way. We've set up an email address: [vestry@stlukeswoodland.org](mailto:vestry@stlukeswoodland.org) which we encourage you to use to report concerns, ask questions, and volunteer your time. Except for issues involving the liturgy or pastoral care, which are clearly Alex's wheelhouse, we'd like you to bring it to the attention of the Vestry. Of course, feel free to call us or talk to us after church as well.

I'm excited! We're back on our feet. And I'm ready for St. Luke's to burst forth once more to spread God's love far and wide.

Won't you join us?

Shawn DeArmond  
**Senior Warden**

## **From the Junior Warden**

Jr. Warden's Annual Report  
St Luke's Episcopal Church

Before we look to the new year and where God is leading us, let me take a moment to witness the passing year. In the 5 months that I have been your Jr. Warden a few items have been accomplished. Recently the replacement of the water heater for the guild hall kitchen, the operation of the urinal in the great hall front men's bathroom, and due to the generous donations of a parishioner, our labyrinth is being kept clean and presentable.

This last year has not been easy on us emotionally. It has not been what we hoped for. It has not been without its hardships. It has been filled with fear, uncertainties, grief, discomforts, and loss. Confusion has had its way, mistrust has grown, communities divided. Never before in our collective experience has something challenged the very fabric of who we are and alienated us so completely. And forces continue to deplete our hope. Yet somehow, through it all, we gather here today, united and supportive, loving and compassionate. I believe it is because we are not of this world. We have been changed by grace and washed in unconditional love. Called toward a higher purpose, and empowered with a great spirit. We are God's Children.

And it is with this knowledge that we face a lost world, reeling and quivering; we face a terrific challenge, a defining moment. Who is God calling us to be? How will St Luke's step into God's rebuilding plan? How will you let God work in and through you? "For God has not given us a spirit of fear, but of power and of love and of a sound mind." 2 Timothy 1:7

So let us look to this next year with excitement and renewed energy. Not bound by fear and inability, but freed with love and power. We have many small projects that need to be completed and as our facilities continue to get back up to full operations more opportunities will present themselves. Items still in progress include the slow draining guild hall kitchen sink, some small improvements to the Preschool outdoor area, and the upgrading to the Great Hall Air Conditioning system.

I want to thank all those who have helped and continue to donate their time and skill on our facilities. St Luke's journey continues to be an upward call.

Sincerely  
Kevin Hawkins

## **From the Child Development Center**

The teachers and administrative staff have chosen to be vaccinated and all have received a booster shot. Team members wear cloth and N 95 mask, gloves, and support the children to practice social distancing. Children two years of age and older wear mask, per the directive from CCL, YCOPH, and CDPH. We have continued to maintain adequate supplies of gloves, diaper wipes, sanitizer, paper towels. Families are given monthly updates around Covid in the center newsletter. Families are encouraged to follow the following guidelines:

If you test positive or are exposed to COVID-19, you must isolate or quarantine.  
Isolation means staying home and away from others. It is for people who are ill or test positive.  
Quarantine means staying home. It is for people who have been exposed, but test negative.

When you test positive

Whether you have symptoms or not:

1. Isolate until you feel better and test negative
2. Sleep and stay in a separate room from those not infected
3. Use a separate bathroom if you can
4. Wear a mask around others, even at home
5. Get a test (antigen preferred) on Day 5 or later
6. End isolation if you test negative
7. End isolation on Day 10 if symptoms are gone or going

If you were exposed

Even if you test negative:

1. Quarantine for 5 days
2. Count from the day you found out you were exposed
3. Wear a mask around others, even at home
4. Get tested immediately to see if you need to isolate Test again on Day 5
5. End quarantine on day 10-due to children's under the age of five not being vaccinated and a inability to wear a mask at all times at the children center.

Enrollment

The children's center has 38 children enrolled. The majority of children are full. The center is Licensed for 60 children. We continue to add families to the wait list. This past year we added families of St Luke's Episcopal Church to our priority list.

Staffing

This past year we hired two new staff members. One in the infant toddler classroom and the other in the preschool classroom. They have been a great addition to our team. In the new year we are hoping to add three additional teachers which will allow us to resume our normal business hours of 7:30 to 5:30 and increase the number of children in the center. Staffing does continue to be an issue industry wide.

### Godly Play

This past year the older preschool class has had the pleasure of attending Godly Play with Reverend Alex Leach on Wednesday mornings. Godly Play is a method from the Montessori tradition of telling stories in ways that seek to evoke imagination, curiosity, and engagement. The first week the children were able to get orientated to the church sanctuary space, and explored the stained glass windows, the altar / table, and the "spaceship" (pulpit).

The children seem to just drink in the space, and enjoy the many windows. And they are so attentive as Rev Leach tell the story. And they are not afraid to bring it into their lives..."did God create robots and ninjas?" And of course, their favorite part of the whole thing is at the end they each get to ring the large church bell at the top of the tower!

Thank you for all of your support from the children and staff at St. Luke's Preschool!

Laurie Moore  
Director  
St. Luke's Preschool

## **From the Treasurer**

### **2022 Budget Analysis**

- The primary indicator of a 2022 budget accuracy will be inflation. Inflation has presented itself in the second half of 2021 and early 2022 as steep. All our line items will be affected the only thing we don't know how much.
- The anticipated budget deficits will be offset with increases property rental income and available money from endowments
- Pledges down 25K from 2019.
- Covid money met is objective and stabilized St. Luke's during first two years the pandemic.
- Completed 2021 with approximately 40k cash on hand
- As a remedy to close the gap between hard costs and revenue projections St. Luke's will be testing the water with developing a fund-raising sub-committee.
- In this budget Vestry in keeping with responsible budgeting practices has included proscribed Cost of Living Adjustments for administration and staff.

### **Capital Campaign**

- Capital Campaign has essentially closed
- All objectives of the campaign have been accomplished
- The construction loan taken from owed the Diocesan has been paid off
- Final construction costs \$265,569.39
- Contributions totaled \$174,444.91
- Covid had a direct effect on contributions and the campaign came to a close
- Vestry is at work at resolving the internal financing mechanisms that have closed the gap

## **Fundraising Committee Report**

Due to our current budget challenges, the Vestry saw it as appropriate to form a new committee at St. Luke's – the Fundraising Committee. Building on our history of fundraisers, most notably the St. Paddy's Day Dinner, we are embarking on a new chapter of hosting events that will draw people from the wider community of Woodland to come and experience the richness of our community's love and to give to our community's needs.

The Fundraising Committee has a goal of raising \$10,000 for our normal operating budget, and a second goal of raising an additional \$10 - \$20,000 for much needed building maintenance issues. The Committee has also set a goal of having 4 – 5 events this year. For this effort to be a success, it will take the full congregation's participation on various points.

The first event will be a Silent Movie screening in our newly remodeled Church Sanctuary and with our refurbished organ (and accomplished organist, Dean). This will be on March 12<sup>th</sup> from 3 – 4:30 pm. 4 films will be viewed: Charlie Chaplin's "One A.M.", Buster Keaton's "Cops", Charley Chase's "Mighty Like a Moose," and Laurel & Hardy's "Liberty." There will also be a brief intermission with a snack and baked goods bar. Tickets are on sale now! They are \$12 ahead of time, and \$15 at the door (children under 12 are \$5).

For this first event, we are looking for people who are willing to bake donated baked goods for our intermission (and post-show) sale. We also need ushers / greeters, as well as folks willing to sell tickets or snacks/baked goods. And once a flyer is available, folks willing to help us share the news of this event with friends, neighbors, and other community groups.

For the rest of the year, we are planning on a rummage sale in late spring, a BBQ & Western Dance event at the Stallion Station in late Summer, and a few Organ Concerts in the winter.

If you are excited about inviting the wider community of Woodland to come and experience the gift that is St. Luke's please reach out to Alex+ about joining this team!



## Ministry Reports

### Daughters of the King Annual Report to the Congregation

The Anna Chapter continued to meet via Zoom during the pandemic and when it was appropriate met in person. Following is a breakdown of the activities of DOK.

Jan, Feb, and Mar: We continued to meet remotely. The focus of our meetings was the support we could offer each other via Zoom. We also explored more options for the Personal Care Pantry interaction. We worked with Woodland Methodist to settle on ways to serve those who needed assistance. We developed resources to obtain masks to be added to the bags and also explored financial resource assistance through the Rotary Club. A few of the Sisters belong to the Luna Vista Branch of the Rotary Club. In addition, we discussed the Prayer Request Line and the feelings about Vaccines.

April, May- We were still meeting remotely, working on our projects and volunteering at the Personal Care Pantry. Many of us had received our initial vaccination. We also started serious work on a DOK Flyer to be available to the Congregation and as a handout to the community. Several of us also attended the Spring Assembly which had a dual focus- discussion of the Beatitudes and a concept identified as Intentional Hospitality.

June, July, August- in June and July we had in person meetings and the pleasure was felt by all who attended. Alex Leach, our Priest in Charge joined us to meet and discuss his goals and listen to our ideas. We continued to work with the Personal Care Pantry. The Flyer was completed and approved for use. We talked more about a change to the website to more accurately reflect the level of interaction and service the Daughters provide to the Church and the community. We also continued our discussion about the Prayer Request Line.

Sept., Oct., Nov., Dec. - In September we were blessed to have Alex lead us in a reflection on Loss. This has been a hard year for the Daughters. We also talked about the Personal Care Pantry, the Prayer Request Line, and the website. In October we took on responsibility for the Holiday Baskets distributed through the WEMM. We also spearheaded the drive to get stuffing for those baskets. This project involved our members for two months as the Baskets were distributed in December. We reviewed the Communication policy for St. Luke's and discussed the importance of adhering to its guidelines. We also discussed Matthew 5, verse 9 of the beatitudes: Blessed are the peacemakers for they shall be called the Children of God. These days it is hard to know who the Peacemakers are as the religious community is warring among themselves.

Submitted by,

Loran Vetter  
Chapter President

## **Resources Navigators Annual Report**

Resource Navigators are a group of St. Luke's Episcopal Church members whose goal is to assist congregation and community members to access needed resources. We determined early on that additional education and contact with community resources was needed to establish relationships for our referrals. We have also taken the opportunity to conduct outreach within our community to establish ourselves as a resource.

This has been a difficult year for Resource Navigators due to pandemic restrictions. We continued to meet via Zoom until July 2021. After that point, we did meet in person following the protocols for safety. Throughout the year, we continued in our quest for knowledge and contacts within public service agencies and other educational resources. We were able to secure presentations and made contacts with the following programs:

AARP-Fraud Prevention, Just Serve Website Program operated by the Mormon Church, Independent Living Program, Housing Authority, the 211 Program, and Yolo Adult Day Health Program. We have also discussed the training provided by Yolo Conflict Resolution. We have maintained our presence on the Yolo Healthy Aging Consortium.

Throughout the year, we have remained engaged with members of the Congregation and the Community in assisting individuals in securing needed services. After each presentation, Greg Schmid sends out an email update outlining the program. The congregation has an open invitation to all Resource Navigators programs, which will be announced in the Weekly News Bulletin. We are now meeting quarterly.

Submitted by

Loran Vetter and Greg Schmid  
Co-Chairs Resource Navigators

## **Men's Group of St. Luke's**

As with other organizations in 2021, COVID created challenges to the Men of St Luke. Despite these challenges our group joining with the Men of St John United Church of Christ were able to meet for fellowship and breakfast on at least six occasions in 2021. Joining with St John has proved to be beneficial to both groups as we have increased our opportunities to plan and carryout our community service outreach. In this capacity we continued providing breakfast on the first Saturday of each month to the residents of Fourth and Hope (although this effort was curtailed in some months due to COVID). As in previous years this effort has been very well received and valued by the residents of Fourth and Hope. We were also able through the leadership of Jeff Bourke of St John to initiate the Woodland Beautification Days which consisted of meeting monthly to collect trash in the downtown area. And finally, our group dedicated one of our meetings to reflect on the passing of Stan Morehead. It was Stan's idea and energy that created the Men of St Luke, and he will be sorely missed. However, his spirit will always be remembered and his efforts with Fourth and Hope continued.

## **Altar Guild**

The duty of the altar guild is to prepare all the things necessary for the celebration of the Eucharist or any of the other sacraments and offices of the church. The preparations are done in a manner so any service may be done in order and beauty for the worship of Almighty God and his Son, Jesus Christ our Lord.

Members of the altar guild are always mindful of the high privilege of serving God in his sanctuary. They must have a sincere devotion and a desire to make their work an acceptable offering to our Lord. In short, they must view their ministry as a sacred trust in conjunction with all the other members, not only of the altar guild, but of the entire parish.

The altar guild is divided into work teams and they take turns doing their “holy housework” on alternating Saturdays in preparation for the Sunday services. The members of each team then divide up the responsibility for any mid-week services that are scheduled during “their week.” If you are interested in joining a team please talk to Alex+ or Joan Lucchesi.

## **Choir**

Hello everyone,

This is our choir report for the year 2021. The year began with the online services that had been initiated the previous year, with the choir still at home, and with Lori Lagerstrom singing solo from the sanctuary (of course being fully masked and standing a proper distance away from the myself and the others present at the sanctuary. This situation continued through September, when the choir was allowed to return to the sanctuary to sing for services. Alex was very generous in purchasing special “singer’s masks” for the choir. so they would be able to sing and not have the mask obstruct their breathing.

As this is wonderful progress towards the ultimate goal in returning the services to their “normal” state, we do have the ongoing challenge in recruitment, as we did lose a couple of choir members over the course of the 18-month “lockdown”, and are also experiencing health issues with some of our current members that are inhibiting their participation. However, we are constantly on the lookout for new singers and will continue our attempts to reach out to our congregation.

We are looking forward to having new opportunities in 2022. Plans are immediately underway for a silent movie presentation at the sanctuary in March, and later in the year we will present a handful of organ concerts featuring local noted organists. This will help to bring our community in to see and hear the refurbished organ in all its splendor, and to introduce (or re-introduce) them to the church.

As we are (hopefully) heading towards the end of the pandemic, I am encouraged by the resilience of our choir members, and I’m looking forward to leading our group to its normal (or near-normal) state.

Sincerely,

Dean Mora  
Music Director, St. Luke’s Episcopal Church

## **Temenos Gardens, Inc.**

The mission of Temenos is to maintain and develop a place of refuge, where community honors and intentionally works with the land, plants, soil, air, water and animals. This space offers sanctuary, healing, respite, a nourishing garden, and a place of learning where diversity is sought and all are welcome.

Temenos continues to be our experiment in spiritual growth outside the confines of the church, on a small piece of land 5 miles west of Woodland. Activities there are open to all, and don't require working in the dirt, although that activity is available and encouraged.

We have had an exciting and productive year despite heeding difficult and changing covid restrictions.

Several well attended and enjoyed events were held. Among them - an October Harvest Festival, complete with homegrown pumpkin carving, fabulous pumpkin soup from garden grown ingredients whipped up by garden chef Amy Allen as well as other fun kid and adult activities.

Another favorite was our Epiphany warming fire held January 6. Used Christmas trees were carefully burned with after an Epiphany service performed by The Rev Alex Leach.

Kids also enjoyed an Easter egg hunt spread over the whole farm.

Many volunteers led by Shawn DeArmond and Kevin Hawkins have helped the garden sprout a mini greenhouse for plant starts. We are now up to four raised beds for growing seasons, complete with a centrally automated irrigation system, including an injection system for organic fertilizers. Another new addition is an orchard area, with stone fruits, citrus and figs trees. Over 700 feet of new irrigation pipe and control wire were trenched, constructed and buried and the control system installed.

Tom Eaton continues to provide much needed mechanical support with a refurbished large tractor and Kabota tractor with multiple implements, including a new flail mower.

As far as financial structure, we have become an independent public service corporation with a 501(c)(3) non profit status pending. The official name for the organization is Temenos Gardens, Inc.

Thank you to St. Lukes, the Temenos board and everyone who has participated, and volunteered time, effort and dollars in support of this ministry.

## **Micah Forum**

Most significantly in August of 2021, we attended the Woodland Police Department's Coffee with a Cop event, as a group; several African American members of the community communicated their thoughts and concerns to the various police officers. A front page article and photographs were published in the Daily Democrat newspaper. This has led to meeting every other month with Woodland Police Chief Kaff. We are looking at having an outreach event with the police department, with and for the African American community in Woodland. Chief Kaff is supportive and will help publicize the event. A subgroup of Micah Forum will meet to work on this.

## **Centering Prayer**

Not much to say about it. This is one of the great rewards of the practice. The group currently has been meeting in the sanctuary at 7:00 p.m. on Sunday. Side door is propped open by 6:55 pm and the session is 25 minutes. This is the entire instruction manual for anyone with a desire for the practice. Other times for group sessions are possible.

## **Book Clubs & Study Groups**

### **Monday Afternoon Book Group**

We have continued to meet through Covid-19 with a consistent 6 to 8 in attendance. This Group is based in community outreach and attracts folks that we not will share time with during Sunday Services. The books we read together this year are:

“Everything Belongs” By Richard Rohr. – Current book we are reading

“Christ In Evolution” By Ilio Delio

“Living Buddha, Living Christ” By Thich Nhat Hahn

“Resurrecting Jesus”. By Adyashanti.

“Yoga of Jesus” By Paramahansa Yogananda

### **Wednesday Night Study Group**

St. Luke’s Wednesday evening study group, via Zoom, has remained steady over the past year. We have finished “A Journey with Matthew”, “The Way of Love”, “Social Justice Bible Challenge” and are halfway in “A Journey through Acts”. This group has had 10 participants at various times. It is designed as a drop in group, no prep needed, to attract new members, primarily for socialization. Submitted by Margaret Wisehart.

### **Becoming the Beloved Community Study Group**

Beloved Community group has continued to meet virtually, each month, learning about white identities and white privilege and exploring our role to make changes in our society. We are currently reading and discussing “Living into God’s Dream: Dismantling Racism in America” / edited by Catherine Meeks.

For more information or to participate, in either group: contact LeAnn Herigstad  
[leannherig@gmail.com](mailto:leannherig@gmail.com)

## Endowment Balances

**The General Endowment Fund** – Interest from this fund is available for general operating expenses or new initiatives as designated by the vestry. Per a Resolution of the Vestry in January 1992 the principle (corpus) value of the Endowment Fund is set at \$284,343.

**The Elizabeth Milsap Youth Fund** – This fund has a principle (corpus) value of \$200,000. The interest on these funds is available for expenses and ministry initiatives related to youth, children and families. Currently the draw on this fund covers our portion of the shared cost of a youth minister, Sunday children's worship, scholarships for youth camp and pilgrimage participation and other initiatives that strengthen and develop ministry to families, youth and children. The current plan is to withdraw no more than 4% of the current value of the fund each year.

|                                         | <b>12/31/2020</b> | <b>12/31/2021</b>          |
|-----------------------------------------|-------------------|----------------------------|
| <b>General Endowment</b>                | \$443,830         | \$474,015                  |
| <b>Milsap Fund (Youth and Children)</b> | \$220,018         | \$236,952 (as of 11/30/21) |
| <b>Bridge Loan Due to Milsap Fund</b>   |                   | \$95,000                   |

## 2021 Financial Statements

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Accrual Basis

### St Luke's Episcopal Church Preschool & Nursery

### Church Statement of Financial Position

As of December 31, 2021

|                                   | Church              | TOTAL               |
|-----------------------------------|---------------------|---------------------|
| <b>ASSETS</b>                     |                     |                     |
| Current Assets                    |                     |                     |
| Checking/Savings                  |                     |                     |
| Church Bank Accounts              |                     |                     |
| Bof A Checking (Church) #2064     | 52,053.15           | 52,053.15           |
| BofA Savings (Church) #0797       | 44,469.75           | 44,469.75           |
| BofA Savings - ECW #0516          | 12,111.54           | 12,111.54           |
| Total Church Bank Accounts        | 108,634.44          | 108,634.44          |
| Church Investment Accounts        |                     |                     |
| US Bank Endowment 5495 (PR)       | 241,746.45          | 241,746.45          |
| Merrill Lynch Endow #04A13 (PR)   | 474,485.12          | 474,485.12          |
| Total Church Investment Accounts  | 716,231.57          | 716,231.57          |
| Total Checking/Savings            | 824,866.01          | 824,866.01          |
| Other Current Assets              |                     |                     |
| N/R - Discretionary Fund          | 557.65              | 557.65              |
| Total Other Current Assets        | 557.65              | 557.65              |
| Total Current Assets              | 825,423.66          | 825,423.66          |
| Fixed Assets                      |                     |                     |
| Land and Buildings (Church)       |                     |                     |
| Church Remodel                    | 55,729.74           | 55,729.74           |
| Capital Improvement               | 166,493.85          | 166,493.85          |
| Church & Guild Hall               | 1,265,675.00        | 1,265,675.00        |
| Furn & Fix Church/Great Hall      | 228,208.18          | 228,208.18          |
| Labyrinth                         | 13,873.84           | 13,873.84           |
| Land-Church Par.20-28416          | 198,912.00          | 198,912.00          |
| Rental Property                   | 67,417.00           | 67,417.00           |
| St. Luke's House/Equip            | 187,759.17          | 187,759.17          |
| Total Land and Buildings (Church) | 2,184,068.78        | 2,184,068.78        |
| Total Fixed Assets                | 2,184,068.78        | 2,184,068.78        |
| <b>TOTAL ASSETS</b>               | <b>3,009,492.44</b> | <b>3,009,492.44</b> |
| <b>LIABILITIES &amp; EQUITY</b>   |                     |                     |
| Liabilities                       |                     |                     |
| Current Liabilities               |                     |                     |
| Other Current Liabilities         |                     |                     |
| N/P - Northern CA Diocese         | -174.52             | -174.52             |
| Deposits (Church)                 |                     |                     |
| Facility Rental Deposits          | 610.00              | 610.00              |
| Rental Security Deposit 521 #1    | 547.17              | 547.17              |
| Rental Security Deposit 521 #2    | 795.00              | 795.00              |
| Rental Security Deposit 521 #3    | 800.00              | 800.00              |
| Total Deposits (Church)           | 2,752.17            | 2,752.17            |
| Total Other Current Liabilities   | 2,577.65            | 2,577.65            |
| Total Current Liabilities         | 2,577.65            | 2,577.65            |
| Long Term Liabilities             |                     |                     |
| N/P - Milsap Endowment Fund       | 95,000.00           | 95,000.00           |
| Total Long Term Liabilities       | 95,000.00           | 95,000.00           |
| Total Liabilities                 | 97,577.65           | 97,577.65           |
| Equity                            |                     |                     |
| Transfer In - Capital Campaign    | 94,071.89           | 94,071.89           |
| Opening Balance Equity (Church)   | 1,961,064.75        | 1,961,064.75        |
| Designated Funds Savings (Church) |                     |                     |
| Concert Seed Funds                | 1,500.00            | 1,500.00            |

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Accrual Basis

**St Luke's Episcopal Church Preschool & Nursery**  
**Church Statement of Financial Position**  
 As of December 31, 2021

|                                              | Church              | TOTAL               |
|----------------------------------------------|---------------------|---------------------|
| Diocesan Grants/Rebates                      | 28,028.88           | 28,028.88           |
| Arts & Crafts                                | 229.03              | 229.03              |
| Building Fund                                | 3,600.73            | 3,600.73            |
| Capital Fund Drive                           | 55,985.57           | 55,985.57           |
| Flowers                                      | 2,272.64            | 2,272.64            |
| Issidorides Church Fund                      | 5,000.00            | 5,000.00            |
| Memorials                                    | 8,776.34            | 8,776.34            |
| Outreach                                     | 2,401.66            | 2,401.66            |
| Outreach Donations/Fundraising               | 2,970.15            | 2,970.15            |
| Prepaid Pledges                              | 94.00               | 94.00               |
| Preschool LOC                                | 8,200.00            | 8,200.00            |
| Rectors Discretionary                        | 1,774.18            | 1,774.18            |
| Restitution Payments                         | 1,400.00            | 1,400.00            |
| Sabbaticals                                  | 9,000.00            | 9,000.00            |
| Temenos                                      | 962.41              | 962.41              |
| Womens Retreat                               | 193.00              | 193.00              |
| Youth Ministry                               | 2,935.49            | 2,935.49            |
| <b>Total Designated Funds Savings {Churc</b> | <b>135,324.08</b>   | <b>135,324.08</b>   |
| <b>Temp. Restricted Net Assets {Ch</b>       |                     |                     |
| Designated Funds                             | 832.44              | 832.44              |
| <b>Total Temp. Restricted Net Assets {Ch</b> | <b>832.44</b>       | <b>832.44</b>       |
| <b>Perm. Restricted Net Assets {Ch</b>       |                     |                     |
| Issidorides Church Funds                     | 546.35              | 546.35              |
| ML Endowment                                 | 474,485.12          | 474,485.12          |
| Millsap Endowment Fund                       |                     |                     |
| Millsap Capital Camp Bridge Loan             | -95,000.00          | -95,000.00          |
| Millsap Endowment Fund - Other               | 364,246.45          | 364,246.45          |
| <b>Total Millsap Endowment Fund</b>          | <b>269,246.45</b>   | <b>269,246.45</b>   |
| <b>Total Perm. Restricted Net Assets {Ch</b> | <b>744,277.92</b>   | <b>744,277.92</b>   |
| Retained Earnings {Church}                   | 26,996.16           | 26,996.16           |
| Transfer In                                  | 10,000.00           | 10,000.00           |
| Transfer Out                                 | -13,100.00          | -13,100.00          |
| Unrestricted Net Assets                      | 7,528.41            | 7,528.41            |
| Net Income                                   | -55,080.86          | -55,080.86          |
| <b>Total Equity</b>                          | <b>2,911,914.79</b> | <b>2,911,914.79</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>        | <b>3,009,492.44</b> | <b>3,009,492.44</b> |

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Accrual Basis

**St Luke's Episcopal Church**  
**Church Statement of Financial Income and Expense**  
**December 2021**

|                                             | Dec 21    | Jan - Dec 21 |
|---------------------------------------------|-----------|--------------|
| <b>Ordinary Income/Expense</b>              |           |              |
| <b>Income</b>                               |           |              |
| Grant Income                                | 0.00      | 18,019.25    |
| Operating Income                            |           |              |
| Draw on Endowment                           | 0.00      | 10,000.00    |
| Fundraising Income                          |           |              |
| Fundraiser Expense                          | 0.00      | 515.00       |
| <b>Total Fundraising Income</b>             | 0.00      | 515.00       |
| Funerals                                    | 0.00      | 350.00       |
| Interest Income                             | 0.11      | 20.65        |
| Plate Offerings & Donations                 | 469.00    | 8,529.32     |
| Pledge Income                               | 11,756.39 | 110,903.15   |
| Rental Income                               |           |              |
| ALMS                                        | 0.00      | 8,725.00     |
| Facility Rental Income                      | 2,220.00  | 4,420.00     |
| Rental Income Triplex                       | 2,030.00  | 31,692.00    |
| Retreat Rental Income                       | 1,470.52  | 8,721.32     |
| <b>Total Rental Income</b>                  | 5,720.52  | 53,558.32    |
| Script                                      | 0.00      | 175.81       |
| <b>Total Operating Income</b>               | 17,946.02 | 184,052.25   |
| Transferred From Designated...              |           |              |
| Memorial Fund                               | -464.49   | -464.49      |
| Restitution Fund                            | 0.00      | 300.00       |
| Temenos                                     | 0.00      | 210.59       |
| <b>Total Transferred From Designated...</b> | -464.49   | 46.10        |
| <b>Total Income</b>                         | 17,481.53 | 202,117.60   |
| <b>Gross Profit</b>                         | 17,481.53 | 202,117.60   |
| <b>Expense</b>                              |           |              |
| Administrative Expenses                     |           |              |
| Bank Charges/Fees                           | 10.77     | 435.86       |
| Bookkeeping and Payroll Service             | 542.50    | 8,892.37     |
| Copier Maintenance                          | 220.14    | 2,394.54     |
| Dues and Subscriptions                      | 0.00      | 263.90       |
| License & Permits                           | 0.00      | 25.00        |
| Miscellaneous                               | 0.00      | 5.00         |
| Office Supplies                             | 0.00      | 657.08       |
| Office/General Admin Exp                    | 0.00      | 32.91        |
| Postage                                     | 34.80     | 192.40       |
| Pre-Hire Expense                            | 0.00      | 155.00       |
| QB Direct Deposit Fees                      | 10.50     | 131.25       |
| <b>Total Administrative Expenses</b>        | 818.71    | 13,185.31    |
| Advertising                                 | 108.00    | 108.00       |
| Building and Grounds                        |           |              |
| Janitorial Services                         | 0.00      | 3,500.00     |
| Janitorial Supplies                         | 52.23     | 91.69        |
| Landscaping                                 | 350.00    | 2,425.00     |
| Maintenance & Repair                        |           |              |
| Labor                                       |           |              |
| Labor (non-Sexton)                          | 95.00     | 3,608.71     |
| <b>Total Labor</b>                          | 95.00     | 3,608.71     |
| Materials                                   | 0.00      | 1,303.39     |
| <b>Total Maintenance &amp; Repair</b>       | 95.00     | 4,912.10     |
| Pest Control                                | 65.00     | 370.00       |
| PG&E                                        | 1,142.29  | 15,757.65    |

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Accrual Basis

**St Luke's Episcopal Church**  
**Church Statement of Financial Income and Expense**  
**December 2021**

|                                       | Dec 21           | Jan - Dec 21      |
|---------------------------------------|------------------|-------------------|
| Telephone & Internet Expense          | 287.90           | 3,353.99          |
| Waste Management                      | 262.01           | 2,933.34          |
| Water & Sewer                         | 675.16           | 4,799.87          |
| <b>Total Building and Grounds</b>     | <b>2,929.59</b>  | <b>38,143.64</b>  |
| Diocese Apportionment Expense         | 0.00             | 3,277.19          |
| Interest Expense                      | 0.00             | 1,581.48          |
| Liability Insurance                   | 94.00            | 18,513.25         |
| Outreach                              | 78.36            | 331.12            |
| <b>Personnel Expenses</b>             |                  |                   |
| Administrator Wages                   | 2,380.00         | 29,217.27         |
| Employer Payroll Taxes                | 299.12           | 3,687.14          |
| Insurance - Health                    | 0.00             | 0.00              |
| Music Director Salary                 | 1,530.00         | 18,782.53         |
| <b>Rector</b>                         |                  |                   |
| Health Insurance and Benefits         | 1,761.86         | 23,739.63         |
| Pension                               | 1,008.60         | 13,097.70         |
| Salary                                | 5,603.34         | 75,159.51         |
| <b>Total Rector</b>                   | <b>8,373.80</b>  | <b>111,996.84</b> |
| Retirement Company Match              | 214.20           | 2,629.55          |
| Supply Priest                         | 0.00             | 1,053.60          |
| Teacher Wages                         | 0.00             | 0.00              |
| Workers Comp Insurance                | 0.00             | 506.25            |
| Youth & Children Staff                | 0.00             | 198.00            |
| Personnel Expenses - Other            | 0.00             | 0.00              |
| <b>Total Personnel Expenses</b>       | <b>12,797.12</b> | <b>168,071.18</b> |
| <b>Rental Property Expenses</b>       |                  |                   |
| Facility Rental Expenses              | 0.00             | 400.00            |
| Rectory Rental Expenses               | 36.00            | 1,373.43          |
| <b>Triplex Rental Expenses</b>        |                  |                   |
| Landscaping                           | 0.00             | 1,100.00          |
| Maintenance/Repair                    | 246.28           | 1,429.22          |
| Property Taxes                        | 0.00             | 1,602.19          |
| Utilities                             | 308.70           | 3,778.48          |
| <b>Total Triplex Rental Expenses</b>  | <b>554.98</b>    | <b>7,909.89</b>   |
| <b>Total Rental Property Expenses</b> | <b>590.98</b>    | <b>9,683.32</b>   |
| Temenos                               | 0.00             | 210.59            |
| <b>Worship</b>                        |                  |                   |
| Worship Supplies                      | 361.65           | 828.83            |
| <b>Total Worship</b>                  | <b>361.65</b>    | <b>828.83</b>     |
| <b>Total Expense</b>                  | <b>17,778.41</b> | <b>253,933.91</b> |
| <b>Net Ordinary Income</b>            | <b>-296.88</b>   | <b>-51,816.31</b> |
| <b>Other Income/Expense</b>           |                  |                   |
| <b>Other Income</b>                   |                  |                   |
| Church/Pre Internal Debt Forgiv       | 0.00             | -44,944.15        |
| PPP Loan Forgiveness                  | 0.00             | 30,306.70         |
| Employee Retention Credit             | 0.00             | 16,105.46         |
| <b>Total Other Income</b>             | <b>0.00</b>      | <b>1,468.01</b>   |
| <b>Other Expense</b>                  |                  |                   |
| Capital Campaign Expense              | 4,732.56         | 4,732.56          |
| <b>Total Other Expense</b>            | <b>4,732.56</b>  | <b>4,732.56</b>   |
| <b>Net Other Income</b>               | <b>-4,732.56</b> | <b>-3,264.55</b>  |
| <b>Net Income</b>                     | <b>-5,029.44</b> | <b>-55,080.86</b> |

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# 2022 Budget

| St. Luke's Episcopal Church Woodland |              |              |              |              |              |              |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Proposed Budget 2022                 |              |              |              |              |              |              |
|                                      |              |              |              |              |              |              |
| Revenue                              |              |              |              |              |              |              |
|                                      | 2019 Actuals | 2020 Budget  | 2020 Actuals | 2021 Budget  | 2021 Actuals | 2022 Budget  |
| Operating Income                     |              |              |              |              |              |              |
| Draw on Endowment                    | 20,064.88    | 20,000.00    | 40,000.00    | 10,000.00    | 10,000.00    | 20,000.00    |
| Interest Income                      | 15.53        |              | 11.41        | 10.00        | 113.64       | 20.00        |
| Plate Offerings & Donations          | 10,833.00    | 10,000.00    | 4,657.68     | 5,000.00     | 8,529.32     | 10,000.00    |
| Pledge Income                        | 134,836.93   | 130,000.00   | 107,250.64   | 101,425.00   | 110,903.15   | 105,000.00   |
| Script                               | 256.70       |              | 239.34       | 250.00       | 175.81       | 200.00       |
| Special Services                     | 450.00       |              | 200.00       |              | 350.00       |              |
| Restitution                          | 2,700.00     | 1,200.00     | 1,200.00     | 1,200.00     | 1,200.00     | 1,200.00     |
| Fundraising                          |              |              |              |              |              | 10,000.00    |
| Carryover Income from Previous Year  |              |              |              | 29,705.94    | 29,705.94    | 43,000.00    |
| Rental Income                        |              |              |              |              |              |              |
| Preschool Fee                        | 57,500.00    | 60,000.00    | 20,000.00    | 24,000.00    | -            | 20,000.00    |
| Facility Rental Income + (ALMS)      | 11,224.00    | 10,000.00    | 18,742.98    | 11,025.00    | 13,145.00    | 14,700.00    |
| Rental Income Triplex                | 32,287.00    | 33,000.00    | 22,713.50    | 32,412.00    | 31,692.00    | 33,900.00    |
| Retreat Rental Income                | 14,860.07    | 16,000.00    | 9,862.67     | 14,400.00    | 8,721.32     | 14,000.00    |
| Total Rental Income                  | 115,871.07   | 119,000.00   | 71,319.15    | 81,837.00    | 53,558.32    | 82,600.00    |
| Total Operating Income               | 285,028.11   | 280,200.00   | 224,878.22   | 229,427.94   | 214,536.18   | 272,020.00   |
| Transfer from Designated             |              |              |              |              |              |              |
| Flowers                              |              |              | -            | 250.00       | -            | 250.00       |
| Temenos                              |              |              |              |              | 210.59       |              |
| Interim Rector Grant                 |              |              | 18,000.00    | 36,000.00    | 20,922.25    | -            |
| Building and Grounds Alarm System    | 8723.83      |              | -            | -            | -            | -            |
| Memorial                             | 3,000.00     |              | -            |              | -            |              |
| Outreach                             | 5,399.00     | 3,000.00     | -            | 1,000.00     | -            | 1,000.00     |
| Sabbatical                           |              |              | -            |              | -            |              |
| Youth Fund (Milsap)                  | 11,486.81    | 12,000.00    | -            | 2,500.00     | -            | 500.00       |
| Total Transfer from Designated       | \$28,609.64  | \$15,000.00  | \$18,000.00  | 39,750.00    | \$21,132.84  | 1,750.00     |
| GROSS PROFIT                         | \$313,637.75 | \$295,200.00 | \$242,878.22 | \$269,177.94 | \$235,669.02 | \$273,770.00 |
| Expense                              |              |              |              |              |              |              |
| Bank Charges / Fees                  | 72.54        |              | 92.11        | 125.00       | 422.40       | 450.00       |
| Bookkeeping and Payroll Service      | 6,785.00     | 5,000.00     | 8,454.38     | 8,500.00     | 8,892.00     | 6,700.00     |
| Clergy Conference                    | 175.00       | 300.00       | -            | 300.00       | -            | 300.00       |
| Convention                           | 255.00       | 255.00       | -            | 300.00       | -            | 300.00       |
| Copier Maintanace                    | 2,906.99     | 3,000.00     | 2,124.56     | 2,400.00     | 2,174.40     | 2,400.00     |
| Credit Card Fees                     | 32.28        | 50.00        | 97.33        | 125.00       | -            | -            |
| Diocesan Audit                       |              |              | 200.00       | 200.00       | -            | 200.00       |
| Dues and Subscriptions               | 348.26       | 350.00       | 1,276.00     | 400.00       | 263.90       | 500.00       |
| License & Permits                    |              |              |              |              | 25.00        | 25.00        |
| Mileage                              | 567.12       | 500.00       |              | -            |              | 500.00       |
| Miscellaneous                        | 919.44       |              | 7.00         | -            | 5.00         | -            |
| Office Supplies                      | 1139.37      | 750.00       | 417.82       | 500.00       | 733.00       | 700.00       |
| Postage                              | 182.49       | 200.00       | 365.20       | 400.00       | 257.60       | 250.00       |
| Professional Development             | 900.00       | 800.00       | -            | -            | -            | -            |
| Professional Expenses                | 419.96       | 800.00       | 39.44        | 500.00       | 155.00       | 400.00       |
| QB Direct Deposit Fees               | 157.50       | 200.00       | 117.25       | 200.00       | 130.75       | 150.00       |
| Website                              |              |              | 224.00       | 225.00       | 224.00       | 225.00       |
| Total Administrative Expenses        | 14,860.95    | 12,205.00    | 13,415.09    | 14,175.00    | 13,283.05    | 13,100.00    |
| Building and Grounds                 |              |              |              |              |              |              |
| Fire Permit                          | 208.00       | 208.00       |              | 215.00       | -            | 215.00       |
| Janitorial Services                  | 6,825.00     | 7,280.00     | 3,360.00     | 4,560.00     | 3,500.00     | 6,000.00     |
| Janitorial Supplies                  | 245.15       | 250.00       | 24.88        | 250.00       | 39.46        | 125.00       |
| Landscaping                          | 1,800.00     | 1,800.00     | 1,500.00     | 1,800.00     | 2,425.00     | 1,800.00     |
| Maintenance and Repairs              |              |              |              |              |              |              |
| Labor                                | 21,949.75    |              | 3,440.00     | 5,000.00     | 3,513.71     | 3,000.00     |
| Materials                            | 9,247.03     |              | 446.67       | 5,000.00     | 1,303.39     | 4,000.00     |
| Maintenance & Repair other           |              | 5,000.00     | -            | -            | -            | -            |
| Pest Control                         |              |              | 180.00       | 180.00       | 305.00       | 300.00       |
| PG&E                                 | 15,890.61    | 16,000.00    | 12,932.34    | 15,000.00    | 15,915.36    | 17,000.00    |
| Telephone & Internet                 | 3,156.96     | 3,200.00     | 3,404.34     | 3,500.00     | 3,352.00     | 3,500.00     |
| Waste Management                     | 2,184.47     | 2,500.00     | 2,746.49     | 2,900.00     | 2,933.00     | 3,000.00     |
| Water & Sewer                        | 3,362.74     | 3,500.00     | 3,579.92     | 3,700.00     | 4,614.00     | 6,000.00     |
| Total Building and Grounds           | 64,869.71    | 39,738.00    | 31,614.64    | 42,105.00    | 37,900.92    | 44,940.00    |

95% of pledges

No Grant in 2022

|                                       |                     |                     |                     |                     |                     |                     |                              |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------------|
| <b>Congregational Vitality</b>        |                     |                     |                     |                     |                     |                     |                              |
| Community Fellowship                  | 800.70              | 1,200.00            | 20.52               | 500.00              | -                   | -                   |                              |
| Hospitality                           | 326.02              |                     | 515.38              | 500.00              | -                   | -                   |                              |
| Promotional Materials                 | 871.04              | 500.00              | 83.70               | 500.00              | -                   | -                   |                              |
| Vestry Retreat                        |                     |                     | 149.04              | 250.00              | -                   | 250.00              |                              |
| Congregational Vitality - Other       | 852.00              |                     | 400.00              | 400.00              | 400.00              | 400.00              |                              |
| <b>Total Congregational Vitality</b>  | <b>2,849.76</b>     | <b>1,700.00</b>     | <b>1,168.64</b>     | <b>2,150.00</b>     | <b>400.00</b>       | <b>650.00</b>       |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Diocesan and Apportionments</b>    | <b>19,393.00</b>    | <b>22,000.00</b>    | <b>25,404.00</b>    | <b>25,000.00</b>    | <b>14,000.00</b>    | <b>23,597.51</b>    |                              |
|                                       | 7%                  | 8%                  | 11%                 | 11%                 | 7%                  | 9%                  |                              |
| <b>Interest Expense</b>               | <b>783.76</b>       | <b>2,100.00</b>     | <b>2,284.36</b>     | <b>2,109.00</b>     | <b>1,581.48</b>     | <b>-</b>            |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Liability Insurance</b>            | <b>12,885.00</b>    | <b>14,000.00</b>    | <b>13,575.25</b>    | <b>14,000.00</b>    | <b>14,419.00</b>    | <b>15,000.00</b>    |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Outreach</b>                       | <b>6,149.38</b>     | <b>3,000.00</b>     | <b>657.02</b>       | <b>1,000.00</b>     | <b>252.00</b>       | <b>1,000.00</b>     |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Formation</b>                      |                     |                     |                     |                     |                     |                     |                              |
| Adult                                 |                     | 500.00              | -                   | 500.00              | -                   | 500.00              |                              |
| Youth & Children Ministry             | 7,320.62            | 1,500.00            | -                   | 500.00              | -                   | 500.00              |                              |
| Youth Camps                           |                     | 1,975.00            | -                   | -                   | -                   | -                   |                              |
| Formation - Other                     | 55.00               |                     |                     |                     |                     |                     |                              |
| <b>Total Formation</b>                | <b>7,375.62</b>     | <b>3,975.00</b>     | <b>0.00</b>         | <b>1,000.00</b>     | <b>0.00</b>         | <b>1,000.00</b>     |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Personnel Expenses</b>             |                     |                     |                     |                     |                     |                     |                              |
| Administrator Wages                   | 25199.37            | 28,560.00           | 28,560.00           | 28,560.00           | 28,560.00           | 30,245.00           | 5.9% COLA                    |
| Employer Payroll Taxes                | 3853.9              | 4,500.00            | 3,712.09            | 4,500.00            | 3,688.00            | 4,000.00            |                              |
| Music Director Salary                 | 17,937.51           | 18,500.00           | 18,360.00           | 18,360.00           | 18,360.00           | 19,443.00           | 5.9% COLA                    |
| <b>Rector</b>                         |                     |                     |                     |                     |                     |                     |                              |
| Health Insurance and Benefits         | 11587.3             | 12,000.00           | 12,758.46           | 6,000.00            | 23,675.00           | 18,960.00           |                              |
| Pension                               | 15,678.33           | 14,490.00           | 8,448.00            | 12,000.00           | 13,097.00           | 12,466.00           |                              |
| Sabbatical                            | 1,500.00            | 1,500.00            | 1,500.00            | 1,500.00            | -                   | 500.00              |                              |
| Salary                                | 80,491.67           | 80,500.00           | 50,279.19           | 80,500.00           | 75,159.00           | 69,257.00           | 3% COLA<br>(Diocesan Recomm) |
| <b>Total Rector</b>                   | <b>109,257.30</b>   | <b>108,490.00</b>   | <b>72,985.65</b>    | <b>100,000.00</b>   | <b>111,931.00</b>   | <b>101,183.00</b>   |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| Retirement Company Match              | 1,882.32            | 2,570.00            | 2,532.57            | 2,570.00            | 2,629.00            | 2,750.00            |                              |
| Supply Priest                         | 922.00              | 1,000.00            | 2,591.00            | 1,200.00            | 1,053.60            | 1,200.00            |                              |
| Workers Comp                          | 546.50              | 546.50              | 661.75              | 800.00              | 596.25              | 700.00              |                              |
| Personnel Expenses - Other            |                     |                     | 1,667.34            |                     | -                   |                     |                              |
| Youth & Children Staff                | 4120.70             | 4,000.00            | 954.00              | 2,000.00            | 198.00              | -                   |                              |
| <b>Total Personnel Expenses</b>       | <b>163,719.60</b>   | <b>168,166.50</b>   | <b>132,024.40</b>   | <b>157,990.00</b>   | <b>167,015.85</b>   | <b>159,521.00</b>   |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Rental Property Expenses</b>       |                     |                     |                     |                     |                     |                     |                              |
| Facility Rental Expenses              | 1,883.00            |                     |                     | 500.00              | 400.00              | 500.00              |                              |
| Rectory Rental Expenses               | 5,821.35            | 2,500.00            | 1,421.35            | 2,500.00            | 1,337.00            | 1,500.00            |                              |
| <b>Triplex Rental Expenses</b>        |                     |                     |                     |                     |                     |                     |                              |
| Insurance                             | 4000.00             | 4,000.00            | 4,000.00            | 4,000.00            | 4,000.00            | 4,000.00            |                              |
| Prop Rental Manager                   |                     |                     |                     |                     |                     | 2,712.00            |                              |
| Landscaping                           | 1,200.00            | 1,200.00            | 1,000.00            | 1,200.00            | 1,200.00            | 1,200.00            |                              |
| Maintenance/Repair                    | 1,554.13            | 2,000.00            |                     | 2,500.00            | 1,442.94            | 1,500.00            |                              |
| Pest Control                          | 300.00              | 360.00              | 60.00               | 180.00              | -                   | 180.00              |                              |
| Property Taxes                        | 1,552.95            | 1,600.00            | 1,575.81            | 1,600.00            | 1,602.00            | 1,700.00            |                              |
| Utilities                             | 2,930.46            | 3,000.00            | 3,378.96            | 3,750.00            | 3,769.00            | 4,000.00            |                              |
| <b>Total Triplex Rental Expenses</b>  | <b>11,537.54</b>    | <b>12,160.00</b>    | <b>10,014.77</b>    | <b>13,230.00</b>    | <b>12,013.94</b>    | <b>15,292.00</b>    |                              |
| <b>Total Rental Property Expenses</b> | <b>19,241.89</b>    | <b>14,660.00</b>    | <b>11,436.12</b>    | <b>16,230.00</b>    | <b>13,750.94</b>    | <b>17,292.00</b>    |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Worship</b>                        |                     |                     |                     |                     |                     |                     |                              |
| Flowers                               |                     |                     | 46.44               | 250.00              | -                   | 250.00              |                              |
| Music                                 | 293.42              | 500.00              |                     | 250.00              |                     | 250.00              |                              |
| Piano/Organ Tuning                    |                     | 1,200.00            |                     | 1,200.00            |                     | -                   |                              |
| Temenos                               |                     |                     |                     |                     | 210.59              |                     |                              |
| Worship Supplies                      | 1,066.30            | 1,000.00            | 685.68              | 750.00              | 667.18              | 700.00              |                              |
| <b>Total Worship</b>                  | <b>1,359.72</b>     | <b>2,700.00</b>     | <b>685.68</b>       | <b>2,200.00</b>     | <b>877.77</b>       | <b>950.00</b>       |                              |
|                                       |                     |                     |                     |                     |                     |                     |                              |
| <b>Total Expenditures</b>             | <b>\$313,488.39</b> | <b>\$284,244.50</b> | <b>\$232,265.20</b> | <b>\$277,959.00</b> | <b>\$263,481.01</b> | <b>\$277,050.51</b> |                              |

|                                      |          |             |             |             |              |             |                |
|--------------------------------------|----------|-------------|-------------|-------------|--------------|-------------|----------------|
| Net Operating Income/ Loss           | \$149.36 | \$10,955.50 | \$10,613.02 | -\$8,781.06 | -\$27,811.99 | -\$3,280.51 |                |
|                                      |          |             |             |             |              |             |                |
| Other Income / Expense               |          |             |             |             |              |             |                |
| Other Income                         |          |             |             |             |              |             |                |
| Employee Retention Credit            | 0.00     | 0.00        | 20,315.00   | 16,500.00   | 16,105.46    | 0.00        | No ERC in 2022 |
| PPP Loan Forgiveness                 |          |             |             |             | 30,306.70    | 0.00        | No PPP in 2022 |
| Capital Campaign Transfer            | 0.00     | 0.00        | 1,110.74    | 25,000.00   | 0.00         | 0.00        |                |
| Total Other Income                   | 0.00     | 0.00        | 21,425.74   | 41,500.00   | 46,412.16    | 0.00        |                |
|                                      |          |             |             |             |              |             |                |
| Other Expense                        |          |             |             |             |              |             |                |
| Milsap Repayment (from Cap Camp Tsf) | 0.00     | 0.00        |             | 25,000.00   |              | 0.00        |                |
| Preschool Subsidy                    | 0.00     | 0.00        |             | 0.00        |              | 0.00        |                |
| Accrued Time Off                     | 0.00     | 0.00        |             | 0.00        |              | 0.00        |                |
| Search Committee Costs               | 0.00     | 0.00        |             | 0.00        |              | 0.00        |                |
| Capital Campaign Expense             | 0.00     | 0.00        | 2,332.82    | 0.00        | 0.00         | 0.00        |                |
| Total Other Expense                  | 0.00     | 0.00        | 2,332.82    | 25,000.00   | 0.00         | 0.00        |                |
|                                      |          |             |             |             |              |             |                |
| Net Other Income/Loss                | 0.00     | 0.00        | 19,092.92   | 16,500.00   | 46,412.16    | 0.00        |                |
|                                      |          |             |             |             |              |             |                |
| NET OPERATING REVENUE                | 149.36   | 10,955.50   | 29,705.94   | 7,718.94    | 18,600.17    | -3,280.51   |                |

## **Communication Guidelines**

### **St. Luke's Episcopal Church**

#### **Guidelines For Communicating With Each Other**

**Adopted by the Vestry: October 18, 2016**

1. If you have a concern or issue that involves me, please discuss it with me privately.
2. If I have a concern or issue that involves you, I will discuss it with you privately.
3. If someone has a concern or issue with me and comes to you, send them to me. I will do the same if someone comes to me about you.
4. If someone is reluctant to come to me, please offer to accompany him or her to see me. I will do the same for you.
5. Please be careful how you interpret me. (I would rather interpret for you if you are unclear of my intentions.) On matters that are unclear, do not feel pressured to interpret my feelings or thoughts. It is easy to misinterpret intentions. I will not interpret you.
6. If something is confidential, do not share it with anyone. If you or anyone else comes to me in confidence. I will not share the information with anyone unless a) the person is going to physically harm someone else; b) the person is going to harm herself/himself; c) a child has been physically or sexually abused. I expect the same from you.
7. I do not read unsigned letters or notes.
8. I do not act on anonymous complaints brought by others.
9. I will not manipulate; I will not be manipulated. Please do not let others manipulate you. Please do not let others try to manipulate me through you.
10. When in doubt, just say it. The only dumb questions are the one that are not asked.
11. When in disagreement, just say it. We cannot resolve issues that are left unspoken. We cannot work together without mutual understanding and trust.
12. Our relationships with each other are the most important asset in our community. So, if you have a concern, pray and then, if led, speak up. If I can answer your question without misrepresenting something, someone or breaking a confidence, I will.