

**Gloria Dei Vestry Meeting Agenda**

**October 21, 2021**

**EXECUTIVE MEETING**

<b>AGENDA ITEM:</b>	<b>PERSON RESPONSIBLE</b>
<b>Vestry Check-In</b>	Jaime
<b>Welcome prayer</b>	Julie
<p><b>Consent Agenda Approval</b></p> <p><u>Consent Agenda</u>                      Vestry Meeting Agenda – 10/21/21                      Vestry Meeting Minutes –9/16/21 (Approved by email)                      Financials – 1/1/21- 9/30/21                      Income/Expense Summary – 1/1/21-9/30/21                      Accounting Report to the Vestry - September                      October 2021 Stewardship Report                      October 2021 Business Plan Report                      October 2021 Grant and Program Report</p> <p><u>For Discussion/Vote</u>                      HGDPC - October 2021 Report from the Chair                      Job Descriptions</p>	Jaime
<b>Old Business</b>	
Healing Sessions	Megan
Job Descriptions	Candy
Church Repairs Update	Candy
<b>New Business</b>	
YCCA Improvements	Jaime
Purchase of Urn	Candy
Lucia Update	Jaime
New Board Member for HGDPC	Candy
<b>Closing prayer</b>	Julie

## Vestry Meeting Minutes for September 16, 2021

**Next meeting: October 21, 2021**

**Members Attending:** Megan Bartlett, Julie Daye (*left early*), Amy Grant, Bob Jenkins, Jaime Konowal, Candace Roberts, Nils VanAmmers  
**Absent:** Barbara Chilcott, Koshy Mathews, Jim Ufheil, Jerry Walker,  
**Guests:** Jill Duink, Christine Pickup

### Virtual Meeting on Zoom

ITEM	DISCUSSION	ACTION
Vestry Check-In		Jaime
Opening Prayer		Jaime
Consent Agenda Approved		Approved

### OLD BUSINESS

<b>Swedish History Books</b>	Blue books have been delivered! Currently in the Rectory basement. Swedish Colonial Society is offering free shipping, but the Square store is not currently set up for variable shipping rates. Candy had to set all items offered in the store for free shipping. This includes the Lucia items.	
<b>Rector Search Update</b>	<p>The Profile Committee had its first meeting on September 2nd. It was agreed that the next meeting will be after the healing program.</p> <p><u>Healing Program</u> - Bud Holland has agreed to lead the congregation in healing conversations. The plan is to have two sessions, giving people from the congregation a chance to talk about feelings and frustrations that we have with each other and past events. There is concern that people won't attend the sessions. Megan said we need to be proactive and seek out the people who are hurt and those who have stopped coming to church altogether.</p> <p>Outstanding Questions: Saturdays in October? In person or on Zoom?</p>	
<b>Bond of Care Update</b>	Bond of Care raised \$4698 which includes a \$500 grant, plus a \$2,500 donation from the bishop. 51 students were assisted. There was a video call with some of the students. 4-5 told stories. Two videos will be created, one for our use, another for DIOPA. Someone from DIOPA was on the call, she was in charge of the grant committee. DIOPA is very happy with how this turned out.	
<b>Storage of Archives</b>	Almost all archives are now in the Roak basement, which is not climate controlled. The American Philosophical Society stores historical documents for various organizations, although the documents must be accessible for anyone who does research at APS. Nils knows someone at APS and Amy knows someone at Carpenter Hall which stores documents at APS. Bob asked what it would cost to make the room where documents are currently being stored in Roak climate-controlled.	Nils and Amy will talk to their contacts regarding cost of APS.
<b>Executive Session</b>		

### NEW BUSINESS

<p><b>Green Committee Proposal - Renewal Electricity Supply Contract</b></p>	<p>The Green Committee proposed that we change our electricity supplier from Green Mountain to another renewable electricity supplier. Green Mountain has switched us to a variable rate and has poor customer service.</p> <p>Information was provided about renewable electricity suppliers - Clean Energy and Energy Co-op (See GC proposal in vestry packet). Clean Energy offers the best price at @\$2,600 per year more than the Peco rate and offers a one year contract. Energy Co-op is a small, local co-op which is more transparent than Clean Energy and supports local renewable energy projects. It offers a national and local program, both of which are more expensive than Clean Energy.</p> <p>The Green Committee proposed selecting Clean Energy for a one-year, fixed-rate contract and offered to help pay the additional amount for Clean Energy with Green Committee funds up to \$2,600. However, Candy proposed that we select the national plan with Energy Co-op, with the Green Committee funding \$2,600 and Gloria Dei paying for the rest. It was moved to switch to the Energy Co-Op National Plan, a one year, fixed rate contract and that \$2,600 be transferred from Green Committee to the general budget.</p>	<p>Motion passed unanimously.</p>
<p><b>HGDPC - Sacristy and Steeple</b></p>	<p>Candy, on behalf of HGDPC, proposed hiring Materials Conservation to paint the entrance to the sacristy for \$3,500. There is a hole in the door, leaving it open to the weather. In addition, the steeple is in urgent need of painting to seal it from the elements before winter. HGDPC would like to hire EV-AIR-TIGHT to paint the steeple as soon as possible. The cost is \$19,375. HGDPC currently has \$10,000 in the bank and is expecting a \$14,000-\$17,000 reimbursement from the Keystone Grant in October and will use this to reimburse Gloria Dei, as well as additional money from fundraising as required.</p> <p>It was moved that Gloria Dei will advance the funds for both these projects.</p>	<p>Motion passed unanimously.</p>
<p><b>Donations and Grants Received</b></p>	<p><u>Gloria Campisi Will</u> - \$20,000 came from her estate, possibly with more to follow. This, together with the previously received \$60,00 will go toward roof replacement.</p> <p><u>City of Philadelphia</u> - \$3,000 Grant for performance of O Brother Where Art Thou.</p>	
<p><b>Flea Market</b></p>	<p>A Fall Flea Market is planned for October 16, 2021 from 8 AM to 3 PM. Everything will be outdoors, with no activities in Riverside Hall. Food trucks will provide food for sale. Vendor spaces will be six feet apart. Mask wearing will be requested.</p>	
<p><b>Property Report</b></p>	<p>YCCA painted one door blue without asking Gloria Dei. They will be asked to return it to the original color. It was noted that a new rental contract will soon be due. We would also like to discuss energy saving strategies with them at this time.</p>	<p>We will ask Lisa Reeves to contact them regarding these matters.</p>
<p><b>Closing Prayer</b></p>		<p>Jaime</p>

**Gloria Dei (Old Swedes') Church****BUDGET FOR 2021**

1/1/2021-9/30/2021

Category Description	Actual	Budget	Difference	Yearly Budget
<b>INCOME</b>				
TOTAL 03 - Regular Support	38,154.62	30,700.00	7,454.62	44,000.00
TOTAL 04 - Endowments	96,590.35	89,400.00	7,190.35	137,875.00
TOTAL Donations	14,280.66	8,000.00	6,280.66	10,700.00
TOTAL Fund Raiser	9,428.70	0.00	9,428.70	31,900.00
TOTAL Memorials	75.00	170.00	-95.00	200.00
TOTAL Rentals	42,407.00	45,007.00	-2,600.00	60,676.00
TOTAL 05 - Other Income	66,191.36	53,177.00	13,014.36	103,476.00
<b>TOTAL INCOME FOR OPERATING</b>	<b>200,936.33</b>	<b>173,277.00</b>	<b>27,659.33</b>	<b>285,351.00</b>
<b>EXPENSES</b>				
TOTAL 05 - Fund Raising	5,941.30	3,850.00	2,091.30	19,400.00
TOTAL 12 - Diocesan	17,277.00	16,875.00	402.00	18,052.00
TOTAL 13 - Outreach from Operating Budget	250.00	1,200.00	-950.00	2,000.00
TOTAL Clergy Expenses	1,005.00	1,532.97	-527.97	2,040.00
TOTAL Compensation	94,431.62	96,032.94	-1,601.32	127,969.00
TOTAL General	1,697.97	7,388.50	-5,690.53	10,820.00
TOTAL Insurance	4,227.00	5,760.00	-1,533.00	7,700.00
TOTAL Music Budget	19,382.52	19,777.50	-394.98	26,410.00
TOTAL Office	6,871.98	6,328.00	543.98	7,800.00
TOTAL Property Expenses	30,185.07	22,439.00	7,746.07	28,400.00
TOTAL Sundries	681.32	2,250.00	-1,568.68	3,000.00
TOTAL Utilities	20,523.45	23,895.00	-3,371.55	30,760.00
TOTAL 14 - Operating Expenses	179,005.93	185,403.91	-6,397.98	244,899.00
<b>TOTAL EXPENSES for Operating</b>	<b>202,718.38</b>	<b>207,728.91</b>	<b>-5,010.53</b>	<b>285,351.00</b>
<b>OVERALL TOTAL</b>	<b>-1,782.05</b>	<b>-34,451.91</b>	<b>32,669.86</b>	<b>0.00</b>

## Gloria Dei (Old Swedes') Church

BUDGET FOR 2021

1/1/2021-9/30/2021

Category Description

Category Description	Actual	Budget	Difference	Yearly Budget
<b>INCOME</b>				
03 - Regular Support				
Easter and Christmas Flowers	310.00	400.00	-90.00	1,000.00
Plate	1,110.00	1,300.00	-190.00	3,000.00
Pledge	36,734.62	29,000.00	7,734.62	40,000.00
<b>TOTAL 03 - Regular Support</b>	<b>38,154.62</b>	<b>30,700.00</b>	<b>7,454.62</b>	<b>44,000.00</b>
04 - Money from Investments				
Aethon/Exelon/Phila Contrib	410.25	450.00	-39.75	600.00
Church F 064786 - Alfred C Young	1,325.25	1,200.00	125.25	1,600.00
Church F 064791 - A Adele Rudolph	3,902.58	3,600.00	302.58	4,800.00
Church F 064934 - Dorothy Maynard Smith	38,315.76	35,475.00	2,840.76	47,300.00
Church F 065033 - 4th Century Fund	11,329.29	10,500.00	829.29	14,000.00
Church F 065117 - Simes	4,130.10	3,825.00	305.10	5,100.00
<b>To balance budget from Church Foundation 065033</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,675.00</b>
* PNC 16-35-035-0464262	394.59	0.00	394.59	
PNC 16-35-035-0617188 - Simes	9,382.53	7,350.00	2,032.53	9,800.00
Wells Fargo 1513091190 - Charles I Stille	4,000.00	3,000.00	1,000.00	4,000.00
Wells Fargo 1519175748 - Gloria Dei Church	12,000.00	12,000.00	0.00	16,000.00
WF 1519178585 - Lunsbeck, Roebing, Hogeland	11,400.00	12,000.00	-600.00	16,000.00
<b>TOTAL 04 - Endowments</b>	<b>96,590.35</b>	<b>89,400.00</b>	<b>7,190.35</b>	<b>137,875.00</b>
05 - Other Income				
Donations				
Baptism	662.57	0.00	662.57	0.00
Funeral Services	3,225.00	800.00	2,425.00	1,000.00
May I. Young FD	3,395.58	3,200.00	195.58	3,200.00
Miscellaneous Other Income	3,957.47	0.00	3,957.47	0.00
Societies - Organizations	1,014.14	0.00	1,014.14	1,500.00
Wedding Services	2,025.90	4,000.00	-1,974.10	5,000.00
<b>TOTAL Donations</b>	<b>14,280.66</b>	<b>8,000.00</b>	<b>6,280.66</b>	<b>10,700.00</b>
Fund Raiser				
Flea Market	0.00	0.00	0.00	3,000.00
Jazz & Joe	0.00	0.00	0.00	200.00
Lucia	2,259.10	0.00	2,259.10	28,700.00
Misc Fundraiser	455.00	0.00	455.00	0.00
Other Book Sales	897.93	0.00	897.93	0.00
Sexton Sideshow Fund Raiser	4,559.52	0.00	4,559.52	0.00
Shipping & Handling for Book 300	1,257.15	0.00	1,257.15	0.00
<b>TOTAL Fund Raiser</b>	<b>9,428.70</b>	<b>0.00</b>	<b>9,428.70</b>	<b>31,900.00</b>
Memorials				
Mass Cards	75.00	170.00	-95.00	200.00
<b>TOTAL Memorials</b>	<b>75.00</b>	<b>170.00</b>	<b>-95.00</b>	<b>200.00</b>
Rentals				
Church	0.00	0.00	0.00	0.00
Rectory	0.00	0.00	0.00	0.00
Riverside Hall	4,400.00	7,000.00	-2,600.00	10,000.00
Roak House	0.00	0.00	0.00	0.00
YCCA - Kreative Kids	38,007.00	38,007.00	0.00	50,676.00
Yoga, Tai Chi, AA, NA	0.00	0.00	0.00	0.00
<b>TOTAL Rentals</b>	<b>42,407.00</b>	<b>45,007.00</b>	<b>-2,600.00</b>	<b>60,676.00</b>
<b>TOTAL 05 - Other Income</b>	<b>66,191.36</b>	<b>53,177.00</b>	<b>13,014.36</b>	<b>103,476.00</b>
<b>TOTAL INCOME FOR OPERATING</b>	<b>200,936.33</b>	<b>173,277.00</b>	<b>27,659.33</b>	<b>285,351.00</b>

	Actual	Budget	Difference	Yearly Budget
<b>EXPENSES</b>				
03 - Regular Expense				
Easter and Christmas Flowers	244.15	400.00	-155.85	1,000.00
<b>Total 03 - Regular Expense</b>	<b>244.15</b>	<b>400.00</b>	<b>-155.85</b>	<b>1,000.00</b>
05 - Fund Raising Expenses				
Baptism Expenses	188.78	0.00	188.78	0.00
Flea Market Expenses	25.00	0.00	25.00	600.00
Funeral/Burial Services Expenses	975.00	500.00	475.00	500.00
Lucia Expenses	1,733.15	1,250.00	483.15	15,000.00
Other Fund Raising Expenses	150.00	0.00	150.00	0.00
Riverside Hall Rental Expenses	1,258.23	700.00	558.23	0.00
Roak, Church, Rectory Rental Expenses	0.00	0.00	0.00	0.00
Sexton Sideshow Expenses	500.00	0.00	500.00	1,300.00
Wedding Expenses	425.00	1,400.00	-975.00	2,000.00
* Other Book Sales - 80% to Swedish Colonial Society	686.14	0.00	686.14	0.00
<b>TOTAL 05 - Fund Raising</b>	<b>5,941.30</b>	<b>3,850.00</b>	<b>2,091.30</b>	<b>19,400.00</b>
12 - Diocesan				
Assessments	13,347.00	13,347.00	0.00	13,347.00
Mission	3,930.00	3,528.00	402.00	4,705.00
<b>TOTAL 12 - Diocesan</b>	<b>17,277.00</b>	<b>16,875.00</b>	<b>402.00</b>	<b>18,052.00</b>
13 - Outreach from Operating Budget				
Other Outreach	250.00	1,200.00	-950.00	2,000.00
<b>TOTAL 13 - Outreach from Operating Budget</b>	<b>250.00</b>	<b>1,200.00</b>	<b>-950.00</b>	<b>2,000.00</b>
14 - Operating Expenses				
Clergy Expenses				
Clergy Continuing Ed	600.00	378.00	222.00	500.00
Clergy Telephone	405.00	405.00	0.00	540.00
Clergy Travel, Other	0.00	749.97	-749.97	1,000.00
<b>TOTAL Clergy Expenses</b>	<b>1,005.00</b>	<b>1,532.97</b>	<b>-527.97</b>	<b>2,040.00</b>
Compensation				
Benefits				
Rector Health	3,690.00	3,899.97	-209.97	5,200.00
Sexton Life & Disability	251.84	283.50	-31.66	380.00
Sexton Medical Supplemental	3,750.00	3,750.00	0.00	5,000.00
<b>TOTAL Benefits</b>	<b>7,691.84</b>	<b>7,933.47</b>	<b>-241.63</b>	<b>10,580.00</b>
Salary				
Christine McBride	10,212.90	10,237.50	-24.60	13,650.00
Gloria Dei Rector	43,499.97	43,499.97	0.00	58,000.00
Jim Minacci	13,149.00	13,149.00	0.00	17,532.00
Paula Minacci	13,149.00	13,149.00	0.00	17,532.00
Supply Clergy	533.60	1,800.00	-1,266.40	2,400.00
<b>TOTAL Salary</b>	<b>80,544.47</b>	<b>81,835.47</b>	<b>-1,291.00</b>	<b>109,114.00</b>
Salary-Tax				
Medicare	1,174.18	1,188.00	-13.82	1,575.00
Soc Sec	5,021.13	5,076.00	-54.87	6,700.00
<b>TOTAL Salary-Tax</b>	<b>6,195.31</b>	<b>6,264.00</b>	<b>-68.69</b>	<b>8,275.00</b>
<b>TOTAL Compensation</b>	<b>94,431.62</b>	<b>96,032.94</b>	<b>-1,601.32</b>	<b>127,969.00</b>
General				
Adult/Family/Growth	608.16	800.00	-191.84	1,000.00
Advertising & Banners	325.00	1,600.00	-1,275.00	2,000.00
Alter Guild - Liturgical	189.26	749.97	-560.71	1,000.00
Deanery/Convention	0.00	0.00	0.00	500.00
Flowers	101.75	180.00	-78.25	240.00
Hospitality and New Member	286.10	780.03	-493.93	1,040.00
Miscellaneous General Expenses	187.70	630.00	-442.30	840.00
Search Consultant	0.00	2,500.00	-2,500.00	4,000.00
Sunday School	0.00	148.50	-148.50	200.00
<b>TOTAL General</b>	<b>1,697.97</b>	<b>7,388.50</b>	<b>-5,690.53</b>	<b>10,820.00</b>

Insurance				
Comprehensive - Umbrella	3,691.00	4,860.00	-1,169.00	6,500.00
Work Comp	536.00	900.00	-364.00	1,200.00
<b>TOTAL Insurance</b>	<b>4,227.00</b>	<b>5,760.00</b>	<b>-1,533.00</b>	<b>7,700.00</b>
Music Budget				
Music and Organ Maintenance	1,225.02	1,620.00	-394.98	2,200.00
Tsunami Productions - Organist Supply	18,157.50	18,157.50	0.00	24,210.00
<b>TOTAL Music Budget</b>	<b>19,382.52</b>	<b>19,777.50</b>	<b>-394.98</b>	<b>26,410.00</b>
Office				
Bank Charge	238.18	450.00	-211.82	600.00
Computer supply	369.82	675.00	-305.18	900.00
Internet/Phone/WiFi	4,042.43	3,240.00	802.43	3,600.00
Miscellaneous Office Expense	1,131.30	1,000.00	131.30	1,400.00
Payroll Service	424.70	603.00	-178.30	800.00
Postage	665.55	360.00	305.55	500.00
<b>TOTAL Office</b>	<b>6,871.98</b>	<b>6,328.00</b>	<b>543.98</b>	<b>7,800.00</b>
Property Expenses				
Alarm	2,300.00	1,900.00	400.00	2,500.00
Lawn/Landscape Service	3,400.00	3,600.00	-200.00	5,000.00
Terminix	719.00	675.00	44.00	900.00
<b>Property Expenses</b>	<b>23,766.07</b>	<b>16,264.00</b>	<b>7,502.07</b>	<b>20,000.00</b>
Church	641.19	0.00	641.19	
Church Yard	15,992.94	0.00	15,992.94	
Rectory	2,937.39	0.00	2,937.39	
Riverside Hall	2,115.91	0.00	2,115.91	
Roak House	1,990.40	0.00	1,990.40	
Sexton House	88.24	0.00	88.24	
<b>TOTAL Property Expenses</b>	<b>30,185.07</b>	<b>22,439.00</b>	<b>7,746.07</b>	<b>28,400.00</b>
Sundries				
Food/Paper Products/Misc	681.32	2,250.00	-1,568.68	3,000.00
<b>TOTAL Sundries</b>	<b>681.32</b>	<b>2,250.00</b>	<b>-1,568.68</b>	<b>3,000.00</b>
Utilities				
U-Gas				
1114501039 Rectory	3,066.63	2,200.00	866.63	3,000.00
2114501047 Church	3,220.40	2,790.00	430.40	3,800.00
3114501055 Riverside Hall	1,884.62	2,080.00	-195.38	2,800.00
4114501063 Sexton House	935.61	910.00	25.61	1,200.00
5114501071 Roak House	3,484.56	2,310.00	1,174.56	3,200.00
<b>TOTAL U-Gas</b>	<b>12,591.82</b>	<b>10,290.00</b>	<b>2,301.82</b>	<b>14,000.00</b>
U-PECO Energy				
34262-00609 Rectory and Church	2,236.66	2,800.00	-563.34	3,100.00
37355-01208 Church - Charged in Error	-2,472.21	1,080.00	-3,552.21	1,300.00
40448-01504 Riverside Hall	1,158.45	2,600.00	-1,441.55	3,200.00
43451-01700 Sexton House	1,579.17	1,480.00	99.17	2,000.00
49850-01702 Roak House	1,801.72	2,900.00	-1,098.28	3,500.00
<b>TOTAL U-PECO Energy</b>	<b>4,303.79</b>	<b>10,860.00</b>	<b>-6,556.21</b>	<b>13,100.00</b>
U-Water 012-75780-00904-xxx				
003 Rectory	394.59	0.00	394.59	0.00
005 Church	89.01	270.00	-180.99	360.00
005 Rk-S-RSide	3,144.24	2,475.00	669.24	3,300.00
<b>TOTAL U-Water 012-75780-00904-xxx</b>	<b>3,627.84</b>	<b>2,745.00</b>	<b>882.84</b>	<b>3,660.00</b>
<b>TOTAL Utilities</b>	<b>20,523.45</b>	<b>23,895.00</b>	<b>-3,371.55</b>	<b>30,760.00</b>
<b>TOTAL 14 - Operating Expenses</b>	<b>179,005.93</b>	<b>185,403.91</b>	<b>-6,397.98</b>	<b>244,899.00</b>
<b>TOTAL EXPENSES for Operating</b>	<b>202,718.38</b>	<b>207,728.91</b>	<b>-5,010.53</b>	<b>285,351.00</b>
<b>OVERALL TOTAL</b>	<b>-1,782.05</b>	<b>-34,451.91</b>	<b>32,669.86</b>	<b>0.00</b>

**DESIGNATED GIFTS BUDGET 0.00**

<b>11 - Designated Gifts - IN</b>			
Flowers	58.30		
Donations for Mercy Hospice	1,100.00		
Donations for HCPA and Christosal	608.65		
Donations for Easter Mission Gifts	400.00		
Donations for Cathedral in Jerusalem	55.00		<b>0.00</b>
Donations for Bond of Care, India	4,698.16		
<b>TOTAL 11 - Designated Gifts - IN</b>	<b>6,920.11</b>		
<b>18 - Charity - OUT</b>			
Flowers	58.30		
Sent to HCPA and Christosal	600.00		
Sent out for Cathedral in Jerusalem	55.00		
Sent out for Mercy Hospice	1,100.00		<b>0.00</b>
Sent out for Bond of Care, India	2,800.00		
Expenses for Bond of Care, India	161.82		
<b>TOTAL 18 - Designated Gifts - OUT</b>	<b>4,775.12</b>		
<b>BALANCE - Designated Gifts</b>	<b>2,144.99</b>		

**BANK AND ENDOWMENT ACCOUNT BALANCES**

Account	12/31/2019	12/31/2020	9/30/2021	
CHECKING TD Bank	113,344.41	55,024.13	78,233.07	
Debit Card TD Bank	2,452.24	2,127.74	1,117.69	
Discretionary Fund Checking	215.39	559.39	426.89	
	<u>12/31/2019</u>	<u>12/31/2020</u>	<u>6/30/2021</u>	
PNC 16-35-035-0464262 - Gloria Dei Church	2,123,623.84	2,133,856.25	2,139,523.09	red - not updated to 6/30/21
reduction for real estate value included	(2,064,000.00)	(2,064,000.00)	(2,064,000.00)	
PNC 16-35-035-0617188 - Simes	243,036.69	254,474.75	268,498.57	
Church F 064786 - Alfred C Young [500.00]	43,726.93	48,147.64	51,980.55	
Church F 064791 - A Adele Rudolph [6,501.15]	128,765.91	141,783.69	153,070.95	
Church F 064934 - Dorothy Maynard Smith [380,000.00]	1,264,230.84	1,392,951.95	1,502,859.02	
Church F 065033 - 4th Century Fund [300,000.00]	313,810.41	411,870.94	444,386.49	includes \$60,000
Church F 065117 - Simes	136,273.08	150,148.10	161,995.12	
Church F 065140 Joint Account	24,124.21	17,304.57	14,995.97	(\$4,000 to 300 Fund)
Church F 065157 - Amandus Johnson Churchyard Fund	15,207.98	34,577.77	37,949.72	
Wells Fargo 1513091190 - Charles I Stille	116,714.82	126,241.94	133,850.23	
W Fargo 1519175748 - Gloria Dei Church [46,000.00]	372,926.15	410,366.98	439,206.87	
WF 1519178585 - Lunsbeck, Roebling, Hogeland [50,000.00]	359,906.94	389,830.56	413,064.72	
	<b>3,078,347.80</b>	<b>3,447,555.14</b>	<b>3,697,381.30</b>	<b>369,207.34</b>
PETTY CASH	0.00	0.00	0.00	

**LIABILITY ACCOUNTS**

Liability Accounts	12/31/2019	12/31/2020	9/30/2021	
Amandus Johnson Fund	0.00	4,076.50	1,500.00	
Archaeological Study	100.00	100.00	100.00	
Book 300th	-2,411.36	1,750.02	-2,257.68	
Capital Improvement		6,000.00	6,000.00	
Churchyard Renewal Project	2,100.54	2,550.54	2,650.54	
Green Fund	4,877.95	4,877.95	5,264.78	
HGDPC	0.00	150.00	0.00	
Historical Committee	-77.89	-101.06	-181.12	
Lucia Forever Fund	2,006.77	1,726.97	3,257.62	
Memorial Fund	1,067.18	1,140.78	11,260.78	Temporarily includes \$20,000 Campisi estate less \$10,000 loan to HGDPC
Music Fund	518.05	-100.00	-75.00	
Sunday School Fund	105.67	105.67	105.67	
Youth Group Fund	405.67	405.67	405.67	
<b>TOTAL Liability Accounts</b>	<b>8,692.58</b>	<b>22,683.04</b>	<b>28,031.26</b>	



# ACCOUNTING REPORT TO THE VESTRY: Finance Committee

## October 2021

<b>Committee:</b>	<b>FINANCE</b>	
<b>VOTES Requested</b>	<ol style="list-style-type: none"> <li>1) Anita L. Rios donated \$15,000 for "The Building Fund." Can this be designated for the HGDPC church roof project?</li> <li>2) Paul needs to book Christmas music. Please designate an amount and let him know. We have designated \$1,400 for an 8-piece ensemble in the past.</li> <li>3) Christine McBride's friend helped transfer files and set up the new office computer. Chris estimated his time at 5 hours and suggests we pay for his services. The Finance Committee recommends a payment of \$250.</li> </ol>	
<b>Items to Discuss at Vestry</b>	<ol style="list-style-type: none"> <li>1) YCCA's rent amount for 9/2021-8/2022?</li> <li>2) Easter Special Donations of \$400 and Plate donation of \$86 to be gifted/designated?</li> </ol>	
<b>Checkbook Balanced</b>	YES	
<b>Debit Card Acct Balanced</b>	YES	
<b>Rector's Discretionary Fund</b>	YES	
	Beginning Balance	Ending Balance
<b>Checking Account</b>	\$ 47,224.81	\$ 78,233.07
<b>Debit Card Account</b>	\$ 682.77	\$ 1,117.69
<b>Rector's Discretionary Fund</b>	\$ 426.89	\$ 426.89
<b>Pledge and Plate Tracking</b>	Pledge over by: \$ 7,734      Plate under by: \$ 190	
<b>Endowment Income</b>	Over by: \$ 7,190	
<b>TOTAL Income &amp; Expenses</b>	Income over by: \$ 27,659      Expenses under by: \$ 5,011	
<b>SUMMARY</b>	Budgeted income/expense difference: \$ 32,670	
	Actual expenses exceed income by: \$ 1,782	
<b>News</b>		
<ol style="list-style-type: none"> <li>1) The Finance Committee plans to meet the second Tuesday of the month at 5:45 on zoom. New members to the committee are welcome.</li> <li>2) A new budget line "Fundraiser – Shipping &amp; Handling for Book 300" has been created. Gloria Dei's postage and handling fees for recent (since October 1, 2021) Book 300 sales are credited here.</li> <li>3) A check from the Campisi Estate for \$20,000 was received and temporarily deposited in the Memorial Fund account. \$10,000 was lent to HGDPC.</li> <li>4) There was a donation of \$400 to the Music Fund.</li> <li>5) Sexton sideshow received a grant of \$4,000. The Sextons are hoping that some version of "Oh Brother" can take place.</li> <li>6) In person Lucia is not happening in 2021. A virtual event is being planned.</li> </ol>		

## October 2021 Stewardship Report

<b>Chair:</b>	Candace Roberts
<b>Committee Members:</b>	Jill Duink, Chelsea Roberts, Mark Roberts
<b>Date of last meeting:</b>	October 12
<b>Date of next meeting:</b>	November 5
<b>Actions Completed</b>	The theme for this year is Stone Soup
<b>Action Items In-progress/pending:</b>	<ul style="list-style-type: none"> <li>• Stewardship Sunday will be Nov 6</li> <li>• A stewardship brochure was handed out on Sunday</li> <li>• Opening Stewardship sermon on Oct 17th</li> <li>• We will share stewardship messages on October 10, 17, and 24</li> <li>• I would like to have 2 speakers to talk to the following topics: <ul style="list-style-type: none"> <li>○ Recognizing abundance in our lives and what we are called to do?</li> <li>○ From James, <i>What good is it, my brothers and sisters, if someone claims to have faith but has no deeds? Can such faith save them? Suppose a brother or a sister is without clothes and daily food. If one of you says to them, "Go in peace; keep warm and well fed," but does nothing about their physical needs, what good is it? In the same way, faith by itself, if it is not accompanied by action, is dead. What does this say to us about stewardship?</i></li> </ul> </li> </ul>

## October 2021 Business Plan Report

<b>Chair:</b>	Candace Roberts
<b>Committee Members:</b>	Amy Grant, Jaime Konowal, Amy Sampson Liberi, Christine McBride, Paula Minacci, Christine Pickup, Alan Segal, Jim Ufheil
<b>Actions Completed by Candy Roberts:</b>	Designed and placed Wedding ad in QVNA Magazine
<b>Actions Completed by Amy Liberi</b>	<ul style="list-style-type: none"> <li>• I have identified Dubsado as the frontrunner and my first choice for a CRM for weddings and event management. I am attaching a brief report that details the systems that I researched and/or conducted free trials as well as the features of Dubsado and the reasons I believe it's the best fit. The great news is that Dubsado lets you build out your profile and all forms for free for your first three clients! In addition, I did all of my testing on my previous business email address so that I could save the actual trials for Gloria Dei with our wedding email account.</li> <li>• I realize you need to take this to the vestry for future spending approval. Let me know if you are okay with me getting started with the free usage or if I should hold off for now. There is a lot of ground work in terms of the setup of Dubsado to be personalized which will take some time if this is the system we choose to use. Once we have all of the templates and communications set up it will make the communications with clients very smooth and easy to track. They have lead generation forms we can embed on our website and (future) social media accounts. They also have a calendar to integrate or link with a Google calendar.</li> <li>• As we are thinking of setting up the CRM, a few other items came to mind: <ul style="list-style-type: none"> <li>○ A website solely for weddings at Gloria Dei outlining the 2 package options (do we have these electronically besides in the business plan?)</li> <li>○ A logo for the Wedding Chapel</li> <li>○ A branding name for the weddings (Chapel at Gloria Dei, Gloria Dei Weddings, etc.)</li> <li>○ An instagram account (Facebook too?)</li> </ul> </li> <li>• Contracts--do you have these electronically you send me for review?</li> <li>• I spoke with someone from South Jersey magazine about advertising (she contacted me about my previous business). It could be another smart option for advertising as a lot of South Jersey residents get married in Philadelphia. They have a special occasions focus on the upcoming issue. It</li> </ul>

	<p>could be worth an ad. They also have a pretty cool business feature where they write a story about your business and take photos. That is pricier but could be worthwhile to get the unique history and the "All Traditions Welcome" branding out there. They have a pretty wide circulation in Camden, Burlington and Gloucester County. I will forward that information. Happy to have a phone call to discuss this further.</p> <ul style="list-style-type: none"><li>• Sample online publication: <a href="https://digital.southjersey.com/issue/21/4433/0/0/August-2021/South-Jersey-Magazine---Marlton--Medford">https://digital.southjersey.com/issue/21/4433/0/0/August-2021/South-Jersey-Magazine---Marlton--Medford</a></li></ul>
<b>Action Items In-progress/pending:</b>	<ul style="list-style-type: none"><li>• Project proposal attached for Dubsado for review and decision on investment</li></ul>



AT OLD SWEDES'

*Say I Do*  
*surrounded by history at the*  
*Gloria Dei (Old Swedes')*  
*Wedding Chapel*



*Walk the*  
*same path as*  
*Betsy Ross*  
*(yes - that one!)*

*Create your*  
*ideal wedding*  
*experience*



*Go full-on*  
*1700!*



*All traditions welcome!*

contact Amy, our Wedding Specialist:  
[weddingsatoldswedes@gmail.com](mailto:weddingsatoldswedes@gmail.com)

Columbus Blvd. & Christian Street  
Philadelphia, PA 19147  
267-667-5057  
[www.oldswedes.org](http://www.oldswedes.org)

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Prepared by Amy Liberi

# Gloria Dei Weddings CRM

October 3, 2021

## Recommendation

After researching, reviewing and conducting free trials on several CRM's for event management, my final recommendation is for Gloria Dei to contract with Dubsado. <https://www.dubsado.com>

## Features

- Lead capture form
- Calendar integration (can link with Google Calendar) and appointment scheduling
- Customized proposal and contract templates with e-signatures
- Email workflows and automated responses
- Invoicing and online payments
- Client portals
- Up to 3 users included
- \$35/month or \$350 per year
- Start for free with up to 3 clients

## Why Dubsado?

- Ability to customize everything: branding, email flow, contracts, templates, etc. I loved that all interactions come from your own email account with your logo and never mention Dubsado. Everything can be fully customized to match your brand. You can create multiple communication flows that are automatically triggered.
- User interface: clean, clear, organized. I immediately felt comfortable using this platform.
- There is a lot to set up initially but once all of your workflows and documents are in place, it is very easy to communicate with clients, track client workflows, and even make sure payments happen on time.
- The client communications and reminders are a time saver.
- The calendar and scheduling options can be embedded on our website.

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## Alternatives Reviewed\*

1. Tithely University and Breeze
  - a. These CRM's are made for churches but they do not have the dynamic event planning features such as contracts and invoices.
  - b. Cost: Tithely Church Management \$49/month
  - c. Cost: Breeze: \$50/month
2. 17 Hats
  - a. The user interface on this application was clunky and not as user-friendly. The features are comparable to Dubsado but the execution seemed poor in comparison.
  - b. Cost: Tier 2 \$30/month or \$300/year
3. Honeybook
  - a. While simple to use, it was not as intuitive or well-organized in its interface. It was also not as customizable as Dubsado.
  - b. Cost: \$39/month or \$390/year (Option for 6 months at \$9/month)
4. Aisle Planner
  - a. This option has impressive features but seems more beneficial for a wedding planner rather than a venue. It does include features the others do not such as image galleries and a vendor marketplace.
  - b. Cost: \$39.99/month for up to 10 projects

\*For all free trials, I utilized an email address that was my own in order to save all future free trials/offers for Gloria Dei.

## OCTOBER 2021 Grant and Program Report

<b>Committee:</b>	Amy Grant and Candace Roberts
<b>Actions to date:</b>	<ul style="list-style-type: none"> <li>• The Bond of Care Program has completed.</li> <li>• The video was provided to and accepted by the DIOPA Committee.</li> <li>• We have rahki's available for sale on our website. Any proceeds will continue to be sent to CMS College in Kerala, India</li> </ul>
<b>Actions Underway:</b>	<ul style="list-style-type: none"> <li>• The final report is due on October 20</li> <li>• An invoice for \$75 has been given to Jill to pay Kendall Roberts for the filming and editing of the video that was required by the DIOPA grant committee</li> </ul>
<b>Final accounting overview:</b>	<p>Donations/Grant for Bond of Care: \$4,698.16</p> <p>Expenses for Bond of Care to purchase rahki bracelets: \$161.82</p> <p>Expenses to be paid for video: \$75.00</p> <p>Proceeds sent to CMS to date: \$2,800.00</p> <p>51 students have received a scholarship</p>



## October 2021 Report from the Chair

<b>Chair:</b>	Candace Roberts
<b>Date of last meeting:</b>	October 11, 2021
<b>Date of next meeting:</b>	November 8, 2021
<b>Actions Completed</b>	<ul style="list-style-type: none"> <li>• The Fall issue of FOUNDERS magazine is ready for mailing</li> <li>• We received another Founding Member donation for \$1000 from Andrew Supplee. His ancestor is the subject of the Fall issue of FOUNDERS.</li> <li>• We had 2 highly successful, sold out walking tours with Michael Schreiber. The proceeds were in excess of \$800</li> <li>• We successfully filled out the final reports for the Keystone Grant and our reimbursement is being processed</li> <li>• We successfully complete the final reports for QVNA and they paid the second half of the grant to Materials Conservation</li> </ul>
<b>Actions underway:</b>	<ul style="list-style-type: none"> <li>• Materials Conservation has scheduled the final repairs and painting to be completed in November</li> <li>• In completing the work for the Keystone Grant, we discovered that Materials Conservation had invoiced for their quote, but not for the contingency money that was in the grant. This was rectified and now Materials Conservation will also complete the \$1500 repair along with the Sacristy entrance repair.</li> </ul>
<b>Request for vote:</b>	<ul style="list-style-type: none"> <li>• We would to welcome Cynthia Temple to our Board.</li> <li>• Here is a brief bio:  Cindy temple is a 35 year resident of Queen Village. Always an advocate for historic preservation, she was active in the community and started groups such as the Friends of Shot Tower and the QVNA's historic committee. Her working career began as a CPA with KPMG in Syracuse, New York and continued in accounting at several firms and in a variety of industries. In 2018 she retired after 11 years the City of Philadelphia's Department of Parks &amp; Recreation where she managed the Fairmount Park Trust Funds. She is a member of the Southwark Community Garden and holds a very special fondness for the beauty and nature at Gloria Dei (Old Swedes') church and historic park.</li> </ul> <p>We request the Vestry vote to approve Cynthia's appointment to the Historic Gloria Dei Board.</p>

**OCTOBER 16, 2021 Request for Vestry Vote****Job Descriptions**

<b>Requestor:</b>	Candace Roberts
<b>Supporting comments:</b>	<p>We have gone through several iterations and the comments appear to be settled. Meanwhile, we are moving forward with our business plan and would like this to be settled.</p> <p>The current versions are attached.</p>
<b>Request for vote to be discussed:</b>	<p>I request that we vote to approve and implement the Job descriptions for Sexton and Parish Administrator.</p>

**Gloria Dei (Old Swedes') Church  
916 S. Swanson Street  
Philadelphia, PA 19147**

**DRAFT 3: SEPTEMBER 26, 2021**

**Job Description:** Parish Administrator

**Reports to:** Rector and Rector's Warden

**Employee status:** At will, hourly wage, 20 hours/week, M-F, 10am-2pm

**Job Summary Overview:**

The Parish Administrator provides overall support and coordination for the office work involved in the ministry of the church, serving as direct assistant to the pastor.

The Church Administrator is the first contact for all those who come to the church by telephone, internet and/or in person. Therefore, she or he must be a welcoming presence to a wide range of people: members, visitors, neighbors, contractors, event coordinators, homeless persons, and members of the community groups that meet on the premises. The church office has both active and quiet times throughout the day and year and frequently must respond quickly to new programs that the church initiates. The Parish Administrator therefore needs to be able to multitask, to adapt to new situations and ideas, and to work well both with people and independently.

Critical qualifications for anyone occupying this position are discretion, a positive attitude, strong problem-solving abilities, organizational skills, excellent interpersonal skills, and prioritization skills as may be qualified or requested by the Rector.

**Qualifications:**

- Thorough knowledge of recent versions of Microsoft Office Suite and select Adobe products
- Familiarity with database and financial programs
- Ability to problem solve and prioritize workload to meet deadlines
- Have comfort with learning and engaging new software
- Ability to work independently

**Job Requirements and Guidelines**

- Protect the reputation and integrity of others through strict confidentiality.
- Develop an attitude toward role as a minister of church, not merely office help.
- Demonstrate a high level of trust. (A violation of trust will result in immediate dismissal.).
- Display the ability to communicate well, both verbally and written.
- Create an environment that is inviting to people passing through on a daily basis.
- When urgent situations arise, your first priority is to the person involved. Identify the need and its degree of urgency. Then refer, or take a message for one of the pastoral staff members.
- Keep abreast of church protocol by keeping policies current and drafting needed policies for the pastoral staff to channel to the proper commissions.

**Daily Essential Duties and Responsibilities:**

- Act as a friendly receptionist:
  - Cheerfully answer telephone system and efficiently respond to church email within one business day.
    - Answering the telephone is the priority. If engaged in another conversation, answer the telephone briefly to take a call back number.
    - Voice messages should be answered within a few hours and before end of day.
  - Warmly greet church visitors who arrive with a wide-range of inquiries
  - Assist the Rector with people seeking assistance from the church by screening requests
  - Keep confidential all personal needs, financial details, prayer requests, and spiritual concerns
- Perform secretarial services for the church:
  - Process incoming and outgoing mail, travelling to and from local post office as required
  - Maintain church records on baptisms, confirmations, weddings, funerals, burial deeds, burials, dedications, membership, and attendance – both manually and electronically
  - Process a thank you letter for all gifts with Tithe.ly or other service, as may be selected by the Vestry. Forward contact information for gifts exceeding \$25 to the Accounting Warden
  - Maintain accurate “master calendar” for all church and other events using a designated, cloud-based online calendar as selected by the Vestry
  - Interface with the Church Event Planner for rentals, as needed:
    - Prepare rental contracts
    - Participate in developing the ongoing relationship
    - Collect and receive payments
  - Work closely with the Rector and Vestry with all requests for rentals on the church property, with special appreciation of the historical character of the church building and graveyard
  - Serve as liaison to community groups that frequently use Riverside Hall

**Weekly Essential Duties and Responsibilities:**

- Open and close the Church on Mondays between 10AM-2PM
- Compile from sources and prepare an accurate Sunday worship bulletin
- Maintain and update the church website using the Tithe.ly platform (or another program as designated by the Vestry)
- Create and send weekly e-newsletters using the Tithe.ly platform (or another program as designated by the Vestry)
- Print and mail hard copies of the weekly e-newsletter to church members who do not use email
- Ship merchandise from web store
- Assist treasurer with deposits
- Interface with the payroll service
- Manage all office equipment including printer, computers, and internet/phone system.
- Order office supplies
- Organize and maintain office-filing system

**Monthly** Essential Duties and Responsibilities:

- Assist the Rector's Warden with preparation and distribution of the Vestry meeting packet and minutes

**Yearly** Essential Duties and Responsibilities:

- Preparation of the annual report. Responsible for acquiring reports from the committee heads according to the deadlines set by the Rector and Rector's Warden, assemble the documents, and have the report printed
- Receive pledge commitments, record the pledges, and send the spreadsheet to the Rector, Treasurer, and Accounting Warden, number and amount, excluding names
- Assist with preparation of the Parochial Report
- Collect ticket sales information and receipts for Lucia and other fundraising efforts

**As needed** Essential Duties and Responsibilities:

- Offer churchyard maps to visitors looking for ancestors
- Maintain a current list of key holders and provide keys to personnel as needed. Collect keys when people leave
- Maintain petty cash. Provide all receipts to Accounting Warden
- Update printed materials to maintain accurate information (i.e., rental, marriage, churchyard brochures, etc.)

**Gloria Dei (Old Swedes') Church  
916 S. Swanson Street  
Philadelphia, PA 19147**

**DRAFT 3: SEPTEMBER 26, 2021**

**Job Description:** Sexton

**Reports to:** Rector and Property Chair

**Employee status:** At will, hourly wage, part-time

**Job Summary Overview:**

The Sexton(s) of Gloria Del (Old Swedes') Episcopal Church is/are the primary care takers of the buildings and grounds owned by Gloria Dei Church, located at 916 S. Swanson Street, Philadelphia, PA 19147.

The Sexton(s) will perform cleaning and routine maintenance duties in the church and auxiliary buildings and in the churchyard; or will give directions to other workers so engaged, including outside vendors, such as a plumber or electrician. The Sexton(s) open(s) and lock(s) the church and auxiliary buildings according to the daily schedule(s) defined by the Rector and Vestry. The Sexton(s) monitor and maintain the heating units and air conditioning units in all the buildings except the rectory.

The Sexton(s) will maintain the churchyard, keeping it free of trash and debris, keeping the brick pathways weeded, and will assure that the churchyard regulations regarding gravesite decorations are followed. The Sexton(s) will be responsible for snow removal on walkways, parking lot, and driveway, or the supervision of other workers so engaged. The Sexton(s) will be responsible for the supervision of contractors engaged by the church to do the grass cutting or other maintenance work, such as tree trimming.

The Sexton(s) will order supplies for cleaning and minor repairs as needed to perform these duties. The Sexton(s) will work in cooperation with event leaders to order supplies, as needed, for church events such as meals and other gatherings.

The "Essential Duties and Responsibilities" section of this job description follows. However, primary among the duties of the Sexton(s) is to ensure the cleanliness and presentability of the public buildings and the grounds, as well as addressing the safety needs inherent in rain storms, snow storms, utility outages, and other emergencies that may occur on the property. The details of these primary responsibilities are found under the headings. When there are times when desired work cannot get done in a timely fashion, it is the responsibility of the Sexton(s) to discuss with the Rector the order of duties.

**Daily Essential Duties and Responsibilities:**

- Open and close buildings (including setting alarms where applicable) except when other persons are authorized to do so. Adjust thermostats and lighting for efficiency.
  - Ensure opening (9AM) and closing (4PM) of church Tuesday through Sunday, and National Holidays that coincide with Gloria Dei Church services  
[Rector to open and close the Church one day a week at the scheduled convenience of all parties; Parish Administrator to open and close the Church on Mondays, between 10AM and 2PM]

- Maintain cleanliness in all public building spaces.
  - Church: including sanctuary, nave, entranceways, side rooms, pews, window sills, floors, windows, tables, rails, ledges, stairs, and all other areas in need of cleaning.
  - Riverside Hall: including kitchen, hall, floors, window sills, windows, tables, chairs, countertops, and all other areas in need of cleaning.
  - Roak House: including Church office, Church office entranceway, and north stairway (other areas of the Roak House are the responsibility of YCCA to maintain cleanliness and orderliness and are not part of the Sexton(s) duties to clean)
  - Remove rubbish and trash from the premises
- Participate in the safety of persons and Gloria Dei Church property
  - Be the first point of contact for the Security Company. Notify the Rector and Property Chair when coverage is needed for vacation or other time off
  - Call police and park police when needed
  - Provide limited advice to dog walkers, homeless individuals, and others. If individuals are breaking the law, call the police. If they need advice, we can provide a brochure.

**Weekly** Essential Duties and Responsibilities:

- Give the vault key to the Altar Guild member assigned for the Sunday service
- Set up Riverside Hall for Fellowship and take down tables and chairs as needed
- Vacuum the floor of the Church loft
- Clean the refrigerator inside and outside
- Clean and disinfect trash cans
- Order supplies as authorized by Rector or Property Chair
- Replenish Welcome cards, notices, and pamphlets
- Retrieve funds from the collection box in Church and give to Parish Administrator to deposit
- Check/straighten toy area in church

**Monthly** Essential Duties and Responsibilities:

- Replace, or clean air filters for air conditioning units
- Care for grounds, including bushes, shrubs, and pathway weeding

**Quarterly** Essential Duties and Responsibilities:

- Wash church windows
- Wash the high pulpit
- Wipe the church doors
- Deep clean the stove and grill
- Ensure that safety devices such as smoke detectors and emergency lights are maintained in good operating condition

**Yearly** Essential Duties and Responsibilities:

- Coordinate with Rector and Vestry volunteer yard clean-up day
- Deep clean and floor polishing in Church, Riverside Hall, and Roak
- Check furnaces and maintain as needed
- Check fire extinguishers and call for recharging when expired or near expiration

**As needed Essential Duties and Responsibilities:**

- Open and close buildings for church activities and functions
- Give the vault key to the Altar Guild member assigned for weddings and funerals
- Coordinate with approved, outside service providers, such as plumbing, electrical, and exterminators
  - Oversee excavation for foundations or memorials (gravestones)
  - Direct meter readers as may be needed
- Perform minor repairs and reports needs for major maintenance to the Property Chair
  - Including: replace light bulbs and florescent tubes, repairs to toilets and faucets, small painting projects
  - Respond to needs of renters (YCCA and others) when problems occur, such as toilets, heat, electrical
- Remove snow and ice from all walkways, driveway and parking areas. Request outside assistance as may be needed
- Clean up after storms if flooding occurs. Request outside assistance as may be needed
  - Clear gutters and drains of debris
  - Sweep away standing water
- Roak Room, small meeting room downstairs, and bathrooms prior to parish use
- Receive flower deliveries if Parish Administrator is not onsite
- Performs other requests from the Rector or Property Chair as directed and negotiated within the limits of the position

**Event Responsibilities\* with extra pay as noted**

- Wedding or Funeral rental for Church: \$175
  - Oversee floral or other wedding decoration to be completed by renter's vendor (or our event coordinator)
  - Clean up after the wedding event
- Wedding or Funeral rental for Riverside Hall: \$175
  - Set up tables and chairs as may be requested or oversee installation by the renter's vendor (or our event coordinator)
  - Clean up after the event
- Rental of Riverside Hall (non-wedding): \$175
  - Set up tables and chairs as may be requested or oversee installation by the renter's vendor (or our event coordinator)
  - Clean up after the event
- Rental of Roak bathrooms: \$75
  - Confirm adequate available supplies
  - Clean up after event
- Prepare the ground for an urn burial: \$200

\*Extra pay for events is limited to paid rentals. Any Church event or fundraiser will be considered part of the daily cleaning requirement. Organizers of Church events will be instructed to set up and clean up for their event, including taking the trash to the front gate. Community events with no rental fee will require an event sponsor/volunteer to oversee set-up and clean-up. The expectation is that the Sexton(s) will not be required to be available in person for the entire event. Being on call by cell phone for emergencies will be sufficient.



**Working conditions:**

- Sits, stands, bends, reaches and moves intermittently during work.
- Is subject to frequent interruptions
- Works beyond normal hours for planned functions of the church and emergencies.
- Communicates with supervisor and other church staff, volunteers, members, guests and Vestry.
- Is exposed to slippery conditions, odors, outside weather conditions, etc.

**Specific Requirements and Physical Demands:**

The physical demands described here are representative of those that must be met by the employee(s) to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to make independent decisions when circumstances warrant it.
- Must be able to deal tactfully with staff, volunteers, members and guests.
- Must maintain care and use of supplies and equipment and make regular inspections of the buildings and grounds.
- Must possess sight/hearing senses, or use prosthetics that enable these senses to meet the responsibilities of the job.
- Must be able to manage time and multiple tasks and projects.
- May be required to lift, push, pull, and move equipment, supplies, etc, up to 25 pounds and transport up to 150 pounds with mechanical assistance.
- Must be in good general health.
- Must be able to work with volunteers.
- Must be able to operate electric or gas driven tool

# PROPERTY REPORT

October, 2021

## Church Chair

Repaired broken leg.



## Roak House

William Flores, \$600.00 to seal exterior to prevent any entry of mice.

Alexis Birnbaum has asked if the woodwork on building can be painted. Quote from W Flores was just over \$6,000.

I removed a bird from 2<sup>nd</sup> floor middle room. Normally birds found in Roak Room from chimney, this one may have entered through an open door. I'll look into sealing fireplace in Roak Room. Estimate for capping chimneys was ~\$3,000.

## Churchyard Drains

Cleaned and mapped to determine whether a "french drain" or connected to city sewer system.

## SEXTON REPORT FOR OCTOBER 2021 SEPTEMBER ACTIVITIES

- SEXTON PROPERTY CLEANING AND MAINTENANCE DONE
- STAYING WITH COVID PROTICALS FOR CHURCH SERVICES AND RENTALS

### RECTORY:

- BOOKS BOOKS BOOKS- SWEDISH COLONIAL SOCIETY, FINALLY DELIVERED AFTER ALOT OF CONFUSION AND COMMUNICATION PROBLEMS
- HIRED TWO MOVERS TO UNLOAD TRUCKS TWO SEPERATE TIMES WITH PALLETS OF BOOKS AND ORGANIZED IN BASEMENT OF RECTORY!
- PGW PUT NEW GAS METER AND CONNECTIONS IN RECTORY, SEE PROPERTY REPORT
- OPENING AND CLOSING BILKO DOOR ATLEAST 3X A WEEK FOR GATHERING OF BOOKS OR PICKING UP (SWEDISH MUSEUM, MARK ROBERTS, SCS ETC!)
- CHECKED RECTORY FREEZER HANDLE, VERY LOOSE, MIGHT NEED REPLACEMENT PART

### GROUNDS:

- CONTACTED NPS. . . . LIGHTS IN AMPHITHEATRE OUT, THEY ARE ORDERING SHOULD BE IN BY END OF OCTOBER
- CLEANED ALL DRAINS FOR HURRICANE IDA APPROACH
- RICK MOWED LAWN 2X THIS MONTH
- NPS ON GROUNDS MARILOU EHRLER CHIEF OF CULTURAL RESOURCE MANAGEMENT, FOR A CULTURAL LANDSCAPE REPORT
- PUT UP 4 FLEA MARKET BANNER
- TRIMMED BUSHES SEPERATING NPS AND GRAVEYARD
- TRIMMED TREE TRUNK WITH THORNS IN MIDDLE OF GRAVE YARD

### ROAK:

- CLEAN SIDE STEPS OUTSIDE-KIDS FROM YCCA DROP BALLS, TOYS AND MASKS CAUSING PROBLEM WITH DRAIN. . . WILL START DOING WEEKLY, SEE PROPERTY REPORT
- CLEANED ROAK FLOWER BED IN FRONT, PLANTED NEW PLANTS, GOT RID OF WHITE FENCE
- WASHED, SANDED, PAINTED CHURCH OFFICE DOOR- WAITING TO GET KICK PLATE FOR BOTTOM SECTION. SEE PROPERTY REPORT
- YCCA CALLED ABOUT A LEAK IN HALLWAY FROM BATHROOM UPSTAIRS, SEE PROPERTY REPORT
- YCCA HAVING A VERY BAD MOUSE INFESTATION -SEE PROPERTY REPORT
- CLEANED OUT SUNDAY SCHOOL CLOSETS BECAUSE OF MICE PROBLEM-MOVED ALL MATERIALS TO CHURCH OFFICE FOYER, JILL AND JULIE CAN GO THRU AND MOVE THEN TO LIBRARY BASEMENT IN ROAK TO STORE, FOR WHEN THERE IS A SUNDAY SCHOOL. SEE PROPERTY REPORT
- TRIMMED ROAK BUSHES
- PUT LOCKS FOR ELECTRICAL OUTLETS, PROBLEM WITH HOMELESS USING DURING DAYCARE HOURS SEE PROPERTY REPORT

### CHURCH:

- MARK ROBERTS PUT BACK SIGNS TAKEN DOWN BY MATERIAL CONSERVATION DURING CONSTRUCTION, HGDPC MAP AND CHURCH
- BLUE VELVET CHAIR AT ALTAR BROKEN, GAVE TO MARK ROBERTS. HE WAS ABLE TO FIS AND REINFORCE ALL LEGS
- MOVED TWO ROAK FAMILY CHAIRS TO CHURCH FROM ROAK HOUSE TO SUBSTITUTE TILL CHAIR IS FIXED
- PUT FELT BOTTOMS ON ALL CHAIRS BY ALTAR AND ALTAR AND KNEELERS IN FRONT
- VACUMMED ALL KNEELERS, PUT FELT ON KNEELERS THAT NEEDED IT
- TWO FIRE ALARMS REPLACED BATTERIES
- MARK ROBERTS MOVED PAINT CANS LEFT BY MATERIAL CONSERVATION OUTSIDE IN CHURCH VESTMENT ROOM AFRAID OF VANDALISM, SEXTONS PUT PLASTIC UNDER CANS TO PROTECT FLOOR
- MARK ROBERTS MOVED MAIN ROPE FOR BELL UP TO ATTIC BECAUSE OF CLAPPER AREA DETERIORATING. . USING WHITE ROPE FOR BELL RINGING
- REWAXED PARTS OF FLOOR, DAMGED FROM AC DRIPPING

#### RIVERSIDE:

- HEAVY CLEAN REFIG-SHELVES, DOOR INSIDE AND OUT, FRIG INSIDE-GETTING READY FOR 4 RENTALS THIS MONTH
- CLEANED ALL METAL MICE TRAPS-6- IN RIVERSIDE. . TERMINEX BROUGHT STICKY TRAPS FOR INSIDE METAL TRAPS
- SPACKLED AND PAINTED WHERE HOLES FROM PAINTING THAT WAS PUT UP
- CLEANED WINDOWS PREPARING FOR WHEN MARK ROBERTS DOES FILM ON WINDOWS
- THREE VERY LARGE RENTALS- SEE RENTALS FOLDERS: WEDDING, FRINGE, MEMORIAL SERVICE
- FILLED BABY GRAND PIANO W WATER, GETTING READY FOR JAZZ AND JOE
- CONTACTED ALAN SEGAL {JAZZ AND JOE} FINDING ABOUT JAZZ AND JOE AND HOW MANY WILL ATTEND AND WHAT SET UP WOULD BE WITH COVID. . . . ACTUALLY CANCELLED AFTER ALL READY TO GO. .
- STARTED ORGANIZING BASEMENT , A WORK IN PROGRESS
- REPLACED LIGHT FIXTURES IN CEILING, 20 YEARS OLD! 5 FIXTURES REPLACED, SEE PROPERTY REPORT

ALL PROPERTY REPORTS ARE IN FILE IN OFFICE. .

PAULA AND JIM  
YOUR SEXTONS!