



St. Timothy's Episcopal Church

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ANNUAL REPORT

January 2022

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2021 ANNUAL MEETING MINUTES

January 31, 2021 via Zoom Video Conference

Number of Attendees: 67 (66 voting)

Notetakers: Ed Stedman, Cindy Jarvis and Bill McIndoo

Agenda Item	Minutes
2021 Annual Meeting	<p>11:00AM Greetings Rev. Lisa McIndoo informed everyone that the Bishop's visit will be on December 19th during Advent 1.</p> <p>11:11AM Opening Prayer</p>
Call to Order & Required Voting	<p>11:12AM Susan Slakey called the Annual Meeting to order. Special rule required to hold Annual Meeting over Zoom.</p> <p>11:14AM A motion to approve the Special Rule to conduct the 2021 Annual Meeting over Zoom was put forward by Mary Anne Plano. Seconded by Chris Paul. Motion passed.</p> <p>11:16AM A motion to approve the 2020 Annual Meeting Minutes was put forward by Larry Mendoza. Seconded by Grace Schmidt. Motion passed.</p> <p>11:18AM Nominees for the incoming 2021 Vestry were presented. Nominees: Fern Jaspers-Fayer, Heather Myers and Steve Peters. No nominations from the floor were offered. All presented Nominees were approved.</p> <p>11:20AM Candidates for the 2021 Diocesan Delegation were presented. Nominees: Darlene Frick, Bill McIndoo, Bill Shreve, Will Watkins, and Amy Witzke. No nominations from the floor were offered. All presented nominees were approved.</p>
Rector's Address and Report	<p>11:22AM Rev. Lisa McIndoo shared what St. Tim's has been doing in 2020. Despite in-person worship being curtailed, St. Tim's community remains strong and vibrant. Worship moved almost entirely online, but we still managed to perform the in-person baptism of Jasper Thompson-Fayer. Many good works are still happening. Many ways to get involved. We still have a strong faith community. We have found a new language in Zoom. Church is not a way of worshiping, but love. Now is not the time to panic, but rather to tap into God's peace. Rev. Lisa shared the video montage "I'm Still Standing".</p>

Ministry Teams Update	<p>11:28AM</p> <p><u>Liturgy & Worship</u> Shifting to deal with COVID-19 and worshipping online. Homes and Sanctuary are now studios. In-person baptism service. Christmas Eve drive-in service.</p> <p><u>Mission</u> Lots of Love operated 24 hours throughout the spring and summer. Was discontinued when preschool opened. Will reevaluate in 2021 when COVID-19 restrictions ease. Creation Care ministry created. St. Tims participated in Compassion Week. Little Free Pantry created. Book Studies and deep dives into issues took place. Volunteers cooked and served meals at Hope's Corner.</p> <p><u>Hospitality</u> Hospitality limited by COVID-19.</p> <p><u>Facilities</u> Fountain fixed. Thanks to Wyn Schuh. New sink in kitchen. Prepared building for Bishop's visit. Prepared the preschool for reopening. CUP (Continuing Use Permit) moving forward and may be obtained in 2021.</p> <p><u>Finance/Personnel/Communications/Revenue Generation</u> Hired new preschool director, Stacey Sullivan. St. Timothy's masks sold. Vestry Newsletter started. Tim Talks launched. Thanks to Vance Wagner and Heather Myers for excellent talks PPP (Payroll Protection Plan) Loan kept St. Tlm's afloat.</p> <p><u>Pastoral Care</u> Check-ins with St. Tlm's members. Mask making with Sandy Watkins. Thanks to all who participated. Compline with Cindy Howard.</p> <p><u>Christian Formation</u> Covenant Groups, Look Book Took and Godly Play all continued after moving online.</p>
Little Free Pantry	<p>11:36AM</p> <p>Little Free Pantry is a way to engage with and give to the community. The Little Free Pantry was the vision of Rev. Lisa McIndoo. The Mission Team rallied around the idea. Pantry was built by Sean Ellis. Stocked initially by the Mission Team. Volunteers can sign up to help stock the pantry. Check the St. Tim's website for details. https://www.sttims.org/little-free-pantry/ Sean Ellis described how the idea for the Little Free Pantry came about. Pantry built for his Eagle Project. The St. Tlm's community thanked Sean for building the Pantry and all his effort to make it happen.</p>

Preschool Report	<p>11:43AM</p> <p>Rev. Lisa McIndoo introduced Stacey Sullivan and thanked her for the passion and energy she has brought to St. Tim's Preschool.</p> <p>At the beginning of the pandemic the preschool closed. The staff regrouped and began offering gatherings over Zoom.</p> <p>Stacey Sullivan was hired as Interim Preschool Director in June.</p> <p>Over the summer the Preschool was transformed to comply with COVID-19 regulations. Preschool Handbook updated.</p> <p>Reopening plan created.</p> <p>Entire preschool space made over to comply with COVID-19 guidelines.</p> <p>Covenant created for St. Tim's preschool families.</p> <p>Outdoor space updated. Thanks to Dave Wilde and all the volunteers who helped.</p> <p>Back to school photo book created.</p> <p>Parents and staff are excited and happy to have in-person preschool operating.</p> <p>Twelve students enrolled.</p> <p>There are currently two teachers, Kalpena Shakya and Amy Darrah, plus Stacey Sullivan in the classroom.</p> <p>The future plan is to expand the preschool's hours and hire one more teacher. Any planning and hiring will be done over the summer.</p> <p>Questions and Comments:</p> <p>Mary Anne Plano asked how do you (Stacey Sullivan) feel, overall, about the Preschool?</p> <p>Answer: Stacey Sullivan responded that she is very excited and enjoys her time with the kids and working at the preschool.</p> <p>Re. Lisa mentioned that Stacey has a good system and a great relationship with the parents.</p> <p>The St. Tim's community thanked Stacey Sullivan.</p>
Treasurer's Report	<p>11:51AM</p> <p>Vance Wagner is now the Treasurer Elect.</p> <p>Jim Hutchinson has served as St. Tim's Treasurer for almost five years.</p> <p><u>2020 in Review</u></p> <p>Preschool closing reduced potential revenue by 1/3rd.</p> <p>PPP loan helped with a lot of the revenue loss.</p> <p>St. Tim's ended the year with a slight surplus.</p> <p>Pledges were steady. Quite a testament to the St. Tim's community.</p> <p>Plate donations increased. This showed that our online presence is reaching outside our local community.</p> <p><u>2021 Forecast</u></p> <p>Pledges are important in assisting the Finance Committee with creating the annual budget.</p> <p>Please pledge if you have not already.</p> <p>Preschool, even when expansion is possible, will not be up to 2019 levels. Stacey Sullivan confirmed this.</p> <p>Planned budget is to run at a 4% (25k) deficit.</p> <p>St. Tim's is applying for another PPP loan.</p> <p>St. Tim's people are encouraged to share that we have space to rent to non-profit organizations. Contact Melissa Malley with suggestions.</p> <p>St. Tim's community thanked Vance Wagner for the report.</p> <p>Jim Hutchinson thanked Vance Wagner.</p>

	<p>Questions and Comments: Bill Shreve asked if more revenue is coming in from AmazonSmile? Answer: Rev. Lisa McIndoo said it is not known yet. Likely, yes, but even if there is an increase, it is not a huge amount. All are encouraged to use AmazonSmile.</p> <p>Fern Jaspers-Fayer shared that she was impressed by how we (St. Tim's) are doing financially during this COVID-19 time. She thanked everyone who worked hard to make it happen.</p> <p>Susan Slakey thanked Rev. Lisa McIndoo, Bill McIndoo, Peter Sammel, Will Watkins and all who are doing the technical work to keep St. Tim's going.</p> <p>The St. Tim's community thanked them.</p> <p>Bill Shreve thanked the facilities team for all their work. Bill Shreve asked if the boiler in Edwards Hall is fixed? Answer: Rev. Lisa McIndoo said no. The heat has been used sparingly in the sanctuary.</p> <p>Will Watkins stated that the heat is used primarily for the sake of the musical instruments.</p>
Thank You's	<p>12:05PM Thank you to the incoming Vestry members. Thanks to the outgoing Vestry members. Peter Sammel and Will Watkins were thanked for their efforts in creating the services. Thank you to Grace Schmidt for organizing the Readers. Thank you to Holly McCollough for organizing the Children's Services. Thank you to everyone who makes it all work.</p>
Senior Warden's Report	<p>12:07PM Susan Slakey recognized the members of the 2020 Vestry and thanked them for their service.</p> <p><u>What the Vestry did in 2020</u> Lew Yobs and Mary Anne Plano worked with the Finance Committee. Vance Wagner guided us through a PPP loan. Rev Gen (Revenue Generation) Team created. St. Tim's masks were created and sold. Tim Talks was launched. A Vestry Newsletter was created by Ed stedman. St. Tim's is in good hands.</p> <p>Susan shared that she was blessed to work with outstanding people. She is confident that the 2021 Vestry will be strong and continue to do good work. The St. Tim's community thanked the Vestry. The St. Tim's community thanked Susan Slakey.</p>
Awards	<p>12:09PM <u>Order of the Golden Mask</u> Sean Ellis was given the Golden Mask for his commitment to St. Tim's and for making the Little Free Pantry happen. St. Tim's community thanked and congratulated Sean Ellis.</p>

Closing	<p>12:13PM Rev. Lisa stated we will get back to in-person worship at some future time. We have learned about what church is. It is us ,it is you, the people of St. Tim's (not just the church building) Important to remember that we are the body of Christ. "We Are Church" video presented.</p> <p>12:17PM Closing Prayer Susan Slakey thanked Cindy Jarvis and Bill McIndoo for their work during the annual meeting.</p> <p>12:18PM A motion to adjourn the 2021 Annual Meeting was presented by Cindy Jarvis. Seconded by Marguerite Williams. Motion passed.</p> <p>12:19PM Annual Meeting concluded.</p>
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Motions & Voting

- 1. A motion to approve the Special Rule to conduct the 2021 Annual Meeting over Zoom was put forward by Mary Anne Plano. Seconded by Chris Paul. Motion passed.**
- 2. A motion to approve the 2020 Annual Meeting Minutes was put forward by Larry Mendoza. Seconded by Grace Schmidt. Motion passed.**
- 3. Nominees for the incoming 2021 Vestry were presented. Nominees: Fern Jaspers-Fayer, Heather Myers and Steve Peters. No nominations from the floor were offered. All presented Nominees were approved.**
- 4. Candidates for the 2021 Diocesan Delegation were presented. Nominees: Darlene Frick, Bill McIndoo, Bill Shreve, Will Watkins, Amy Witzke. No nominations from the floor were offered. All presented nominees were approved.**
- 5. A motion to adjourn the 2021 Annual Meeting was presented by Cindy Jarvis. Seconded by Marguerite Williams. Motion passed.**

SENIOR/JUNIOR WARDEN REPORT

"I am confident of this, that the one who began a good work among you will bring it to completion by the day of Jesus Christ." (NRV, Philippians 1:6)

"Fear not for the future, weep not for the past."
Percy Bysshe Shelley

Looking back on 2021 it is easy to find struggles and unexpected changes. We started the second year of the coronavirus pandemic longing for in-person interactions. We wore masks and continually adapted to changing public health conditions. Our Ministry Teams have found it difficult to continue some aspects of their work. Though Zoom is adequate for meetings, it was not sufficient for the Facilities team to inspect roof leaks and prepare heating system upgrades. In October, our priest, Reverend Lisa was called home to Tennessee bringing Bill and Sasha with her. In December, our Office Administrator of six years, Tracy Gordon was called to new employment.

Adapting to change takes effort, but it can be rewarding. As COVID restrictions eased, we returned to in-person worship in May in the sanctuary and courtyard, while retaining the livestream and chat box for essential emojis 🍞🍷. Thank you to the tech team who makes this possible each week, particularly the architect Bill McIndoo, camera operators Bob Ulrey and Larry Mendoza, sound guy Steve Peters, and anyone who has refreshed the sttims.org/services page to restart the stream. In July, the Vestry approved the expenditures to fix the old roofing and upgrade the HVAC system in the office, Edward's Hall, and Guild Room. Thanks to Dave Wilde the roof has been repaired and the new HVAC system will soon be operational. Vance Wagner became our Treasurer and secured PPP Loan funding. Upon Tracy's departure, Kandice Cherry stepped in to fill the void and the Vestry is acting quickly to fill this role. We formed a wonderful Search Committee that represents our community led by Melissa Malley. And, through it all, the Little Free Pantry remained stocked and available.

In last year's annual report Rev. Lisa shared that WE the people of St. Tim's are the church (the church is not just the building). We are still here. We will continue to share God's love with each other and our neighbors. Our Ministry Teams will try new things. Let us embrace this season of discernment and continue our work together.

Steve Peters and Ed Stedman

PRESCHOOL REPORT

St. Timothy's Preschool has remained open for in-person classes (with zero COVID cases) for the duration of 2021.

End of 2020-21 school year: We finished out the previous school year, which ran until the end of June, with a celebration in Cuesta Park with families. This provided a safer outdoor space for everyone to come together, so we could celebrate the six children who were graduating and moving onto new schools in the fall. Each graduating child received a Memory Book (photo album) and graduation certificate.

We were able to purchase a window air-conditioner for the classroom and the families pitched in to purchase an air filter for the classroom as well. The need for both these options became very clear when we were experiencing hazardous, smoke-filled skies during previous wildfires.

We had two summer sessions during the month of July and school was closed for August. During the summer I worked with Rev. Lisa McIndoo and Tracy Gordon to create an updated and comprehensive Employee Handbook (something we'd been lacking for a while).

Rev. Lisa and I worked together on creating a new preschool schedule, with expanded hours for the coming school year. The school now opens at 8:30am (as opposed to 9am), to give parents who were returning to in-person work enough time for morning drop-off and commute. Families also now had the option of enrolling children until 1pm or 3pm. We raised our fees to offset what we, correctly, predicted would be another year with limited enrollment due to COVID restrictions. We included a reduction in fees for children of Vestry members, to encourage more crossover of our church and preschool communities. I have been looking into options for setting up future financial aid support for families, have reached out to other local preschool directors for information, and have spoken with the Senior Warden about forming a committee to facilitate this plan.

During the summer I also worked with Bill McIndoo on upgrading the preschool section of the St. Timothy's website. This included a new clear and appealing visual aesthetic with classroom photos, parent reviews, schedule and fee information, and new buttons (including a FAQ button with frequently asked questions and COVID safety information). Alumni and current parents have continued to contribute wonderful reviews of the preschool to our Yelp page, but due to their algorithm many of the reviews are hidden. I will be adding more of those Yelp reviews to our webpage in the future, so they are more easily accessible to prospective families.

<https://www.sttims.org/preschool/>

During the summer Teacher Amy gave her notice, deciding she wanted to take a hiatus from teaching during COVID, so a search was initiated, and Teacher Sumita Neogi was hired for the

new school year. All current teachers and I completed all trainings and training renewals for the school year (including the Praesidium training sessions).

We had another successful Parish workday at the school during the summer and were able to make repairs and upgrades to our play structure, playhouse, garden, and various other outdoor features.

Start of 2021-22 school year: We began the new school year with Teachers Kalpana, Sumita and myself in the classroom. We had 12 children registered and enrolled. Six children were from families new to the preschool and six were returning students from last year. One of those new families was planning to move to the area and would start in Oct., but their plans fell through. As our classroom is considered one cohort group, we have been limited, by COVID restrictions, to a maximum total of 16 individuals (children and teachers combined). We've had 11 children since Sept. 2021 and one of our families relocated at the end of December, so we began the new calendar year with 10 children. Since the beginning of the year, the majority of our children stay until 3pm and, currently, only one child leaves at 1pm.

All our COVID policies and safety measures continued in the new school year. In addition, myself and all the teachers were vaccinated and boosted. At the end of the previous school year, mask policies for this age group shifted from recommending to mandating the wearing of masks indoors. All our children continue to mask indoors and seem comfortable with this safety measure. Our wonderful families have been a vital part of our success in remaining COVID-free up to this point and they continue to be vigilant and take all precautions to keep the preschool community safe.

We are not sure what the coming year holds in store for us, but we will continue to do what we can to keep our preschool (and greater) community safe and continue to provide a nurturing and engaging haven for the children of St. Timothy's Preschool.

Thanks for your continued support, Stacey Sullivan, Preschool Director

MUSIC, LIVESTREAMING AND ALTAR GUILD REPORTS

MUSICAL & TECHNICAL ARTS MINISTRY

The music and tech teams returned to live worship in 2021, still constrained by COVID restrictions, yet full of joy in spirit and fellowship. The lessons learned from the pandemic continue to surprise us; the ability to livestream our services with a high-definition digital presence and the ability to convey spirit and love over the internet have become familiar aspects of our worship.

We celebrated the first half of the year from the safety of our homes, but were able to return to live, socially distanced worship in the summer. The Feast of Christmas was celebrated in good style, with a Christmas Pageant, and live worship for our Christmas Eve service.

We give thanks for the faithful and abundant gifts given to God and to this Church by all musicians, techs and creative artists of the worship teams. We anticipate the good things God has in store for this wonderful community in the coming year.

In Christ Jesus,

Peter Sammel, Music and Technical Director

LIVESTREAMING

Our Tech team has added a Livestreaming Team, founded by Bill McIndoo, who established a workflow involving up to four cameras connected to a desktop computer with OBS Studio software in the Sanctuary's Sound Booth. This allows us to use Vimeo to record and livestream our Sunday services to our portable screen in the Courtyard and for anyone to view at home (sttims.org/services). An archive of recorded services is viewable from sttims.org/services-archive. In addition to mixing the audio for the livestream during the service, a dedicated group of camera operators work in the sound booth each Sunday, doing our best to let you see and hear our Sunday services from across the reaches of time and space. We appreciate all who tune in and share greetings, emojis 🎵🎥🎸, and technical feedback in the chat box. It takes a team to Livestream.

Bob Ulrey, Larry Mendoza, Steve Peters

ALTAR / FLOWER GUILD

Altar Guild: Lana Foladare, Darlene Frick, Suki Jordan, Melissa Malley, Marguerite Williams, Nan Zender; **Altar Guild Support:** Allan Grimes, Peter Sammel, Bill Shreve, Joanna Shreve, Will Watkins, Dave Wilde

Flower Guild: Nyna Dolby, Tracy Gordon, Cindy Jarvis

In our second year of COVID-19, the Altar and Flower Guild's first priority during weekly worship has been to keep both our members, and our parishioners safe, making needed adjustments and accommodations to enable us to celebrate our faith. Here are a few of our 2021 highlights.

- A good summary of our ministry's efforts throughout 2021 would be, "always meaningful, yet minimal for safety"!
- We worked hard to ensure the best possible worship experience, adapted as needed to keep everyone safe and supported, simple yet elegant, and supporting our connection with God.
- Despite the pandemic, we were thrilled and deeply grateful to add two new members to the Altar Guild! Welcome Lana Foladare and Suki Jordan!
- In the first half of the year, we found ways to celebrate the Eucharist via video in the courtyard and at home over Zoom by preparing compostable wafer cups containing a quantity of pre-blessed hosts for families to consume. We even invented "ashes-in-cups" for the at-home observance of Ash Wednesday.
- The first two socially-distanced and masked outdoor services, Easter and Pentecost, were carefully orchestrated to prevent contact, while ensuring a rich liturgical experience, with as many traditional elements as possible (portable altar under our oak tree, candles, vestments for the season, fresh flowers, and bags for each family containing wafers, bulletins, blessed water, and Pentecost streamers).
- Starting in the month of July, we could carefully gather again at weekly outdoor services, leveraging the new masked and socially-distanced practices we started during Easter and Pentecost.
- In late August we started single Sunday services in three forms: back in the Sanctuary, livestreaming online, and broadcast to the courtyard, with only a few exceptions when we went back online for safety!
 - Weekly individual, family-portioned wafer cups are prepared for indoor and outdoor communion.
 - We were even able to practice "progressive decorating" of the Sanctuary during Advent.
- **New Altar Guild Items:** Vestment sets for the altar and lectern were purchased to match our set of chasubles (thanks to Suki for tailoring the new lectern pieces); we acquired a second Advent Candle set for use by the families attending service in the courtyard; and Nan Zender generously donated a beautiful "Three Kings" banner painted by her father, for use during Advent.

- **Special Services:** Easter, Pentecost, Althea's move to Virginia, The McIndoos move and the Bishop's visit.
- **In Memoriam:** Our beloved Altar Guild member and former director, Althea Parks, passed away on October 16th at 91 years "young". We were able to honor her spirit, generosity, love, friendship, talents, leadership, and many ministries on November 6th with a special Eucharist service and reception. She is greatly missed.
- **NOTE:** We are so grateful for the rotation of Supply Priests who are helping us to cover weekly services and have enjoyed supporting and sharing with them the worship practices of St. Tim's!

Whew! To say it has been a challenging year for everyone is surely an understatement. Through all the ups and downs, the joy and the sadness, I am so, so grateful for all the support, dedication, talents, and generosity of all the members of the Altar and Flower Guild – they are all amazing, and beloved.

Sincerely,

Cindy Jarvis

Director, St. Tim's Altar / Flower Guild



MINISTRY TEAM REPORTS

Mission
Hospitality
Liturgy and Worship
Personnel
Communications
Facilities
Pastoral Care
Christian Formation
Finance

MISSION TEAM REPORT

Mission Team Members: Allan Grimes, Todd Hausman, Cindy Jarvis, Sue-Ellen Johnson, Melissa Malley, Chris Paul, Teresa and Steve Peters, Joanna and Bill Shreve, Annett Trail, Chrissy Ulrey and Anne Wilde

Compassion Week 2021

For the second year in a row, St. Tim's was invited to be an official partner of "Compassion Week", a huge event led by the Los Altos United Methodist Church (LAUMC) on October 11-17, 2021. Through this partnership with LAUMC, St. Tim's was able to extend its work as the hands and feet of Christ. Our Mission Team participated in months of planning and hosted five philanthropy projects in the courtyard of our church on October 16, 2021 (though parishioners participated in many other events at other churches and philanthropies throughout Compassion Week!):

1. More Little Free Pantries for Silicon Valley: St. Tim's was able to team up with the expert craftsmen at Habitat for Humanity to build two new Little Free Pantries (LFPs) for other sites in the Silicon Valley. Compassion Week provided all the lumber, Habitat for Humanity taught us how to build the LFPs, and St. Tim's provided volunteers. St. Jude's Episcopal Church in Cupertino is the first church to receive one of the newly built LFPs and their congregation is already working to alleviate food instability in their neighborhood.
2. Preparing Hygiene Kits for our Community: On October 16, St. Timothy's volunteers were joined by other community members, most of whom were high school students fulfilling service hours, to prepare a total of 550 hygiene kits – 300 hundred for use by Sacred Heart

Community Services in San Jose, and 250 for use by Reach Potential, a social service agency serving the homeless in Mountain View.

3. African Book Project: We collected hundreds of children's books that were mailed to communities throughout Africa who are building and restocking their children's libraries.
4. Handmade Cards of Affirmation for Homeless Youth: Homeless youth in San Francisco often own dogs for companionship and protection. However, shelters will not accept dogs, so many teens remain on the streets because they refuse to surrender their dogs. Volunteers from "Cards of Affirmation" reach out to homeless teens with dog food, people food, and other supplies and try to help the teens find safe shelter. Members of our St. Tim's community created handmade cards for the organization that will be handed out to the homeless teens. The volunteers at Cards of Affirmation stressed the importance of the handmade cards because the cards help the volunteers establish a dialogue with the teens. The teens are interested in who wrote the cards, where the authors/artists live, etc. These conversations help the volunteers and teens connect and trust each other. Our volunteers at St. Tim's wrote many beautiful, meaningful cards that will be handed out in San Francisco.
5. Fleece Blankets for "There With Care": There With Care works with the hospitals and social workers to identify and ease the stresses for the families and children during the critical phase of a medical crisis. To support this organization's work, our community made fleece blankets for children who are hospitalized with serious illnesses.

Hope's Corner

Happily, St. Timothy's participated in two Hope's Corner events in 2021. The first one, on May 15th, involved filling, sealing and packing ready-to-cook meal pouches to be sent overseas by the Rise Against Hunger organization. During two shifts that day, the team of volunteers from St. Tim's, and other local churches, produced approximately six tons of nutritious, easy to prepare meals for needy people. The second event was on October 27th (starting in the early morning!) preparing shopping bags of food items (fresh produce, protein, water and other nutritional components) to hand out along with hot meals and coffee at the weekly Wednesday breakfast for the local homeless (walk-ups and curbside pick-ups). Both events made a big and direct difference in the lives of the recipients.

St. Tim's Little Free Pantry

St. Tim's Little Free Pantry (LFP) continues to fill a critical need in our neighborhood by providing essentials for those who are unable to meet their everyday food and personal hygiene needs. Members of the congregation sign up each week to oversee the pantry, making sure items are in order and occasionally restocking missing items. Small in size, the pantry is making a big impact within our community. The LFP is a grassroots effort. Anyone can donate items, and anyone can take items. The LFP is remarkably busy providing supplies to the broader community and receiving donations from parishioners and neighbors.

Creation Care Ministry at St. Timothy's

Our Creation Care Ministry has continued throughout 2021 despite the pandemic preventing our meeting face-to-face. Throughout the year we updated the parish on actions through Cindy Jarvis' Tip of the Week and announcements of upcoming events and advocacy actions. In January 2021 we continued the Wednesday evening programs starting with a presentation on electric vehicles.

Recognizing that our individual actions to reduce our carbon footprints are not enough to counter climate change, we further emphasized partnerships and advocacy. We began partnering with other churches and climate activists to further extend the leverage St. Timothy's can have as we encourage care for creation to mitigate the impacts of climate change. Two outside groups regularly represented at our meetings are St. Nicholas & St. William Catholic Parish and the Catholic Diocese of San Jose. The Pope actively encourages Creation Care. Elizabeth Lilly gave us an overview of the Pope's letter "Laudato Si'" appealing to every person living on the planet for a new dialogue about shaping the future of the planet. We also partnered with other organizations, mainly by exchanging information and publicity for events. These organizations included GreenTown Los Altos, Peninsula Interfaith Climate Action (an affiliate of Interfaith Power and Light), Citizens' Climate Lobby and 350.org San Francisco.

Advocacy for specific legislation that aligns with Episcopal values is new to many of us. We hosted a webinar with Alan Yarborough, church relations officer with The Episcopal Church's Office of Government Relations. Alan spoke on "Creating Change Through Episcopal Policy Advocacy."

What happens after we stop emitting greenhouse gases? Will we continue to see extreme climate events for the foreseeable future? There are ways to reduce the concentration of greenhouse gases in the atmosphere. Many new technologies are being developed, but nature has been doing this for millions of years. We examined how we can join with God to sequester carbon in the ground by watching and discussing the movie *Kiss the Ground*.

There is still much to do. We continue to work to alert, educate and advocate through communication and building relationships aimed at caring for our fragile planet.

To join St. Timothy's Creation Care Ministry, come to one of the events publicized in the weekly email or contact Bill Shreve (wrshreve@gmail.com) or any member of the Creation Care Task Force: Allan Grimes, Cindy Jarvis, Jenny Shannon, Joanna Shreve, Annett Trail, Jonathan Trail & Dave Wilde.

HOSPITALITY TEAM REPORT

Chrissy Ulrey

Hospitality is central to our St. Tim's community. We strive to provide opportunities where people feel welcome, loved, and included.

As the pandemic continued to upend us in 2021, many parishioners stepped up to provide much needed hospitality through varied offerings. And hospitality went hybrid: we enjoyed fellowship with one another online and safely in person when possible, following all diocesan and governmental health guidelines.

After our regular online Sunday service on Valentine's Day, parishioners were invited onto campus to pick up Mardi Gras/Ash Wednesday/Lent activity kits; complete with recipes, beads, masks, ashes, wafers, and Lenten Bible study materials. Peter Sammel and Bill McIndoo played love songs while members enjoyed some brief but much welcomed fellowship. (Thank you: Rev. Lisa, Bill McIndoo and Peter Sammel)

On Shrove Tuesday we broke out the beads and masks from our activity kits and gathered through zoom to enjoy a Mardi Gras celebration! We shared stories and devoured pancakes in our respective households. (Thank you: Rev. Lisa and Bill McIndoo)

Although services were still being held online through the end of June, we held special outdoor, in-person services under the oak for Easter and Pentecost where we had opportunities for safe, in-person socializing following the services. (Thank you: Dave Wilde, Cindy Jarvis, and Allan Grimes)

On July 11th, the congregation gathered for an indoor, in-person service, followed by an outdoor reception with light refreshments to celebrate long-time parishioner, Althea Parks, and her lengthy service to our church. We wished her well on her upcoming move and enjoyed being together. (Thank you: Joanna Shreve, Cindy Jarvis, Allan Grimes, Dave Wilde and Annett Trail)

On October 31st, in true, non-traditional St. Tim's style, we enjoyed a festive "Farewell-o-ween," a Halloween-themed event in the courtyard and under the oak for all parishioners. We celebrated and bid farewell to our rector, Rev. Lisa McIndoo. We trick-or-treated, enjoyed refreshments, and a haunted house. (Thank you: Kandice Cherry, Melissa Malley and Tracy Gordon)

On December 4th, we hosted an Advent festival, complete with crafts, wreath-making, refreshments, live music from our own Peter Sammel and worship team, sing-along Christmas carols and shopping from local vendors. (Thank you: Kandice Cherry, Tracy Gordon, Melissa Malley and Wyn Schuh)

And after a cancellation in 2020, the annual Women of St. Tim's ornament exchange returned. A festive group gathered inside Edward's Hall, played the competitive and fun game of trading unwrapped ornaments, and enjoyed light refreshments. (Thank you: Amy Witzke, Julie and Ella Nelson, Kathy Mikulis and Julia Piloff)

LITURGY AND WORSHIP TEAM REPORT

Liturgy and Worship Team Members: Will Watkins, Cindy Jarvis, Peter Sammel, Steve Peters and Holly McCullough

2021 proved to be a second year of continual adaptation as the pandemic continued to unfold, causing Diocese and government COVID-19 guidelines to evolve with it. The ability to gather for worship, albeit in limited numbers and with significant constraints, brought with it the opportunity for livestreaming, both in the courtyard and online. We are very grateful to the Tech team for their dedication in enabling all three forums for participation, which clearly fulfilled discrete needs for parishioners and other members of the community both near and far. Special occasions included: services under the Oak Tree for Easter, Pentecost and the month of July; the Bishop's visit on 31 October. There was also the goodbye party for Althea Parks on July 11th and her memorial service on 6 November. Most recently we found new approaches to support Longest Night, Christmas Pageant / Eve / Day services and Lessons and Carols.

We are mindful that adapting to the constraints of social distancing guidelines has brought with it specific challenges around enabling participation of children and families in worship, which has been (and remains) an important aspect of our identity. Nonetheless, the prerecorded St. Nicholas video by Todd Hausman on Advent 2 with chocolate coins and carpet mats in front of the courtyard screen was a great success. The setting of the Christmas Eve pageant in the Guild Room with the doors open and both indoor and outdoor seating provided for a high level of engagement and involvement.

Overall, our worship has retained the sense of joy combined with reverence that brings us together. We remain committed to providing the sense of stability and peace that is so obviously longed for in these uncertain times.

PERSONNEL TEAM REPORT

Personnel Team Members: Kandice Cherry, Heather Myers and Steve Peters

The Personnel Team is documenting and maintaining Job Descriptions for our staff positions and working to hire a new Office Manager. We are taking the opportunity of this transition to review our practices and recruit non-Vestry members to join the team.

COMMUNICATIONS TEAM REPORT

Ed Stedman

2021 saw a return to in-person worship. Returning to in-person worship presented many challenges and opportunities. St. Tim's continues to offer online worship, but also expanded to provide services in the courtyard for families and individuals who feel more comfortable worshipping in this setting. To keep the parish informed and connected a monthly Vestry Newsletter is provided as well as a weekly family fellowship time. The Wednesday Weekly continues to be distributed to share opportunities for fellowship and keep the parish informed and up to date about ongoing events. Many thanks to Steve Peters, Peter Sammel, Bob Ulrey and all the audio technicians, camera operators, website administrators and helpers who work tirelessly to keep the community of St. Tim's connected.

FACILITIES TEAM REPORT

Dave Wilde

There was much activity related to facilities maintenance and improvements this year, despite the continued limited use of our church facility due to the pandemic. Some activities helped prepare for occupancy changes and/or return to use, while other activities addressed deferred maintenance issues.

Facilities highlights for 2021 include:

- In addition to the ongoing weekly gardening work of our Lay Weeders, we held several formal parish work days and a number of informal work days.
- Created drought-tolerant landscaping along Grant Road in the area closest to Cuesta Drive. Lay Weeders enhanced several other areas with beautiful new plants, but an ongoing issue with gophers has made the upkeep of these areas quite a challenge.
- Preschool improvements: installed new window AC unit in Classroom 8/9; removed wood cover from playground sandbox and repurposed the wood into a low retaining wall around sandbox; modified roof of "barn" to make it lighter/easier to move; scraped peeling paint from play structure.
- Purchased and installed new sail shades for outdoor Sunday services in the courtyard.
- Installed new paper towel dispensers and automatic soap dispensers in kitchen and sanctuary restroom; replaced burned out ceiling lights in sanctuary.
- The moving company that until recently had been parking their vehicles in the back parking lot, helped dispose of one of our two large storage containers.
- Prepared the Rectory for occupancy by a visiting priest in Nov-Dec (cleaning, furniture staging, new smoke detectors and carbon monoxide detectors).
- Following the failure of the heating system for the office/Edwards Hall/Guild Room in 2020, we decided to replace it with an electric heat pump system (that can also provide AC and is

more environmentally sustainable, moving us away from fossil fuel). To prepare for this the existing systems (boiler and rooftop heating coils and ductwork) were removed and the flat roof on the north side of Edwards Hall was replaced. Note: Installation of the new HVAC system for the office, Edwards Hall and Guild Room began in January 2022 and is expected to be completed in early February.

Preschool Conditional Use Permit (CUP) Application:

- Progress on our efforts with the City of Mountain View to obtain a Conditional Use Permit (CUP) in support of a planned expansion of the Preschool into Classrooms 6 and 7 continues to be slow – in part due to the pandemic.
- The actions that we're working towards include:
 - o Construction of a trash enclosure (if we cannot obtain an exemption).
 - o Installation of a backflow preventer on the incoming domestic water line.
 - o Replacement of sewer lines due to non-conformance with current larger diameter code requirement (if we cannot obtain an exemption). Note: Video inspection showed one of our two sewer lines has also become disjoined).
 - o Expansion of the fire alarm system for Classrooms 6 to 10.

Maintaining our buildings and grounds is only possible through the hard work of many people. We're grateful for all who have participated in this work in 2021.

PASTORAL CARE TEAM REPORT

Annett Trail, Bill Shreve and Gwen Bindon

Parishioner Support

Through COVID, Chrissy Ulrey coordinated a team of parishioners to help provide help for Althea Parks: doctor visits, shopping, meal deliveries, dinner invitations and weekly visits. This picked up the last few months before Althea moved to Virginia. Chrissy worked very closely with Allison, Althea's daughter, to make sure she was supported, especially as Althea's health declined. Her going away party was such a wonderful send off! What a happy memory to hold onto. So sorry that she is no longer with us.

St. Tim's has also been an important part of providing ongoing support for the Ulreys. Since Karinne's diagnosis last spring, parishioners have signed up on Caring Bridge (set up and managed by Annett Trail) to deliver meals, cheer on Karinne with cards and messages, and swing by for visits. St Tim's has been part of an amazing network for friends and family members that are committed to seeing Karinne and the Ulreys through their Leukemia treatment and recovery. Many thanks for prayers and support!

Stephen Ministry

In 2021, six active Stephen Ministers served St. Timothy's parish community providing confidential Christian caregiving for six care receivers. Gwen Bindon, Darlene Frick, Sue-Ellen Johnson, Bill Shreve, Anne Wilde and Donna Yobbs are our Stephen Ministers. Stephen Ministers provide care in a wide range of situations from loss of a loved one to providing support when you feel alone and isolated and just need someone to talk to and be with. We worked with Peter Sammel to provide the Longest Night Service in December.

Stephen Ministry is, by nature, in-person care, but we adapted to keep everyone safe during the pandemic. All our meetings were virtual over Zoom and our meetings with care receivers were over the phone or Zoom. We look forward to getting back to in-person relationships in 2022! Contact any Stephen Minister if you would like care. Don't need a full-blown relationship? Try Stephen Ministry Lite! See the Wednesday Weekly email for details.

Stephen Ministry is open to anyone who might like to become a caregiver. Collaborative training with other churches usually happens once a year. If interested or you feel called to pastoral care, contact one of these Stephen Minister Leaders: Bill Shreve, Sue-Ellen Johnson or Gwen Bindon.

Stephen Ministers meet monthly as a group for supervision and continuing education to ensure they provide the best possible care. Continuing education is intended to sharpen caregiving skills. In 2021 our continuing education program included training on "Spiritual Caregiving," "Ministry from Afar," and "Telecare: The Next Best Thing To Being There." We also studied the Bible, Presiding Bishop Michael Curry's book *Following the Way of Jesus* and Howard Thurman's book *Jesus and the Disinherited*.

CHRISTIAN FORMATION TEAM REPORT

Holly McCullough, Anne Wilde and Cindy Howard

CHILDREN & YOUTH

Concerns around the COVID 19 pandemic kept children and youth from having age specific formation activities this year. You will see their activity throughout this report however as they were vital participants in many parish-wide activities. St. Tim's shared a Godly Play story for the recorded diocesan wide Easter Vigil. While gathering in the courtyard to watch broadcast services, children enjoyed community and their play included building a doll sized church. Our parish wide service, Compassion Week, brought children, youth, and their families together to decorate lunch bags for Hope's Corner feeding program and to write cards to homeless youth. Advent was full of joyful opportunities for children to feel the love of our community as they crafted at the advent festival, had their shoes filled with goodies from St. Nicholas and participated in a simple in-person Christmas Pageant.

Throughout the year, children and their families participated in a virtual family group led by Ed Stedman. Many families have cherished this opportunity to stay connected with their church community, especially an opportunity to gather in person this fall. We hope that in the coming year we can increase the formation and meaningful worship experiences for our children and especially our youth.

ADULTS

Covenant Groups

Adult formation groups at St. Timothy's continued to thrive during the pandemic, offering fellowship and friendship. These small groups meet weekly via zoom to share life's highs and lows, discuss the Gospel reading using a simple Bible study format and offer prayer support for each other. All groups are open and eager to welcome new participants. No Bible knowledge is necessary, and no preparation is expected.

A great big thank you goes out to our dedicated Look Book Took Bible study writers who provide weekly inspiration for lively discussions. Thanks to Amy Witzke, Grace Schmidt, Julie Nelson, Anne Wilde and Karin Dutra. If you'd like to receive the Bible studies via email and/or check out one of our groups, please contact Anne Wilde at AnneAerobic@aol.com for information or email the leaders below directly. All are welcome.

Men's Group meets Tuesdays 7- 8:45pm.

Contact Will at Will.Watkins@gilead.com.

Women's Group meets Wednesdays 1-2pm.

Contact Anne at AnneAerobic@aol.com.

Mixed Group meets Wednesday at 7-8:30pm.

Contact Sue-Ellen at suejhsn@comcast.net.

EDUCATION FOR MINISTRY (EFM)

Education for Ministry (EfM) invites participants into small, mentored groups that provide the framework for understanding life and shaping actions as Christian faith is deepened. EfM seminar groups work through a four-year curriculum that develops a theologically informed, reflective, and articulate laity. At St. Timothy's, Education for Ministry meets weekly on Thursday evenings during the fall, winter, and spring. We begin with prayer, followed by sharing briefly our responses to the week's readings. We continued to meet by Zoom this year which has allowed those who have moved out of state to continue their participation. For the 2021-22 year, our class consists of 14 students (the maximum possible enrollment). Four second-year students are reading through the New Testament. Two third-year students are exploring two thousand years of Christian history. The remaining eight participants are finishing the four-year course of study with readings on contemporary theology. Our primary focus in each weekly meeting is to share time in theological reflection, a structured approach that integrates our

Christian tradition and personal experience into a robust understanding of personal ministry. As eight students look forward to graduating, we welcome new students to begin in the 2022-23 academic year. To learn more about EFM, read the [Frequently Asked Questions](https://bit.ly/StTimsEfMfags) (bit.ly/StTimsEfMfags), visit the [University of the South website](https://theology.sewanee.edu/education-for-ministry/) (theology.sewanee.edu/education-for-ministry/), or speak with any of the participants.

FINANCE TEAM REPORT

Finance Team Members: Vance Wagner, Jim Hutchinson, Steve Peters, Michael Shumway

The Finance Team discerns opportunities and avenues to be the best stewards of the finances of St. Timothy's. Over the course of 2021, our work included:

- Successfully applying for a Round 2 Paycheck Protection Program (PPP) loan, in light of reduced revenue from limited preschool operation.
- Successfully submitting applications to get both the Round 1 and Round 2 loans 100% forgiven.
- Reviewing facilities improvement budget requests for the Church and the Rectory, making recommendations to the Vestry on what to spend when and from what accounts.
- "Cleaning up" orphaned restricted accounts to release unused funds and streamline financial management and oversight.
- Comparing real revenue / expenses vs. budget throughout the year and informing the Vestry on a monthly basis.
- Advising the Vestry on financial issues related to supply priests and the upcoming Priest-in-Charge search.
- Supporting the search for the new Parish Office Manager.
- Preparing the budget for 2022, considering various scenarios and uncertainties for the year to come.

TREASURER'S REPORT

Submitted by David Vance Wagner



2021—Year in Review

- 2021 revenue was lower than expected, due to several factors:
 - Ongoing Covid-19 restrictions forced the preschool to operate at limited capacity and resulted in very low revenue from building use;
 - Pledge revenue was lower than expected for unknown reasons.
- However, we were able to end the year with another budget surplus, largely due to our receipt of a second forgivable government “PPP” loan.

Categories

Revenue	Actual	Budget
Pledges	\$ 338,167	\$ 385,000
Plate / Holiday	\$ 34,969	\$ 15,000
Pre-school	\$ 178,028	\$ 190,000
Building Use	\$ 3,333	\$ 10,000
Investment Income	\$ 506	\$ -
Other	\$ 13,629	\$ 5,000
Transfers	\$ 600	\$ 2,500
PPP	\$ 71,465	\$ -
Total Revenue	\$ 640,697	\$ 607,500

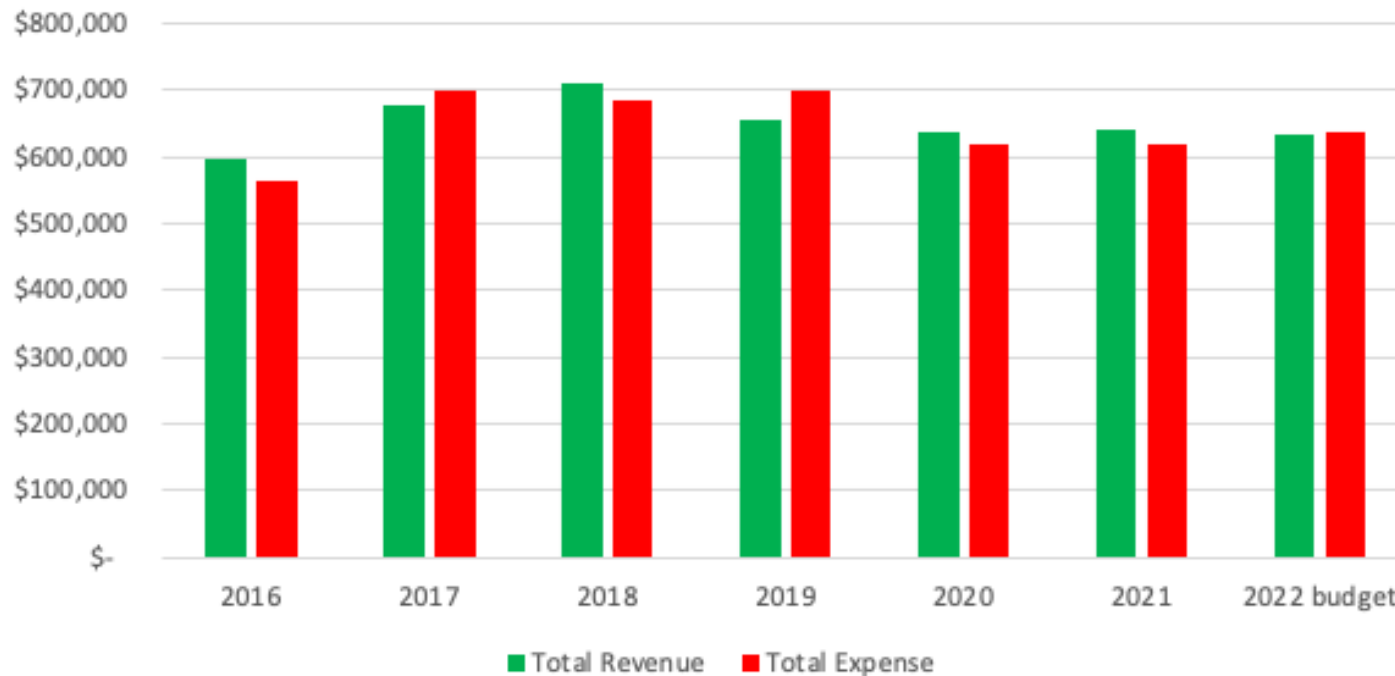
Expenses	Actual	Budget
Parish Staff	\$ 326,315	\$ 299,460
Pre-school Staff	\$ 120,059	\$ 144,240
Office	\$ 24,059	\$ 29,850
Facilities	\$ 40,266	\$ 54,000
Events/Hospitality/Education/Marketing	\$ 2,415	\$ 9,000
Insurance	\$ 12,156	\$ 6,350
Music/Worship	\$ 3,468	\$ 4,000
Rectory	\$ 27,363	\$ 24,000
Pre-school Expenses	\$ 4,509	\$ 7,500
Other	\$ -	\$ -
Diocese Fairshare	\$ 57,496	\$ 55,000
Total Expense	\$ 618,107	\$ 633,400

Note: 2021 numbers are preliminary

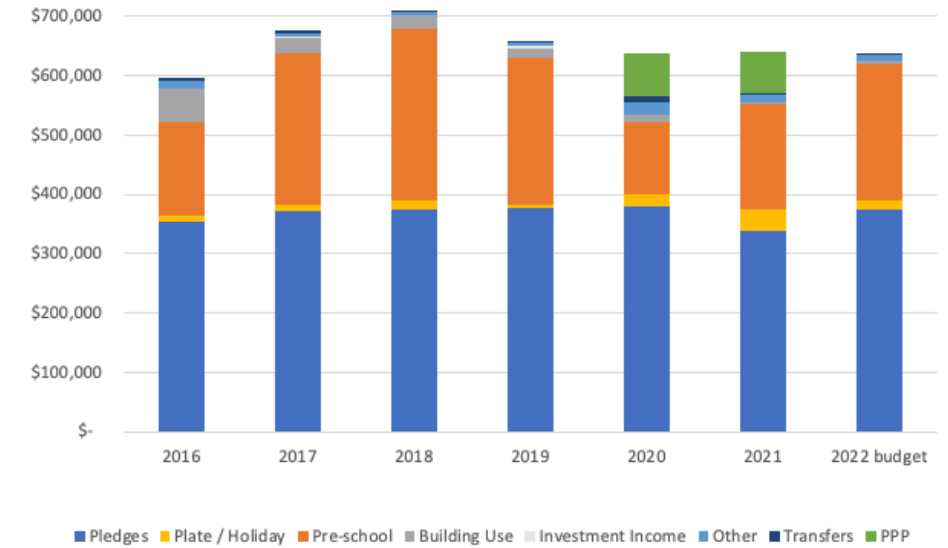


Multi-Year Look Back

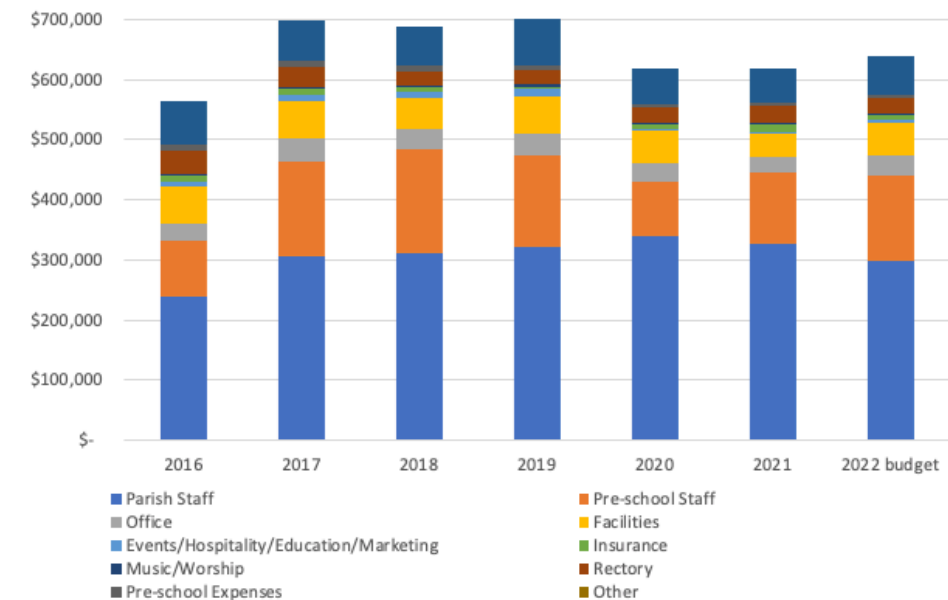
Total Revenue and Expenses



Revenue



Expenses



Note: 2021 numbers are preliminary



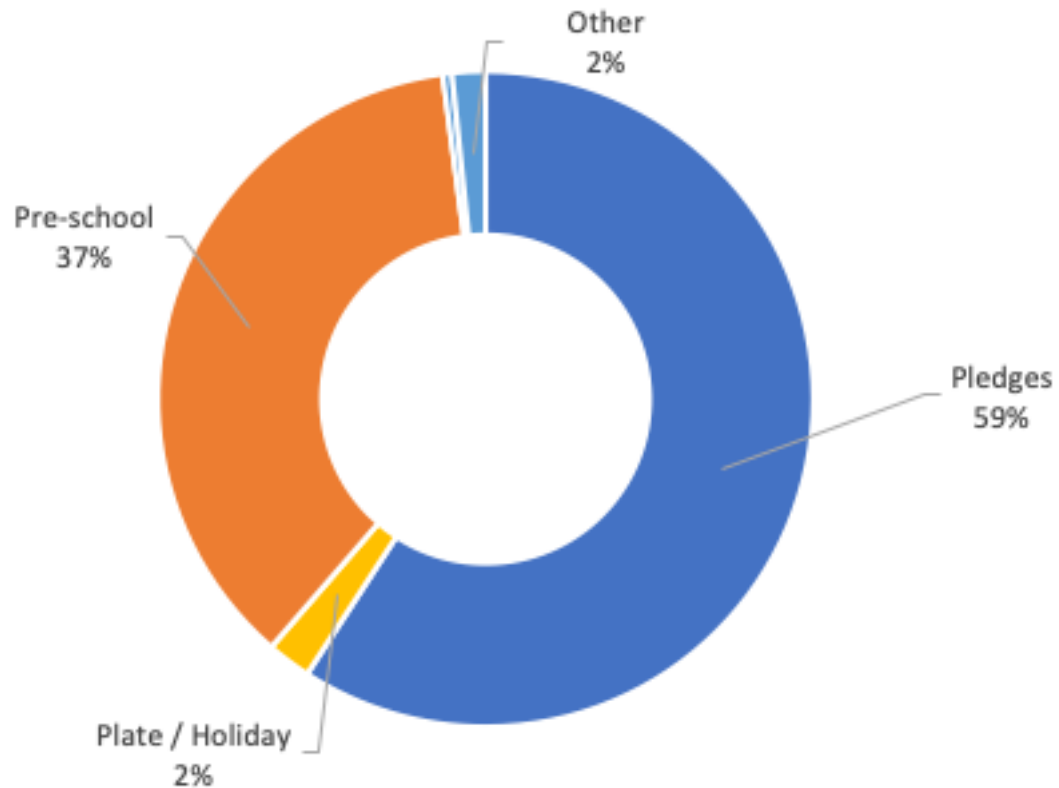
2022—A Look Forward

- We are facing a lot of budget uncertainties in 2022, due to questions around when the new Interim (and then Priest-in-Charge) will start, when the preschool will return to full operating capacity, and whether pledge revenue will return to 2017-2020 levels.
- Despite these uncertainties, the Vestry has approved a “best guess” budget with a small (<1%) deficit.

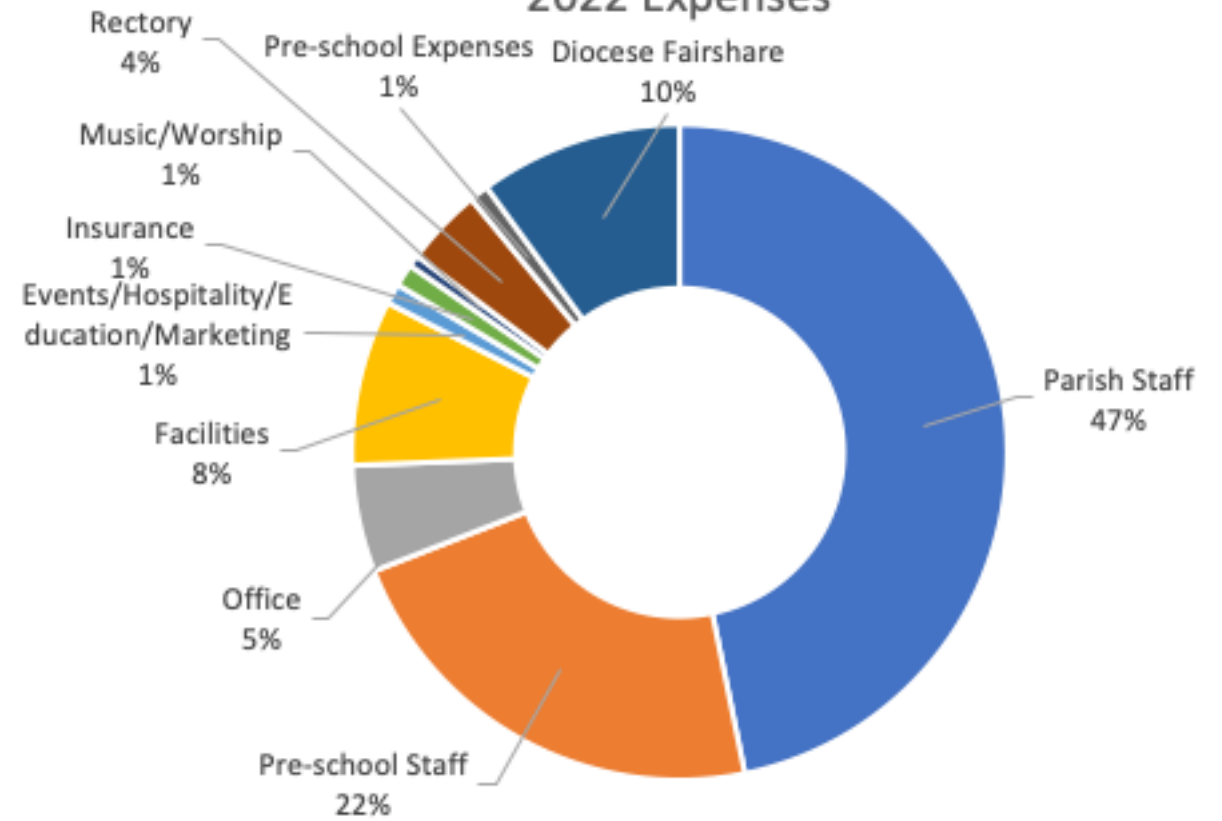


2022 Budget—Revenue and Expenses

2022 Revenue



2022 Expenses





2022—How You Can Help

- Pledges represent 3/5th of our annual budget. 2022 pledges are still rolling in. If you haven't yet pledged, you can do so on Realm or by e-mailing Vance Wagner (dvwagner@gmail.com).
- The pre-school currently has a few openings, and may be able to expand even further later this year when our Conditional Use Permit (CUP) is fully approved. Spread the word to families with young children!
- We have space available to rent to non-profit organizations. If you know of any potentially interested organizations, refer them to Vance Wagner (dvwagner@gmail.com).

YOUTH INPUT

Contributors: Julia, Pearl, Rachel, Karinne, Kristina, Phoebe, Evelyn, Eloise, James, Matthew, Elena, and families

Here are some highs and lows shared by the youth of our community.

