



**THE
EPISCOPAL CHURCH
OF **ST. MARTIN****

ANNUAL REPORT

Sunday, January 28, 2024

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AGENDA

**Annual Meeting
January 28, 2024**

- 1. Call to Order:** The Rev. Pamela Dolan, Rector
- 2. Appointment of Secretary, Parliamentarian, and Counters**
Secretary: Anthony Amato, Clerk
Parliamentarian: Neil Willits, Co-Senior Warden
- 3. Recitation of Voting Canons by the Parliamentarian:** Neil Willits
- 4. Approval of 2023 Annual Meeting Minutes**
- 5. Vote on proposed change to Parish Bylaws:** Neil Willits
With brief explanation of voting procedure
- 6. Presentation of slates & call for nominations from the floor**
- 7. Presentation on the Parish Finances:** Jessie Ann Owens, Treasurer
Financial Results for 2023 and Presentation of the 2024 Budget
- 8. Presentation by the Rector:** The Rev. Pamela Dolan
- 9. Closing Prayer and Blessing**
- 10. Recessional**
- 11. Dismissal:** The Ven. Margaret Grayden

MINUTES OF THE 2023 ANNUAL MEETING

February 5, 2023

1. Call to Order *The Rev. Dr. Pamela Dolan, Rector*

The 2023 Annual Meeting was called to order at 11:10 am. Neil Willits was appointed Parliamentarian, and Colette Chabbott was appointed Secretary.

2. Explanation of Voting and Presentation of Slate *Kimo Kimoqueo & Neil Willits, Co-Senior Wardens*

The following Vestry nominees were presented: Anthony Amato, Beth Capell, Susan Stone, and Tom Young.

The following Convention Delegate nominees were presented: Maria Acuna-Feldman, Anthony Amato, Francis David, Stan Forbes, Carole Hom, Joan Jordan, Janet Lane, and Lynn Zender (nominee for Alternate Convention Delegate).

3. Approval of the 2022 Annual Meeting Minutes

The 2022 Annual Meeting Minutes were approved by acclamation.

4. Presentation on the Parish Finances

Financial Results for 2022 *Julie Knudsen, Outgoing Treasurer*

Presentation of the 2023 Budget *Neil Willits, Co-Senior Warden*

5. Voting

By acclamation, the following were duly elected to a 3-year term on the parish Vestry: Anthony Amato, Beth Capell, Susan Stone, and Tom Young.

By acclamation, the following were duly elected to serve as delegates to the Diocese of Northern California's 113th Diocesan Convention: Maria Acuna-Feldman, Anthony Amato, Francis David, Stan Forbes, Carole Hom, Joan Jordan, Janet Lane, and Lynn Zender (as Alternate Convention Delegate)

6. Rector's Address

7. Closing Prayer and Blessing

8. Recessional: Hymn 390

9. Dismissal *The Ven. Margaret Grayden*

VESTRY NOMINEES

Below is a list of the vestry nominees, followed by their biographical statements.

Jim Jordan

Elise Keddie

Jim Jordan

After living in other areas of California, most recently for 21 years at The Sea Ranch, Joan and I moved to Davis and St. Martin's in 2022, where I'm serving as an usher. We've found worshipping at St. Martin's to be a fulfilling way to know God's presence in our lives. A lifelong Episcopalian, in the past 50 years I've served in many capacities – Lay Reader, Eucharistic Minister and Visitor, Vestry Member, Senior Warden, Convention Delegate – at Christ Church, Bangkok, St. Jude's, Cupertino, and St. Innocent of Alaska Episcopal Mission and as a founder of its successor Shepherd by the Sea Episcopal/Lutheran Mission, Gualala. In the Diocese of El Camino Real, I served on the Committee on Culture and Technology and in the Diocese of Northern California on the Standing Committee, Structure Task Force, and as a Deputy to General Convention. For The Episcopal Church, I served on the Committee on Science, Technology, and Faith. I hope to apply my experience to the challenges and opportunities confronting this joyous, thriving, multi-faceted parish.

Elise Keddie

I've been a member of St. Martin's for more than 25 years. A cradle Episcopalian, I grew up in the San Joaquin Valley and lived in the southeast for graduate school, but most of my adult life has been here in Yolo County. I am an active choir member; previous parish participation includes Vestry, Belfry Campus Ministry Council, and Diocesan Convention delegate. I am involved at a national level as a Coordinator for General Convention (Episcopal Church's policy convention held every three years) working with teams of volunteers staffing logistics and support areas. I am an Education for Ministry graduate (small group formation program) and a Companion of the Society of the Companions of the Holy Cross.

CONVENTION DELEGATE NOMINEES

Below is a list of the convention delegate nominees, followed by their biographical statements.

Maria Acuna-Feldman

Anthony Amato

Joe Bender

Carole Hom

Elise Keddie

Janet Lane

Lynn Zender

Gabe Avila (Alternate)

Kimo Kimokeo (Alternate)

Maria Acuna-Feldman

I ask for your support in representing St. Martin's at the 2023 Diocesan Convention. I've previously served as a convention delegate and gained a deeper understanding of our Diocese and the wider Episcopal Church. It'd be an honor to represent St. Martin's and our ministries once again. I have served on the Ministry Council and on Vestry (as Senior Warden and Junior Warden). I serve as a Eucharistic Minister and Eucharistic Visitor, on Altar Guild, and this year will be chair of the Hospitality Committee. At the Diocesan level, I am a member of the Episcopal Community Services Board and participate on Regional Discernment Teams. Thank you.

Anthony Amato

Firstly, I would like to thank the parish for entrusting me to represent St. Martin's at last year's Diocesan Convention at Faith Episcopal Church in Cameron Park. As a young person aspiring to become a priest, it was an enormous blessing to meet so many new and supportive people, as well as to enjoy a firsthand experience of our diocesan leadership in action. For me, the last two years as a St. Martin's parishioner and member of the choir have filled me with such joy and peace, much of which has stemmed from the rewarding experiences that our church's volunteer opportunities have provided me. My first year on the Vestry and as your parish clerk has also been immensely educational and has enriched my path towards the priesthood in more ways than I could have imagined. I would therefore consider it a privilege to once again serve as a convention delegate for the upcoming 2024 (virtual) Diocesan Convention. I am most thankful for your consideration.

Joe Bender

I am an undergraduate student at UC Davis, majoring in Linguistics. I discovered the Episcopal Church through The Belfry, where I learned that God loves everyone, no matter who you love. I was baptized at St. Martin's during last year's Easter Vigil and confirmed three weeks later during Bishop Megan's visit. Since then, I have had the pleasure of serving as an acolyte and enthusiastically participating in the life of our congregation. Currently, I am a member of the Sacred Ground circle and join in weekly Morning Prayer. I am also an active Belfry member and

serve on the Executive Board of the Cal Aggie Christian Association. I would be honored to help represent St. Martin's at this year's Diocesan Convention.

Carole Hom

A job at the local university brought me to Davis in 1986. I have been a member of St. Martin's since around 1989 when my dear spouse dragged me, kicking and screaming, into the Episcopal Church. Eventually, I grew to love the liturgy. My long-time service on the Worship Committee demonstrates that God, indeed, has a sly sense of humor. I've also had leadership roles on St. Martin's Vestry (including as Senior Warden), what used to be the Ministry Council, Belfry Campus Ministry Council, various other committees, and in two of our Rector calling processes. I currently chair the Flower Guild, sing in the choir, and co-facilitate a Sacred Ground Circle with Kimo. I've previously served as a delegate to our Diocesan Convention and would be honored to do so again.

Elise Keddle

I've been a member of St. Martin's for more than 25 years. A cradle Episcopalian, I grew up in the San Joaquin Valley and lived in the southeast for graduate school, but most of my adult life has been here in Yolo County. I am an active choir member; previous parish participation includes Vestry, Belfry Campus Ministry Council, and Diocesan Convention delegate. I am involved at a national level as a Coordinator for General Convention (Episcopal Church's policy convention held every three years) working with teams of volunteers staffing logistics and support areas. I am an Education for Ministry graduate (small group formation program) and a Companion of the Society of the Companions of the Holy Cross.

Janet Lane

I was raised at St. Cross Episcopal Church in Hermosa Beach, CA, but my faith journey took several twists and turns before I came to St. Martin's. It is here that I've learned to feel God's love and presence in all aspects of my life and to strive to live out my faith in my everyday life. My spouse, Bob, and I got married at St. Martin's in 2007. We live in east Davis with our five cats. I am active in a number of St. Martin's ministries, including Worship, Buildings and Grounds, Families Together, DCMH and, as you know, I work part-time in the office. I have served on vestry twice (and have been Sr. Warden too). I am winding down my career as an English as a Second Language writing and speaking skills specialist at UC Davis. I would be honored to serve as a Convention delegate and to represent St. Martin's with the rest of the delegation.

Lynn Zender

Lynn Zender has been active at St. Martin's since the late 1970s. She has served on the Vestry twice and has been Sr Warden. She has been active on the Social Justice and Outreach Committee and Caring Ministries and recently was on the Ministry Council. At the diocesan level, Lynn is co-chair of the Commission for Intercultural Ministries and the co-chair for the Racial Justice Audit effort. She has been a delegate to Convention several times and would like to be one again in 2024!

Gabe Avila (Nominee for Convention Delegate Alternate)

I joined St. Martin's in 2013 and I am so glad I did! What a wonderful community. I have been active in many ministries, including Stephen Ministry, ushers, greeters, Eucharistic Visitors, Helping Hands, the Vestry, and more. In these ministries, I grew my connection with God and with the parish. I was constantly awestruck by the kindness of those who served alongside me. In 2020, it was a joy to become part of St. Martin's staff, first as Communications Technology Coordinator and more recently as the Church Operations Director. As part of the staff, I continue to gain insight in and am always impressed by how much goes into every aspect of worship and governance. Should I be called to serve as a delegate, I would be pleased to learn more about how the larger church operates and supports the parishes in its orbit. I am a father to two very active elementary-aged children (we do ALL the sports!), and in my (albeit limited) spare time I love to write fiction novels.

Kimo Kimoeko (Nominee for Convention Delegate Alternate)

My position with the USDA-Forest Service brought me to UC Davis in 1998 to head up a partnership with my agency, the College of Ag & Env Sci. & The Internship. & Career Center to assist with student advising, internships and placement. I was able wrap up a rewarding career in this position and have enjoyed retirement since 2009. My journey of faith has been diverse and all over the denominational table. It has been scary, full of wonder, frustration, sadness and joy. Thankfully, Father, Son and Holy Spirit and faith communities along the way have provided me shelter, nourishment, and support. Since 2018 St. Martins Episcopal Church has provided me this shelter, nourishment, and support. In the last five years, I have become more involved in several ministries of our church, such as assisting in worship as a Eucharistic Minister, Crucifer and usher. I am also involved in the Messenger Ministry in checking in with those members who are limited in their ability to come to church. I am currently completing my three-year term on the Vestry, having spent the last two years as Co-Senior Warden. These past three years have been a time of spiritual growth that was challenging and fulfilling. Being part of St. Martin's community, no matter what I am involved with, it is with awe that I experience the powerful way the Spirit of God moves in my life and in the life of our parish. I would consider it a privilege to be a delegate/alternate to the Diocesan Convention.

PROPOSED BYLAW CHANGE

Proposed change to St. Martin's Parish Bylaws:

3.2 The Vestry shall consist of no fewer than nine and no more than twelve elected members, plus the Rector who shall be the presiding officer.

Rationale:

The current bylaws state that the Vestry shall have (exactly) twelve members. While no changes in Vestry size are planned at this time, changes in Vestry duties or the availability of volunteers may suggest a change in the number of members. Currently such a change would need to be approved at the Annual Meeting. This Bylaw change is intended to allow some flexibility without requiring a vote of the full Parish membership.

YEAR END FINANCIALS AND BUDGET

Overview of Year End Financials

Summary Pledge/Financial Report For
the Month Ending December 30, 2023



PLEDGE STATUS SUMMARY (See Note A)

<div># of Pledgers Making Payments</div> <div><div><div></div><div></div><div></div><div></div></div><div><div>Fulfilled (100%)</div><div>Mostly Fulfilled (51-99%)</div><div>Partially Fulfilled (1-50%)</div><div>No Progress (0%)</div></div></div>		<div>Pledge Progress</div> <div><div></div><div></div></div>	<div>Total Annual Pledges:</div> <div>Budgeted: \$451,250 Actual: \$444,512 123 Pledgers</div> <div>Realm Pledge Status Report (through Dec. 31, 2023):</div> <div>Note: Realm data will not match QBO</div> <table><tr><th></th><th>Received</th><th>Date</th><th>Over (Under)</th><th># of Pledgers</th></tr><tr><td>Fulfilled</td><td>358553</td><td>346830</td><td>11,723</td><td>95</td></tr><tr><td>Mostly Fulfilled</td><td>82250</td><td>95880</td><td>(13,630)</td><td>21</td></tr><tr><td>Partially Fulfilled</td><td>5300</td><td>12000</td><td>(6,700)</td><td>3</td></tr><tr><td>No Progress</td><td>0</td><td>10600</td><td>(10,600)</td><td>4</td></tr><tr><td>Total Received</td><td>446103</td><td>465310</td><td>(19207)</td><td>123</td></tr></table> <div>Pledges Received for 2024:</div> <div>Budgeted: 445111 113 Pledgers</div> <div>Actual: 469838</div> <div>Received: 69598</div>		Received	Date	Over (Under)	# of Pledgers	Fulfilled	358553	346830	11,723	95	Mostly Fulfilled	82250	95880	(13,630)	21	Partially Fulfilled	5300	12000	(6,700)	3	No Progress	0	10600	(10,600)	4	Total Received	446103	465310	(19207)	123
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STATEMENT OF ACTIVITIES (EXCLUDES OUTREACH)

	Reporting Month (December)			Year-to-Date (Jan- Dec, 2023)		
	Actual	Budget	O/(U) Budget	Actual	Budget	O/(U) Budget
Income:						
Pledges	48935	37604	11331	451657	451250	407
One time gifts	77525	0	77525	92158	0	92158
Plate	9938	1250	8688	64490	15000	49490
Facilities Use Fees	3550	1750	1800	25155	21000	4155
Grant Income	1000	0	1000	1600	0	1600
Investments	10290	1450	8840	18625	17400	1225
Fundraisers	0	0	0	1225	0	1225
Other	0	0	0	52066	0	52066
Transfers from Restricted	9445	1958	7486	9445	23500	(14055)
Refund	0	0	0	3676	0	3676
Total Income	160683	44013	116670	720097	528150	191947
Expenses:						
Personnel	25112	26193	(1082)	296906	314322	(17415)
Program	2259	1525	734	14528	18299	(3771)
Plant	31474	9042	22433	109364	108500	864
General and Admin	2860	3312	(453)	67190	39748	27442
Total Expenses Before Apportionment:	61704	40072	21632	487988	480869	7119
Diocesan Apportionment	0	6626	(6626)	12,284	79,517	(67233)
Total Operating Expenses	61704	46699	15006	500,272	560,386	(60114)
Total Outreach (w/o Thanksgiving Project)	28753	2068	26685	36848	24813	12035
Net Surplus (Deficit):	70226	(4754)	74980	182977	(57049)	240025

INCOME ALLOCATION ANALYSIS

<p>2023 Actual YTD</p> <p>■ Pledges 63% ■ One time gifts 13% ■ Plate 9% ■ Grant Income 0% ■ Fundraisers 0% ■ Transfer from Restricted 1% ■ Facilities Use Fees 3% ■ Investments 3% ■ Other 7% ■ Refund 1%</p>		<p>2023 Budget</p> <p>■ Pledges 85% ■ One time gifts 0% ■ Plate 3% ■ Grant Income 0% ■ Fundraisers 0% ■ Transfers from Restricted 4% ■ Facilities Use Fees 4% ■ Investments 3% ■ Other 0% ■ Refund 0%</p>	
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Statement of Financial Position

Episcopal Church of St. Martin 2

Statement of Financial Position

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$312,003.76
Other Current Assets	
130 Soesbe Accounts	
131 Soesbe Operating Reserve - 6741	193,777.63
132 Soesbe Medium Term Capital - 2401	28,131.47
133 Soesbe Certificate of Deposit - 4123	79,458.03
Total 130 Soesbe Accounts	301,367.13
141 Prepaid expenses & other current assets	0.00
145 Rental income receivable	
145.1 Rent due - Sycamore Apts	0.00
145.2 Rent due - Medical Offices	0.00
145.3 Rent due - DPR	0.00
Total 145 Rental income receivable	0.00
9001 Uncategorized Asset	0.00
Total Other Current Assets	\$301,367.13
Total Current Assets	\$613,370.89
Fixed Assets	
151 Fixed assets -Hawthorn Lane	2,440,914.04
152 Loan to rector	108,000.00
Total Fixed Assets	\$2,548,914.04
Other Assets	
160 Investments at Diocese	
161 Belfry Campus Designated (DIO 439)	64,028.16
162 General Endowment (DIO 441)	265,511.62
164 Linda Frost Endowment (DIO 438)	263,363.95
165 Homann Music Endowment (DIO 440)	64,088.51
166 Columbarium Capital Reserve - Designated (DIO 662)	39,731.59
167 Long-term Capital Reserve (DIO 661)	40,706.04
Total 160 Investments at Diocese	737,429.87
Investments at Diocese (deleting)	
Belfry Campus Endow (DIO 439) (deleting)	0.00
Total Investments at Diocese (deleting)	0.00
Total Other Assets	\$737,429.87
TOTAL ASSETS	\$3,899,714.80
LIABILITIES AND EQUITY	
Liabilities	

Episcopal Church of St. Martin 2

Statement of Financial Position

As of December 31, 2023

	TOTAL
Current Liabilities	
Accounts Payable	
210 Accounts Payable	8,531.46
Total Accounts Payable	\$8,531.46
Credit Cards	
200 Divvy Credit Card	188.65
Total Credit Cards	\$188.65
Other Current Liabilities	
212 Retirement Payable	214.92
213 Solar Electricity Accrual	0.00
214 Payroll taxes payable	0.00
215 Employee healthcare withholding	0.00
216 Holding Account - Frost Endowment	0.00
220 Deferred income - contributions	44,470.00
Total Other Current Liabilities	\$44,684.92
Total Current Liabilities	\$53,405.03
Long-Term Liabilities	
250 Notes Payable	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$53,405.03
Equity	
301 Operating reserve balance 1/1/16	0.00
310 Prior Years Surpluses/Deficits	173,447.82
315 Unrestricted designated reserves	
319 Paid-In Capital or Surplus	0.00
320 Columbarium Capital Reserve - Designated (DIO 662)	39,731.59
321 Long-term Capital Reserve (DIO 661)	40,706.04
322 Columbarium Maintenance Fund	46,801.75
323 Capital Reserve - Medium term	35,285.96
324 Craft Fair Proceeds	0.00
327 Discretionary Checking Funds	9,871.79
329 Memorials	16,228.44
330 Recycling/Coffee Service	0.00
331 Rector Home Loan fund	109,515.78
332 Reimbursed expenses	0.00
333 Computer upgrade reserve	1,339.36
334 Reserve - operating fund earnings	0.00
335 Reserve - Sabbatical	14,600.00
336 Reserve - Theological education	0.00
337 Bequests	0.00
Total 315 Unrestricted designated reserves	314,080.71

Episcopal Church of St. Martin 2

Statement of Financial Position

As of December 31, 2023

	TOTAL
401 Altar Guild restricted net assets	0.00
402 Capital projects restricted net assets	0.00
403 Children's Choir restricted net assets	228.66
407 Flower Guild restricted net assets	6,269.90
408 Homann Music Endowment - Restricted (DIO 440)	64,088.51
409 New ministry & other restricted net assets	12,273.59
410 Music restricted net assets	15,649.19
411 Needlepoint Kneelers restricted net assets	4,000.00
413 Outreach - Other restricted net assets	1,887.83
414 Outreach - Thanksgiving Bskts restricted net assets	8,082.93
416 Youth Service Projects restricted net assets	4,981.08
417 Youth Fundraisers	2,345.00
425 Families Together Project	9,105.20
426 Forbes Ranch	4,280.01
430.001 Restricted for rector search expenses	2,000.00
480 Dave Rhodes Memorial Fund	6,795.00
481 Belfry Campus Designated (DIO 439)	64,028.16
482 General Endowment - Restricted (DIO 441)	265,511.62
483 Linda Frost Endowment - Restricted (DIO 438)	263,363.95
485 Donations for others	0.00
490 Equity in fixed assets	2,440,914.04
Capital projects restricted net assets (deleting)	0.00
Net Revenue	182,976.57
Total Equity	\$3,846,309.77
TOTAL LIABILITIES AND EQUITY	\$3,899,714.80

Statement of Activity

Episcopal Church of St. Martin 2

Statement of Activity

January - December 2023

	TOTAL
Revenue	
510 Pledges	444,560.79
511 Fees paid	-49.10
512 Last year's pledges received in current year	7,145.00
Total 510 Pledges	451,656.69
514 One-time gifts	92,157.89
515 Plate Offerings	55,833.61
516 Christmas offering	5,318.00
518 Easter offering	3,338.50
Total 515 Plate Offerings	64,490.11
520 Facilities Use Fees	25,154.50
530 Grant income	1,600.00
540 Investments	
550 Investment Income - Dividends	17,065.63
551 Realized gain/(loss)	2,716.78
552 Unrealized gain/(loss)	0.00
553 Investment fees	-1,157.12
Total 540 Investments	18,625.29
560 Fundraisers for operations	1,225.00
570 Other Income	52,066.47
600 Transfers from restricted funds	9,444.61
9006 Refund	3,675.98
Total Revenue	\$720,096.54
GROSS PROFIT	\$720,096.54
Expenditures	
795 Total Staff	296,906.34
810 Altar Guild	1,344.29
811 Flower Guild *	2,444.24
813 Music - Performances *	1,000.00
814 Music - Supplies *	1,619.26
814.5 Musical instrument maintenance	997.50
Total 814 Music - Supplies *	2,616.76
815 Other Worship	707.81
816 Children's worship	63.00
830 Environment Sustainability	300.77
831 Matthew 25 Grants	23,400.00
832 Belfry Campus Ministry *	1,429.55
833 Special offering disbursements	12,018.50
840 Caring Ministries	219.15
841 Evangelism - Advertising	1,330.00
842 Hospitality Coffee & Beverage Service	1,361.51

Episcopal Church of St. Martin 2

Statement of Activity

January - December 2023

	TOTAL
843 Hospitality Receptions	2,459.93
850 Adult Education	59.47
852 Nursery	95.83
853 Theological education	525.00
856 Technology/Communication	5,602.42
857 Diocese Apportionment	12,284.00
858 Property/Liability Insurance	17,260.90
859 Office Administration	9,818.53
861 Stewardship	570.13
862 Taxes, Licenses & Permits	118.68
864 All utilities	19,799.37
865 Vestry Administration	935.51
910 Janitorial and grounds service	25,200.00
915 Maintenance and repair	21,826.83
916 Living Classroom Space	1,686.26
Total 915 Maintenance and repair	23,513.09
920 Capital replacement	29,831.61
925 Equipment leases	11,020.24
931 Accounting	32,883.34
Total Expenditures	\$537,119.97
NET OPERATING REVENUE	\$182,976.57
NET REVENUE	\$182,976.57

2024 Approved Budget

Church of St. Martin
2024 Approved Budget

1.058 COLA multiplier

TOTAL EXPENSES ON STATEMENT OF ACTIVITIES

New Account Name	Line	2023 Actual	2023 Approved	2024 Approved
Total Staff		296,906	317,088	302,697
Altar Guild*	810	1,344	1,500	1,500
Flower Guild *	811	2,444	1,000	2,500
Music - Performances *	813	1,000	2,000	2,000
Music - Supplies *	814	1,619	2,000	2,000
Musical instrument maintenance	814.5	998	1,000	1,000
Other worship	815	708	1,000	300
Children's worship	816	63	908	125
Environmental sustainability	830	301	500	600
Frost expenses*	835			19,383
(DELETE) Matthey 25 Grants	831	23,400	23,313	
Belfry Campus Ministry*	832	1,430	1,500	1,500
Special offering disbursements	833	12,019		11,281
Caring Ministries	840	219	650	450
Evangelism - Advertising	841	1,330	500	1,200
Hospitality	842	1,362	3,500	4,000
(DELETE) Hospitality Receptions	843	2,460	500	-
Adult education	850	59	1,450	900
Church school	851	-	871	350
Nursery	852	96	500	150
Theological education	853	525		2,000
Youth ministries*	854	-	420	400
Technology/Communication	856	5,602	5,000	4,750
Diocese apportionment	857	12,284	79,517	90,722
Property/Liability insurance	858	17,261	16,898	18,870
Office administration	859	9,819	2,400	11,500
Professional services - Diocesan audit	860.1	-	400	400
Stewardship	861	570	1,000	1,000
Taxes, licenses & permits	862	119	850	500
All utilities	864	19,799	17,200	17,100
Vestry administration	865	936	1,200	1,200
Janitorial and grounds service	910	25,200	25,200	25,200
Maintenance and repair	915	21,827	25,000	25,000
Living Classroom space	916	1,686	2,000	-
Capital replacement	920	29,832	30,000	60,000
Equipment leases	925	11,020	9,100	11,000
Accounting	931	32,883	12,000	10,000
Expenses for fundraising	932	-	-	20,000
Thanksgiving Project*	414	(8,025)	-	7,000
Families Together Project*	425	-	-	9,362
Forbes Ranch*	426	(4,280)	-	5,000

REVENUE	599,584
EXPENSES	672,940
SURPLUS/DEFICIT	(73,356)
W/ 2023 SURPLUS	0

Church of St. Martin
2024 Approved Budget

OPERATIONS REVENUE AND EXPENSES

OPERATIONS REVENUE	Line	Amount
Surplus reserve 2023	310	\$73,356
Pledges	510	\$445,111
Plate offerings	515	\$30,000
Facilities use fees	520	\$25,942
Investments	540	\$8,000
Transfer from Columbarium	322	\$10,000
Transfers from Restricted and Designated (operations)	600	\$32,005
TOTAL		\$624,414

OPERATIONS EXPENSES

Account Name	Line	Amount
Total Staff		\$302,697
Altar Guild*	810	\$1,500
Flower Guild *	811	\$2,500
Music - Performances *	813	\$2,000
Music - Supplies *	814	\$2,000
Musical instrument maintenance	814.5	\$1,000
Other worship	815	\$300
Children's worship	816	\$125
Environment sustainability	830	\$600
Caring Ministries	840	\$450
Evangelism - Advertising	841	\$1,200
Hospitality	842	\$4,000
(DELETE) Hospitality Receptions	843	\$0
Adult education	850	\$900
Church school	851	\$350
Nursery	852	\$150
Youth ministries*	854	\$400
Technology/Communication	856	\$4,750
Diocese apportionment	857	\$90,722
Theological education	853	\$2,000
Property/Liability insurance	858	\$18,870
Office administration	859	\$11,500
Professional services - Diocesan audit	860.1	\$400
Stewardship	861	\$1,000
Taxes, licenses & permits	862	\$500
70% of All utilities	864	\$11,970
Vestry administration	865	\$1,200
60% Janitorial and grounds service	910	\$15,120
70% of Maintenance and repair	915	\$17,500
Living Classroom space	916	\$0
Capital replacement	920	\$60,000
Equipment leases	925	\$11,000
Accounting	931	\$10,000
Expenses for fundraising	932	\$20,000
Forbes Ranch	426	\$5,000
TOTAL		\$601,704

TOTAL REVENUE	\$624,414
TOTAL EXPENSES	\$601,704
TOTAL DEFICIT/SURPLUS	\$22,710

Church of St. Martin
2024 Approved Budget

MISSIONAL GIVING EXPENSES AND REVENUE

MISSIONAL REVENUE (names approx.)	Line	Amount
Special offering disbursements	833	\$11,281
Frost income transfers	483	\$19,383
Thanksgiving Project donations	414	\$7,000
Families Together Project transfer	425	\$9,362
Belfry investment transfer	481	\$1,500
TOTAL		\$48,526

MISSIONAL EXPENSES	Line	Amount
Thanksgiving Project	414	\$7,000
Families Together Project*	425	\$9,362
Frost expenses*	835	\$19,383
Belfry Campus Ministry*	832	\$1,500
Special offering disbursements	833	\$11,281
30 % Utilities	864	\$5,130
40 % Janitorial	910	\$10,080
30% Maintenance	915	\$7,500
TOTAL		\$71,236

TOTAL REVENUE	\$48,526
TOTAL EXPENSES	\$71,236
TOTAL FACILITIES EXPENSES	-\$22,710

Church of St. Martin
2024 Approved Budget

TOTAL REVENUE AND EXPENSES, MISSIONAL AND OPERATIONS

REVENUE

Operations Revenue	\$624,414
Missional Revenue	\$48,526

TOTAL REVENUE **\$672,940**

*Includes funds from 2023 surplus to balance

EXPENSES

Operations Expenses	\$601,704
Missional Expenses	\$71,236

TOTAL EXPENSES **\$672,940**

MISSIONAL/OPERATIONS DEFICIT/SURPLUS **\$0**

REPORTS

Treasurer's Report

By Jessie Ann Owens

This was a year of transitions: from Julie Knudsen as treasurer and volunteer CPA, to Chazin (an accounting firm specializing in non-profits), and finally, when Chazin proved too expensive, to CPA Stephen Lawrence, a former treasurer at St. Martin's. For me, a humanist, it has been a year of learning enough about QuickBooks Online, FidelityNetBenefits, Excel, and Bills.com to get by; truly understanding the financial statements is an ongoing project. Quarterly meetings of the treasurers from across the diocese have been very helpful, and I have also benefited from advice from diocesan treasurer John Nykamp.

I meet biweekly with a finance team consisting of Gabe Avila and Janet Lane; Stephen Lawrence joins us monthly. I review the financial statements monthly with Gabe and Janet, and with the Budget and Finance Committee and with the Executive Committee. I present a budget update to the Vestry quarterly and attend Vestry meetings whenever there are financial issues to discuss. I review Janet's calculations of the Treasurer's Monthly Reports (the calculation of our apportionment) and prepare the financial pages of the annual Parochial Report.

This year, as the diocese resumed a process for audits, we conducted a thorough self-study, with the help of an internal review committee (parishioners Bob Polkinghorn and Steve Reynolds and Vestry member Colette Chabbott); the results were reviewed by Budget and Finance and the Vestry. There were no significant findings, but several areas that would benefit from follow-up (for example, making sure various Vestry and parish policies were in place).

There is good news on the budget front. The 2022 budget had ended with a deficit of \$34,000 (using round numbers). The 2023 budget was projected to have an even greater deficit of \$57,000, in part because of the additional staffing costs for a sabbatical replacement, and in part because of the increased costs of church operations during a time of significant inflation.

When the Vestry adopted this deficit budget, there was hope for one-time revenues that might result in a balanced budget. Thanks in part to Gabe's efforts, we received \$52,066 from the federal Employee Retention Tax Credit; the Diocese also approved apportionment relief for our Creative Staffing proposal (a significant savings on our 2023 apportionment). We also received a generous bequest from a parishioner as well as several one-time gifts for operations. A final element is that revenue from plate was considerably higher than budgeted.

Other elements of the budget, which is, after all, an estimate of revenues and expenses, balanced out: higher expenses than budgeted for office administration and accounting, lower for the costs of sabbatical replacement. Thanks to the robust provision for capital reserves that is always included in the budget every year, the initial costs for addressing the stained-glass repair were

handled within the operating budget. The 2023 surplus turned out to be \$176,000, excluding unrealized gains from investments. It is important to reiterate that much of this is one-time money.

Considerable efforts have been made to make the budget and the financial statements easier to understand. My draft report on charitable giving showed that St. Martin's gave \$106,000 from various sources in 2022, 17% of the budget. That this number, a testimony to the long-standing generosity of this congregation, came as a surprise to many was an indication that our financial documents were too hard to read. The Vestry has now adopted a presentation that divides revenue and expenses into two categories ("buckets"): the operations of the church itself (internal ministry), consisting of personnel, campus, office and program; and missional or outreach giving (external ministry).

This change is reflected in the 2024 budget adopted by the Vestry. For the operations budget, there are several changes that deserve mention. Despite the long-standing hopes of successive vestries, there is simply insufficient revenue to support additional staff, even a part-time clergy member. Other elements of the budget remain largely unchanged from 2023 with two exceptions: the Vestry budgeted \$60,000 for capital expenses to cover the next stage of the stained glass repair, and \$20,000 for costs of fund-raising, should it be necessary to do a capital campaign. Without these projected expenses, there would still have been a small deficit: with them the deficit approved by the Vestry is \$73,000; this deficit is covered by the 2023 surplus.

The missional/outreach budget represents the anticipated cumulative total for parish giving. For 2024, we expect expenditures in this category of \$71,000, a little more than 10 percent of the overall parish budget. A substantial portion of these expenditures consists of grants to nonprofits that operate in accord with the precepts of Matthew 25:34-40. Funds for these grants derive from the Easter and Christmas plates and from the Frost Endowment. Additional components of the missional/outreach budget include funding for the Belfry and the Thanksgiving Gift Card project. St. Martin's also provides free use of the facilities to a number of organizations; we deduct a portion of our facilities costs. Finally, the Families Together Project has reached a successful conclusion; the remaining funds will be disbursed to the families by the end of 2024. Thank you for supporting this project for the past several years.

Of course, the elephant in the room is the restoration of the stained glass. When we know the full scope of the problem and the cost and timetable for repairs, the Vestry will determine the best path forward.

One final note: I am extremely grateful to parishioners for making a pledge in 2024. The number of "pledging units" is down somewhat, from 123 in 2023 to 113 in 2024, but the amount pledged for 2024 is higher than in 2023. Nearly half of the pledges show an increase from the prior year. Thank you for supporting St. Martin's!

The Rector's Report

While this is not an exhaustive list of everything I do as your rector, nor of everything that this busy, wonderful parish accomplished during the past year, I hope that (even in bullet-point form) it does give you some sense of how I spend my time.

What it doesn't do is capture so much of the essence of parish life, those conversations before and after worship or during office hours, the little things you learn from someone as a meeting is about to happen or over a cup of coffee. Those are the intangibles that, over time, become the very heart of the relationship between rector and parish. Being back in person for all of 2023 meant that there were many more opportunities for these informal exchanges of ideas, anxieties, hopes, and history than we've had for some time. That is what I look forward to most this year: strengthening and renewing relationships, even as we keep ourselves open to the new people, new challenges, and new opportunities that are sure to come our way.

If I had to pick just a couple of highlights from this past year, I'd probably cheat and choose three! The great honor and joy of baptizing several young adults at Easter and then being present as the Bishop confirmed most of them a few weeks later—that is a ministry “high” that will stay with me for the rest of my life. The joy-filled celebration of our 70th anniversary as a parish and the breathtaking proclamation given us by the Board of Supervisors is another (followed up by the gorgeous icon of St. Martin's, gifted to all of us by the Vestry!). And, in its own gloriously, imperfectly-perfect way, the return of the Christmas Eve pageant at our 3pm service was a beautiful thing to behold. And then I'd have to sneak in a fourth: hosting an ordination, with bishops from two dioceses, for our beloved seminarian intern! In so many ways, 2023 was a banner year.

Liturgy, and all of parish life, is the work of the people. None of my highlights are things I did alone, nor could they be. They required the full participation of people in all aspects of ministry, lay and ordained, working together for the glory of God and for the good of the church.

As the wonderful prayer puts it: “Thanks be to God, whose power, working in us, can do infinitely more than we can ask or imagine.” Amen!

I've tried to organize my main activities around our mission statement: Rooted in faith, growing in hope, and reaching out in love.

Rooted in Faith

- Worship
 - Preached and/or presided at most Sunday morning Eucharist services, except during sabbatical months
 - Preached and presided at several URC Eucharist services

- Coordinated and led worship on all major feast days of the church, including extra services on Ash Wednesday, during Holy Week, Easter, and Christmas, and for special days like St. Francis Day and Rogation Sunday
- Hosted the ordination of the Rev. Betsy McElroy to the sacred order of priests
- Formation
 - Taught weekly classes during Epiphany and Lent
 - Led special evening event teaching about St. Brigid
 - Led or participated in most of our SING events and Taize services
 - Attended a tea and conversation with Godly Play teachers
 - Led REVIVE retreat for parishioners in the fall
- Continuing Education
 - Monthly EcoPreaching class/cohort offered by the BTS Center
 - Regular meetings with clergy coach
 - Reading and other preparation for pilgrimage walk in Scotland
 - Participated in a short Credo Conversations series for clergy as part of re-entry after sabbatical
- Administration
 - Weekly staff meetings and clergy meetings, plus additional regular meetings with Director of Operations (and others as needed)
 - Supervision of our seminarian intern, (now Rev.) Betsy McElroy & other staff
 - Multiple meetings with diocesan staff about budget and apportionment concerns, especially in the first quarter of the year
 - Monthly meetings with Vestry, Executive Committee, and Budget & Finance committee; occasional meetings with Ministry Council (through June)

Growing in Hope

- Helped facilitate parish conversations in April and May
- Held regular open office hours
- Worked to revitalize and reorganize the pastoral care and caring ministries of the parish
- Attended events at the Belfry to continue to strengthen our bonds
 - Including hosting a St. Martin's Night in January and attending the St. Francis Day Eucharist, occasional Pub Theology nights
- Worked with Boy Scout Tyler Staub on his Eagle Scout project
- Worked with subcommittee on implementing the Outdoor Classroom design
- Met with STEAC Executive Director to discuss the growing and evolving relationship between STEAC & St. Martin's
- Facilitated marriage preparation classes for two couples and funeral planning for several families

- Worked with two parishioners going through the discernment/ordination process
- Sabbatical leave of three months included a pilgrimage to Iona, Scotland and a pilgrimage walk along St. Cuthbert's Way in Scotland and England, ending on the Holy Island of Lindisfarne

Reaching Out in Love

- Community engagement
 - Interfaith clergy networking: occasional lunches and other get-togethers with clergy from various other denominations, faith traditions
 - Attended the opening of Paul's Place, a teaching Shabbat at Bet Haverim, and similar events throughout the year
 - Organized and hosted an interfaith prayer service in response to the deadly violence in Davis in Spring 2023
- Diocesan involvement
 - Finished third year of service on the Board of Trustees, including serving on the Executive Committee in the role of clerk for six months (until my sabbatical began in June)
 - Worked on a visioning team with the Bishop, Canon to the Ordinary, and one other priest to review and refresh mission statement, other documents
 - Served as co-chair of the Diocesan Commission on the Environment
 - Successfully applied for a Creation Care grant from the Episcopal Church Task Force on Creation Care and Environmental Racism (for the diocese's efforts to fund parish-level energy assessments)
 - Worked with co-chair Miriam Casey to create a groundbreaking process for churches to move toward carbon neutrality by 2030, which has been featured in Province VII and Episcopal Church communications, an Episcopal News Service story and more
 - Presenter at the Diocesan Convention in October
- Participation in the larger Church
 - Elected to the Diocese of Northern California deputation to General Convention, to take place in Louisville, KY in summer 2024
 - Became involved with the work of the Province VIII creation care commission and the Creation Care Caucus for General Convention 2024
 - Helped St. Martin's become of the first parishes chosen for an inaugural Episcopal Church Eco-Sing Cohort
 - Gave presentation to a combined meeting of the California deputations to General Convention 2024 at Church Divinity School of the Pacific
 - Keynote speaker at an annual event at St. Mark's Church in San Antonio, Texas

- Featured in a video about St. Martin's that was shown at the Faith Pavilion at COP28 in Dubai

Respectfully submitted,
Pamela Dolan+

The Deacon's Report

It's hard to believe, but back in June I celebrated the 10th anniversary of my ordination to the diaconate! In reflecting on the last ten years—all of them spent here at St. Martin's—I have realized that in my time as a deacon, I have navigated a rector transition, a bishop transition, and a global pandemic. It has been quite a journey, filled with epiphanies small and large, all made possible with a very generous helping of God's grace and the support of many people.

My primary responsibility as the deacon assigned to St. Martin's is to help the congregation live out the promises made at baptism to "seek and serve Christ in all persons, to love our neighbors as ourselves," and to "strive for justice and peace among all people," respecting "the dignity of every human being." I serve in both services most Sundays, proclaiming the Gospel, leading the Nicene Creed, introducing the Prayers of the People, setting the table, and giving the Dismissal. My primary non-liturgical responsibilities at St. Martin's are in the areas of social ministry and pastoral care. I work with our lay-led Social Justice and Outreach Committee to develop and promote opportunities for the people of St. Martin's to serve others in Christ's name. I train and supervise our Eucharistic Visitors (licensed lay ministers who bring communion to those who cannot attend church due to illness or infirmity) as well as our Eucharistic Ministers (licensed lay ministers who help administer communion during our Sunday worship services). I serve on the Caring Ministries Committee and the Pastoral Care Team. I also attend weekly staff and clergy meetings, as well as monthly Vestry and periodic Worship Commission meetings.

In addition to my ministry at St. Martin's, I am very active at the diocesan level. I continue to serve as one of two Archdeacons in our diocese, charged with responsibility for helping form and support our vocational deacons. As part of that role, I attend the monthly Diocesan Commission on Ministry meetings, where I have seat and voice and serve on the Formation Committee and on the Academic Committee. This year, I have also worked closely with the Rev. Kathy Lawler to develop curriculum for the West Coast Collaborative Episcopal School for Ministry's diaconal formation program (the WCC ESfM is a partnership among the dioceses of El Camino Real, Northern California, and San Diego to form vocational deacons and lay ministers). This two-year, online program's first cohort of diaconal students started classes in February 2023. I have served as a co-mentor for Year 1 of the Diaconal module of the program, and will serve as a co-mentor for Year 2 of that module beginning next month.

Highlights of the past year include: leading our Compline service on most Friday evenings, when we gather via Zoom to pray the parish prayer list; mentoring our seminarian, the Rev. Betsy McElroy, during her time at St. Martin's and serving as the deacon at her ordination to the priesthood; helping bring Project ReStart (a diocesan disaster response and resilience program which involves creating household supply bins) to St. Martin's; and celebrating our 70th anniversary as a congregation in November.

At all times, I strive to listen to you and with you, so that together we can discern how God is calling us to serve "the least, the last, and the lost." That is how servant ministry happens—in

community, growing out of our life together in Christ. Thanks be to God!

Margaret+

Senior Warden's Report

A year ago, the Vestry knew that 2023 would be a year of challenges and opportunities, however we are learning not to have the hubris that we can predict all challenges and plan for them in advance. In fact, the challenges we were expecting didn't all materialize, and instead we found ourselves dealing with an entirely different set of challenges, many of which we're taking with us into 2024. After all, the Spirit moves in mysterious ways, and this applies to the Vestry as much as it does to every other aspect of the life of St. Martin's.

Some of the major challenges we were anticipating had to do with the budget and the fact that we knew that Pamela was going on sabbatical for three months during the summer. The budget was not in good shape at the start of 2023, and we were frankly planning more expenditures than we could pay for using the expected revenue. One factor in this was that a number of the pandemic-related bailouts that got us through the last few years were scheduled to end, and we weren't ready to pay for our programs "entirely on our own nickel." In fact, some of those programs were replaced by similar temporary programs, and so there was help from the federal government and from the Diocese that markedly improved our financial picture.

Another challenge we expected was that with Pamela gone, the Vestry would be playing a larger role in guiding the Parish through those three months. The role of Pamela's sabbatical replacement was key here, and we were blessed to have the Rev. Debbie Hawkins in that role. Her sunny disposition and "double portion" of common sense were just what the Vestry needed to get through that time. What's more, she had been both a parishioner at St. Martin's and an associate priest, so she knew how St. Martin's operates and could recognize incoming problems before they got out of hand.

One challenge that we couldn't have anticipated has to do with the stained-glass window in the sanctuary ceiling. A fair amount of effort has gone into this already, mostly so that work can be done safely within the ceiling cavity (the area between the window and the roof above), and so that we can assess how much additional work needs to be done on the window and the cross that hangs above the altar. This is work in progress, since the work that's needed on the window can be assessed only after the first panel has been removed and assessed by the experts at Nzilani Glass. At that point, we can decide how much work needs to be done, when it needs to be done, and how much it's likely to cost. This will all be work for the next Vestry.

Of course, the Vestry get to enjoy life at St. Martin's in addition to "tending to business." We got to join in the celebration the 70th anniversary of the Parish this Fall, and there were a myriad of annual celebrations that we got to experience, including blessing animals, bicycles, backpacks, as well as Holy Week, Advent, and the list goes on and on. So it's not all pinching pennies for members of the Vestry. There were sad times as well, with the passing of several long-time parishioners. You know you're a member of the community when these occasions hit you hard.

We also joined belatedly in the 70th anniversary celebrations. Our clerk, Anthony Amato, tracked

down a company that makes contemporary icons of saints, and we took a collection from Vestry members and purchased the icon of S. Martin that's currently displayed in the narthex. Thank you, Anthony, for inspiring us to do this.

Lastly, I want to thank the four Vestry members who have come to the end of their term. Honna Steissberg and Chris Reynolds have been loyal and hard-working members despite needing to be away from Davis many times. David Martin has always provided clear thoughts about the issues facing us, while being suitably goofy when that was needed. I for one really enjoyed the "Three Kings" skit that he wrote a year ago. And Kimo Kimokeo was a calming presence through his two years as co-Senior Warden. We could scarcely have gotten through the hard times without these four, and they will be sorely missed.

Respectfully submitted,
Neil Willits, Co-Senior Warden

Operations Director's Report

In 2023, I had many diverse responsibilities within the parish, requiring both adaptability and efficiency.

Videography and Technical Support:

I remain committed to enhancing St. Martin's online presence. Substantial growth in social media reach and engagement and our robust online worship participation reflected these effective strategies.

I livestream, record, and distribute our worship services. The 10am services are usually streamed to Zoom and Facebook, then subsequently posted to YouTube. This year we had an average of 97 online worshippers every Sunday across Zoom, Facebook, and YouTube. This often required quick troubleshooting and a strong ability to multitask.

I managed our social media accounts on Facebook and Instagram and our social outreach through our email platform, Constant Contact. We reach approximately 2600 people a week across our social networks.

In addition to livestreaming and social media work, I created digital and print campaigns, including flyers and/or ads for social media, our website, and in-person handouts. I designed a new, full-color parish logo. I also worked with the Davis Enterprise to create our monthly advertisement and to submit any special events as a press release.

I also used our camera system to livestream or amplify a variety of non-Sunday worship events, including memorial services, video screenings, an interfaith prayer service, and livestreaming or projecting several diocesan events like a one-day racial reconciliation course. I provided technical support, including running surveys and large Zoom webinars, for the Commission on the Environment.

I maintain the website. This involves posting upcoming events, our most recent news, service information, and the most recently streamed service. Upkeep of the website is performed weekly and sometimes daily to keep all events and posts current.

Human Resources:

I completed the onboarding and offboarding of new employees, involving meticulous paperwork submission to the diocese. I undertook the review of timecards, addressing errors and ensuring accurate processing of payroll. Compliance with the diocesan required Safe Church training was diligently managed, necessitating issuing course access, ordering background checks, and overseeing completion of coursework. I focused on improving vacation reporting procedures and the legal compliance of our employee handbook.

Additionally, I handled many purchasing orders, requiring visits to various locations for procurement. Meetings with contractors, management of alarms, and review and approval of

payments through bill.com were also part of my responsibilities. I maintained digitized record-keeping of worship services and updated the Register of Church Services.

I completed all yearly diocesan, state, and county paperwork for tax exemptions, COLA increases, state information databases, and more.

Parish and Staff Tasks:

I attended or led weekly staff meetings as well as bi-weekly finance meetings and monthly leadership meetings with the diocese. I also met regularly with our accountants.

I completed the membership, attendance, services, staff, outreach ministries, and volunteer activity portions of the diocesan required Parochial Report as well as compiled and prepared the 2023 Annual Report.

The completion of a parish emergency preparation document was a highlight this year. During a critical incident in May involving fatal stabbings in the city of Davis, I effectively utilized the emergency preparation document, communicated with staff, parish, and others, and implemented security measures. As part of my work on parish emergency preparedness, I also successfully obtained two grants for the purchase of and training on an automated emergency defibrillator.

Other tasks included obtaining safety information from our insurance company, actively managing databases, and overseeing our worship volunteer signups.

Education, Training, and Wellness:

A commitment to professional development was evident in my completion of the diocesan-led Nonprofit Business Accounting course and two financial management courses, as well as attendance at webinars and participation in conferences. I actively pursued training in areas like financial transparency, cybersecurity, parish health, and stewardship. I also became certified in CPR, First Aid, and AED use. My commitment to organizational preparedness led me to regular attendance at United States Secret Service threat assessment webinars and a disaster readiness expo.

Finance:

Financial responsibilities included obtaining many donations for a fundraising raffle, conducting (along with Jessie Ann Owens and Janet Lane) a diocesan-required audit, and performing detailed analyses of expenses, revenues, pledges, and capital reserves. I worked closely with our accounting services, overcoming very significant challenges in both cost and efficiency. I created a new method of reporting financial results to the vestry, which after discussions with our Treasurer I replaced with a second new method. This method is a complex analysis with graphs that provides an overview of pledges, and month and YTD expenses and revenues. I create monthly financial packets and I provide monthly financial reports and analysis documents to the Vestry for review. Other financial duties included invoicing, managing parking usage, and overseeing our billing and credit usage.

Additional:

Daily communication, feedback, and guidance to staff members and volunteers, active participation in diocesan events including Diocesan Convention, and collaboration with external partners such as our renters, the Davis Enterprise newspaper, and local business donors showcased a broad engagement with organizational affairs.

In summary, I maintain a comprehensive and dynamic approach to the Church Operations Director role, showcasing adaptability, strategic thinking, and a commitment to continuous improvement across various organizational facets.

Respectfully Submitted,
Gabe Avila

Buildings and Grounds Committee Report

Submitted by Janet Lane (Chair of Committee)

Goals and Charge of Committee: Buildings and Grounds (B&G) works with the rector and vestry to ensure our facilities function well for our own ministries and for outside groups that use our space. We aim to maintain our facilities in good condition for future generations and so that they are a place where people can feel God's presence and enjoy their beauty and serenity. The outside groups that regularly use our facilities include the DCMH Meals, STEAC, AA, and two Scout troops. Other groups, such as the Chamber Music Society of Sacramento, the Davis Young Artists Chamber Ensemble, and other nonprofits use the space as needed and when available.

Year-round Maintenance: We follow a monthly schedule to assure needed maintenance is done each month and/or annually. Members of B&G do the following maintenance tasks every month: mow the grass and groom the children's play area; clean the columbarium area; clean the labyrinth; weed and clean the city easement along the east side of our parking lot; groom the meditation garden; weed and pick up trash throughout the property. We regularly replace lightbulbs and light sensors, clean cobwebs, and do irrigation repairs, plumbing, and drywall repairs. We paint and stain wood when possible. Tim Williams also monitors our utility use on a regular basis, keeping records of gas, electricity, and water use so that we can see changes in our usage and costs over time.

In short, we are your maintenance staff and are extremely fortunate to have members on the committee who can plan and organize what needs to be done and members who have the skills to carry out the work. When professionals are needed, we bid the jobs and engage the needed workers, only with approval of the rector and vestry. We also plan and carry out work/garden days; we had one in 2023. **We can always use additional help on our committee; let us know if you would like to join us!**

Tree Maintenance: St. Martin's property has 82 trees including 42 redwoods. Each year, we prune those that need it most based on recommendations from a certified arborist. This year, we had Monticello Tree Service prune all the redwood trees along the south side of our property that were touching the roof of the apartment complex next to us. We also had them prune the large hackberry tree at the office-end of the great lawn, whose branches had become too heavy. This January 2024, they pruned the valley oak tree near the narthex overhang. They are training it not to grow toward the wood overhang. Finally, one redwood tree had to be removed; it had suddenly become brown and had termites. The arborists were not 100% sure what caused the tree to die. As a result, we are having an inspection and evaluation of all our redwoods later in January 2024.

OSHA, Fire, and Other Inspections: For the second year, B&G conducted an OSHA (Occupational Health & Safety) inspection of the St. Martin's campus and wrote a report outlining areas that needed remediation. This year, there were just a few items to remediate, such as restocking all our first aid kits. A report is filed in the church office.

Janitorial and Yard Service: Our janitorial service (Marisela's Cleaning Service) cleans our indoor spaces, and mows the grass, edges, and blows leaves. Their lead staff member, Francisco, is on site 4 days a week; he also comes to help with infrequent large clean-up jobs.

Collaboration with Scout Troops: Troops #466 and #139, which both meet at St. Martin's, are very helpful to us on B&G. They sent out a large number of scouts and parents to help on our Garden and Work Day this past summer, they donated three beautiful Christmas trees to the church, Tyler Staub did a butterfly garden Eagle Scout project at Forbes Ranch, and they just recently completed a closet tool and flag organizer in one of our parish hall closets. We had asked them to create a storage system for these items as part of an OSHA safety fix for items that previously were trip hazards. Thank you, Scouts!!

Trash Enclosure: We found the cost of moving the trash enclosure elsewhere in the parking lot too expensive for our current financial situation (despite a generous \$20,000 donation from a parishioner). We also found that some locations could not be used due to our neighbors' not being in agreement. The only location we could come up with as a possibility is a long distance from the parish hall, meaning volunteers would have to carry garbage quite a distance. We are now considering and looking into the costs of installing a rolling gate (as the current gates are broken) and replacing several broken posts and slats. We thank Tim Williams, B&G member for heading up our investigatory efforts on this project.

Living Classroom/Prayer Chalkboard Area: We have made significant progress on creating a functional and inviting outdoor area on Hawthorn outside the office and parish hall buildings. The vision for this space is that it could be used for small groups (worship or classes), for the rector's office hours, and as a place just to sit and contemplate. This year, we completely rebuilt and moved the outdoor prayer chalkboard, we removed water-wasting rotor irrigation and installed underground drip irrigation. We created a flat decomposed-granite functional space with three paths going into the space. We cut two of the tree stumps to serve as tables and/or an altar. The project is now in holding-mode as we are waiting for additional cutting of the tree stumps to be done and for the ground to soften up so that we can more easily dig and add plantings after the winter rain. Thanks to Russ Gebhardt, Bob Holm, and Tim Williams for their excellent work.

Stained-glass Window in the Church: Since Easter 2023 when a piece of glass fell, we have spent a fair amount of time figuring out what our ceiling stained-glass window, installed in 1967, needs in terms of maintenance and restoration. We have made good initial progress. First, a structural engineering assessment deemed the window structurally safe. Nzilani Glass Conservation, on first look, believes the window needs expert cleaning and restoration in some areas. In order to determine more precisely what is needed, Nzilani will remove the broken panel, analyze and restore it, and determine what the rest of the window needs. We will then decide whether or not to move forward. Scaffolding went up in the church on January 11 so that Nzilani can work from both the top and bottom of the window. They will be here on January 30 to remove the panel. We are also in the process of installing a fall-prevention system in the cavity where the

window sits so that those working on the window now or in the future can wear safety harnesses while working in such a high place. For more complete information on this project, please see St. Martin's website or pick up a flyer in the narthex.

While the scaffolding is up (we anticipate 2 months), we will be reinforcing the large wooden cross hanging over the altar. The aircraft cable holding it is strong enough, but the structural engineer would like to see redundancy (i.e., a second cable holding the cross in place).

Other Projects Completed This Year: a) We upgraded Classroom 6/7 by repairing ceiling and wall cracks, painting, installing new window blinds, and shampooing the carpet. b) we sanded and stained 8 teak benches. c) we installed a new baby-changing station in one of the outdoor restrooms and have added additional outdoor mats in front of doors for safety. d) we arranged for Dryco to come out and seal all the cracks in our parking lot. This work will prevent our next major resealing from being overly costly, e) we had our fire suppression plumbing in the church inspected and the required upgrades done in order to get our 5-year sticker (AP Plumbing did the work).

Gratitude: We are grateful to the following groups and individuals: Marisela's Cleaning Service; Scout Troops #466 and #139 and parishioners who have helped with gardening; Frank Wagner, who cleans the labyrinth; we thank all on the B&G Committee who generously put their talents to work for us: Russ Gebhardt, Mike Hannon, Bob Holm, Jerry Hulbert, Janet Lane (chair), Michael Lewis, Pierre Neu, Mike Rushton, Jim Schaal, and Tim Williams. We especially thank Jr. Warden, Beth Capell, for serving as vestry liaison to our committee. We also thank our clergy and the vestry for their support of our work and ministry.

Final Comments: Questions? Interested? Come to a Buildings and Grounds meeting to see what we do (we meet on Zoom once a month). Or talk to a committee member. If you have input, we would love to talk to you. If you see anything amiss on the grounds or with our buildings, please let us know!

Social Justice and Outreach Report

This past year, 2023, offered several opportunities for supporting local families and individuals in need. The Committee was especially pleased by our inaugural effort to organize Project Restart at St Martin's Church (see below). This was also a year of some transition, with Committee Chair, Diana Glick, taking leave to provide support for her mother. Bob Polkinghorn was asked by Rev. Pamela to step in as Interim Chair of the Committee.

The following is a summary of key activities undertaken in 2023 by our members:

Sphere 1: Direct service and in-kind donations

As noted above, Project Restart was a significant success. This project is coordinated by Mark Dibelka (Northern California Diocese) and is designed to fill 10 large bins with necessary household items for distribution to those who need supplies due to emergencies such as floods, fires or other natural disasters. The Committee engaged a significant number of parishioners who generously contributed the requested items and allowed the Committee to fill each of our bins. On April 30th, Bishop Megan Traquair visited St. Martin's and after presiding and preaching at the 10 am service, Bishop Megan blessed the bins. The bins were then moved to a permanent location after the blessing. As soon as the bins are distributed, the Committee will organize to create replacements.

The Committee continued to support the "Every Person...Every Week...One Item of Food," ministry, which distributes food weekly to Dixon Family Services, the STEAC food closet, and the UCD Pantry. The Committee then contributed to the presence of St. Martin's Meal Representatives for weekly meals at Parish Hall offered by Davis Community Meals and Housing (DCMH)

Sphere 2: Grants and fundraising

The Committee, once again, played the lead organizing role for the Matthew 25 Grants and Gifts program that supports local agencies serving individuals and families in need. This was done in collaboration with representatives from the Vestry and the parish at-large. Just over \$23,000 was allocated this year. The recipient organizations were: The Center at St. Matthew, Davis Community Meals and Housing (including, Paul's Place), Dixon Family Services, Davis Phoenix Coalition, and Short-Term Emergency Aid Committee.

The Committee also coordinated the Special Plates for Easter and Christmas. Representatives from the Vestry and the parish at-large were partners in this effort.

The Committee organized and executed the Christine Blanchard Thanksgiving Project, distributing 73 grocery store gift cards to local families and 48 gift cards to the AB 540/Undocumented Student Center on the UC Davis campus.

Members of the Committee worked collaboratively with the Vestry to clarify membership and

governance guidelines owing to the dissolution of the St. Martin's Ministry Council. The SJO is now considered a committee of the Vestry.

For the coming year, the Committee intends to work diligently to increase parishioners' awareness and understanding of the committee's work with the goal of engaging more members of the parish in outreach efforts and recruiting additional committee members. If you are interested in deepening your involvement in outreach and advocacy efforts in our community, please reach out! My email is below.

Finally, the Committee is considering - preliminarily - a special work project at Dixon Family Services. Please stay tuned for more information.

Respectfully submitted,

Bob Polkinghorn
Interim Chair, Social Justice & Outreach Committee

Care for God's Creation Report

For the third year in a row, we received a \$5000 grant from Episcopal Community Services. Our grant projects for the past three years have taken place at the St. Martin's campus in Davis, for the Seeds of Justice Speakers' Series (online and in person), and at Forbes Ranch, as described below. The Grant Committee was expressly formed to apply for funds to enable various repair, renovation, and formation efforts, and in particular to discern and carry out land-based ministry: that is, an approach to ministry that considers the land, including its history, uses, original inhabitants, ecosystem health, and environmental threats, to be a key component of the church's mission.

(See the Episcopal Covenant to Creation Care:

<https://www.episcopalchurch.org/ministries/creation-care/>

and General Convention Resolutions:

<https://www.episcopalchurch.org/wp-content/uploads/sites/2/2022/08/Environmental-Protection-GC-Resolutions.pdf>)

St. Martin's Campus

- The public-facing blackboard area has been converted into an educational space that will allow for discussions, meetings, lectures, and perhaps evening films in the summertime. The donated pine logs were cut to altar- or lectern-size by parishioners; the decomposed granite walkways were built to allow easier access from both the sidewalk and the church patio; and a decomposed granite gathering area was created as well. Before the renovations, the grass space was very successfully used for a Seeds of Justice lecture-demonstration by Diana Almendariz, attended by thirty people, about Tule reeds and the creation of Native American cordage. This gave impetus to make the area more accessible and visible from the street so that passersby might join in. Many thanks to Buildings and Ground for all your work in this area!
- Pamela Dolan has also contributed a demonstration of straw bale gardening in the area between the Parish Hall and the classrooms, a method of growing flowers and vegetables that she has recommended in her book *Contemplative Gardening*. It has been continued into this season.
- An Advent Spirituality in Nature Gathering (SING) took an intergenerational group of parishioners on a neighborhood walk to Redwood Park to gather and then share thoughts (on evocative objects like acorns, autumn leaves, pictures taken of seasonal ginkgo and persimmon trees), and to participate in Evening Prayer.
- Partnering congregations and organizations have profited from using the SM campus (such as the Yolo Interfaith Alliance for Climate Justice, as well as the Diocesan workshop on Community Gardening), and from gaining the lively and valuable participation of SM parishioners (Grace Garden).

Seeds of Justice Speakers Series

The first two years of our grants we hosted three different lecturers each year, with an average attendance of 60 people per event from St Martin's as well as from the community.

(Speakers included Diana Almendariz, Patwin-Wintun Culture Bearer; Prof. Melissa Moreno, Woodland Community College; Melinda Adams, PhD candidate UC Davis; Prof. Beth Rose Middleton Manning, UC Davis; Prof. John Liu, UC Irvine; Prof. Alan Taylor, University of Virginia.)

Speakers for 2024 are being invited for the Spring.

Forbes Ranch

The work at the Ranch has continued the projects of the past two years: More than 28 trees were removed from the northwest corner of the Ranch, and we planted ten Valley Oak trees and other native shrubs like soaproot and milkweed. Volunteers cleared the former bunkhouse and small shed of clutter and debris, the removal of which required professional hauling. Renovations were made to the outdoor bathroom by an independent repairman; improvements were undertaken on the apartment, the storage cabin, and the water tower. We purchased tables and chairs and shade structures.

We have been able to use the newly cleared and repaired spaces for outdoor Rogation worship, three Taize services, and three Spirituality in Nature Gatherings, including an evening of stargazing this past August. These events have been attended not only by St Martin's parishioners but also by people from the community. Boy Scout Tyler Staub has created a Native Wildflower and Pollinators Garden as his Eagle Scout Project.

The most ambitious development in recent months has been the construction of a Gathering Circle in the form of a round open arbor in the Wintun style of this region. This involved more than 40 volunteers: from the church, Boy Scout Troops 466 and 139, the Yolo Climate Emergency Coalition, the Belfry, and Interfaith/Davis community contacts, guided by general contractor and parishioner Mark Brothers, Committee Co-Chair Ann Liu, and with counsel from Wintun culture bearer Diana Almendariz. When completed, the Circle will allow larger groups to gather outdoors in a lovely, sheltered spot, sufficiently removed from the canal for safety, and with an inspiring view of the coastal mountains beyond the property. We anticipate constructing a level pathway to the Circle.

We also hope that the Ranch will be a place to model sustainability through carbon-neutral infrastructure; drought-tolerant, carbon-sequestering vegetation; and conservation practices that support clean air, aquifer recharge, and climate resilience. Additionally, we aspire to invite youth to visit the Ranch for events that might be sponsored by the Boy Scouts (e.g. stargazing), the Center for Land-Based Learning (e.g. hedgerow planting), and/or the Redbud Resources Group (e.g. workshops on Native history and sustainable lifeways). Our goal is to interest the next generation in the Ranch and to create a space for visitors of all ages to practice caring for the environment and each other, for restoration, meditation, worship, and inspiration.

Committee reorganization

Given our Rector's sabbatical leave, we left off holding monthly in-person or Zoom committee meetings in June, and since then we have communicated via the St Martin's Green email list. Members have received information about action items, petitions, and events of interest at St.

Martin's and in the Community.

This anticipates a likely restructuring in 2024, potentially involving a group of teams, each with an appointed leader in charge of a particular environmental issue or area. Such a leader will be tasked with gathering a group of concerned parishioners to join in specific actions (related to, for example, Climate change and resilience; Ranch plantings and renovation; Davis campus formation spaces and events such as reading groups; organizing Seeds of Justice lectures, SINGS, etc.).

Respectfully submitted, Alessa Johns and Ann Liu
2023 Co-Chairs, Care of God's Creation Committee

Caring Ministries Report

The Caring Ministries Committee has been part of the Life in Our Community Commission of our Ministry Council. We have had programs which are part of this Committee. Those Programs are described below. The Chair of the Caring Ministries Committee was Lynn Zender—please contact her if you have any questions or want more information. That said, we have been restructuring some of the pieces at St Martin and this committee will no longer exist in its current form. Its activities will be absorbed into parts of St. Martin's ministries, including the Pastoral Care team. Quarterly gatherings of various caring ministries team leaders will be the pattern for 2024.

Here are the programs, and they shall continue:

Helping Hands

Helping Hands provides a limited number of meals to congregants in temporary need. If you'd like to bring joy and sustenance to those in need, or if you are interested in receiving a meal, please email info@stmartin.org and someone will contact you. Your participation in providing a meal when requested is based on your availability. The chair for this group is Marianne Wilcox.

Prayer Shawl Ministry

Each prayer shawl and blanket is made with love and in prayer. It is a mantle of God's love through warmth and comfort. Prayer Shawls are freely available for anyone who wishes one. In the past year, we have given shawls to: Yolo Hospice and Citizens Who Care for in-building meetings, baby blankets to Yolo Crisis Nursery, shawls and muffs to Yolo Adult Day Care Center in Woodland, extra-large fleece blankets to Davis Police and Fire Departments and individual shawls and muffs to parishioners and friends for known needs. There are also feely hearts at the back of the church if you would like to take one.

Margaret Grayden has a supply of our "feely hearts" Much of the work is done at home. Dawn Preisler has been coordinating this prayer shawl effort and Margaret Hill will be doing so in the future. If you know of who might like to join us, we meet on the first Wednesday of every month in Rooms 6 & 7 between 9:30 & 11:00am.

For more information contact program chair Margaret Hill.

Eucharistic Visitors

We have now resumed this ministry! Here is how it works: At St. Martin's, our Eucharistic Visitors do their visits in pairs, following the example of Jesus, who sent His disciples out two by two to serve others in His name. Each pair of Eucharistic Visitors serves an average of one Sunday a month.

If you are interested in receiving home communion, just call the church office or email the office at info@churchofstmartin.org. We are always interested in recruiting additional Eucharistic Visitors. If you want to learn more about what's involved and/or think that you might be called

to serve as a Eucharistic Visitor, please contact Deacon Margaret Grayden (margaret@churchofstmartin.org).

Messenger Packets

This past year, we have continued to deliver bulletins and sermons to members of our congregation who are unable to attend our in-person or virtual worship services. Diane Bamforth pulls them together on Monday (past sermon, announcements, service bulletin and sometimes a cover message) and then she and a dedicated crew distribute them each week. The messengers deliver them to the door and then have a brief conversation with the recipient if he/she is home. They eagerly look forward to seeing someone from church and we were glad to be able to provide this personal touch! We still serve about nine households weekly and doing this takes a significant time commitment! Messengers are Susan Lugo, Carla Harris, Kimo Kimokeo and Diane Bamforth.

The messengers also deliver Altar flowers (when available) to their recipients or others in the parish family who are sick or in need. Please contact Diane Bamforth if you know of someone who might appreciate them.

Card Ministry

We started this ministry and it has been successful. We have been sending birthday, sympathy and get well cards. If you have given us your birthday, we plan to send you a card. (If you have not given us your birthday date and are willing to do so, please contact the church office). Our wonderful card writers this past year have been: Dawn Preisler, Deb Kimokeo, Nancy Anderson and Janet Gebhardt.

In this past year we have talked about ways we can help each other. Here are some of the ideas we came up with:

- Small focused affinity groups, such as parents of young children, parents of teens, men's group, parents with aging parents, and so on
- Wish to identify and then reach out to persons who may have not been recently attending St Martin
- Classes or informational sessions on advance directives
- Friendly Visitors
- Distribution of altar flowers to someone who is shut-in
- Other ideas: parish nurse
- And so on...

Thanks for all the ways everyone has stepped up and the beat will go on!
Lynn Zender, Chair of Caring Ministries

Christian Formation

Adult Formation Report

There were fewer Adult Ed offerings this year because of Helen's frequent absences throughout the year and Rev. Pamela's sabbatical. We are grateful to all who participated!

Epiphany

St. Brigid's Day: A Labyrinth Walk, learning circle, and fireside discussion was held for St. Brigid's Day on February 1st.

The Gospel of Matthew with Katy Valentine through Church Next was offered for two weeks in Epiphany to take a deeper dive into the Gospel, which was the focus of this year.

Lent

Living Well Through Lent: Practicing Compassion With All Your Heart, Soul, Strength, and Mind was presented weekly on Wednesday mornings through Lent. Helen Campbell facilitated it.

An Episcopal 101 Class was offered in person on Sunday mornings with a rotating team of facilitators. The class was attended by new members and longstanding members alike and was well received.

Rev. Pamela facilitated a REVIVE retreat in early Lent. The group continued to meet weekly throughout the season and explored various prayer practices.

SING (Spirituality in Nature Gathering) offered several events throughout the year.

Advent

A Living Compass group, **Living Well Through Advent: Practicing Wonder With All Your Heart, Soul Strength and Mind**, met on four Tuesday mornings with up to five attendees and was facilitated by Helen Campbell. Attendance was inconsistent due to the busy nature of the season and other commitments.

I am stepping down as the Christian Formation person though I will continue to make an occasional offering throughout the year.

Respectfully submitted,

Helen Campbell

Children's Formation Report

Our Children's Ministry has continued to grow over 2023. Godly Play, a Montessori-style program for PreK-6 children, involves telling Bible stories, parables, and stories of liturgical traditions using simple materials, then inviting children to “wonder” and connect the stories to their experiences. Godly Play now meets three Sundays a month (all but First Sunday), with steady attendance. We are fortunate to have many dedicated volunteers assisting with Godly Play and children's activities, including Diane Bamforth, Janet Thompson, Deborah Hawkins+, and Sheri Reynolds.

This year also saw increased participation of children in parish events, including the return of our annual Easter Egg Hunt (a big thank you to Jessie Gottschalk and Michaela Reynolds for help hiding eggs) and Christmas Eve Pageant (thanks to Michaela Reynolds and Gabe and Michelle Avila for costuming assistance), as well as the St. Martin's Day celebration, Advent Wreath-making, and Las Posadas. We are looking forward to continued growth in Children's Ministry and to continued celebration with the children of St. Martin's.

Submitted by Sheri Reynolds

Families Together Project Report

What a wonderful year this had been! The two families we have been supporting have found affordable housing, employment, the children are attending schools and all is pretty well.

The Leadership Team decided that we would end our official activity as of the end of 2023. At that time we divided the remaining balance in our financial fund between the two families for their future use as needed.

We are so pleased to have spent the last few years with these two families from Central America and we know that their futures will be healthy and robust as they continue to live with us in Davis.

Lynn Zender, Coordinator
Families Together Project

Music Ministry Annual Report

The music ministry began 2023 in high spirits, following a wonderful Advent and Christmas. Oliver Steissberg served as substitute organist on the first Sunday of the year, January 1. During Epiphany, the choir provided diverse music from composers from Bach and Tallis to Pepper Choplin. In Lent, we presented excerpts from Healy Willan's *Tenebrae Responses*, and Chris Reynolds provided Music Notes for Clif Cason's touching anthem "Lead Gently, Lord." Easter morning, we were pleased to present Keith Getty's lively modern Celtic anthem, "Christ is Risen." In May, we sang Edith Kanaka'ole's prayer "E Ho Mai," coupled with an arrangement of a Dakota hymn. We are grateful to Oliver Steissberg, who substituted as Organist for six weeks during the summer, leading a pop-up choir every Sunday, and leading music for Betsy McElroy's ordination service and for the memorial service of choir member Kenneth Morlock. Jeffrey and Suzanne returned in August.

In September, the Sanctuary Choir returned, and we again re-introduced the Psalm-singing and musical responses we had only fully returned to the previous year. However, in response to feedback, we began experimenting with shortening some of our hymns. We decided not to shorten the Communion Hymns, but in the Fall, with the Rector's permission, we began leaving out some verses of our Processionals and Recessionals.

In 2023 we heard lots of notable vocal music in church, anthems and otherwise. In October, Elise Keddie sang "I will consider my cat, Geoffrey" from Benjamin Britten's "Rejoice in the Lamb," and baritone Mark Grote joined us on Christ the King Sunday for Henry Purcell's "Rejoice in the Lord Alway," aided by our own Elise Keddie and Neil Willits. During Advent, we heard Carol Hom and Neil Willits sing the duet "Land of Rest." Suzanne and Elise sang the verses to the Magnificat during an Advent Prelude. Other notable musical works were Amy Bernon's anthem "On Justice, On Truth, On Peace" and Sebastian Homo's Renaissance motet "Serve Nequam." The choir continues to work on "World Beloved: A Bluegrass Mass," by Carol Barnett, which we will present in April 2024. We sang the Credo movement for our Dia de los Muertos service at the end of November.

On December 3, the Sanctuary Choir offered a First Sunday morning Lessons and Carols service focussed on the Virgin of Guadalupe, and followed by a Posadas procession. We were joined by a professional quartet of Renaissance wind instrument players, and presented music of Spanish Colonial America in Quechua, Nahuatl, and Spanish. Members of the congregation provided percussion, and David Avila played guitar for the Pop-Up choir and Posada. The service was followed by a party in the Parish Hall, with carol-singing.

Our final choir services of the year were on Christmas Eve. Oliver Steissberg played for the early pageant, and the Sanctuary Choir joined us for Choral Eucharist at 7 and 10 pm.

The organ began acting up in the fall, and the organ tuners found some florist foam inside the organ pipe chest, which they removed. We were warned not to throw things into the organ. We

were also advised not to lean on the wooden pipes behind the organ, because some of the pipes are being pushed out of position.

For many years, Jeffrey has set a task for himself to learn a different Bach Prelude and Fugue. This year he studied BWV 545 in C Major, and played it for us on Christmas Eve. Jeffrey continues to explore different organ registrations, and upon learning that many people find the hymns too loud, he has been reducing the sound varieties for full organ to one half of what is available. During Lent, Jeffrey substituted glass bowls for handbells, but the result was too quiet to be heard.

In response to requests from parishioners, we began providing anthem texts in the weekly service bulletins, and weekly Music Notes to explain how some of our music is chosen. These two small changes have generated lots of positive feedback. It isn't just facts about the music that people enjoy reading; we are very gratified that our parishioners are also interested in the practical and spiritual process of selecting music to highlight the liturgy, sermon, or theme.

Respectfully submitted,
Jeffrey Jubenville, Director of Music
Dr. Suzanne Jubenville, Choir Director

Worship Committee Report

In 2023 we completed our first full year of post-Covid services. Some things have changed, others have not. Changes include offering wine from the chalice and sending the Eucharistic Visitors out from the altar rail during the appropriate service. Unchanged are broadcasting services via Zoom and YouTube to reach those near and far. Our Worship ministries continue to provide volunteers for all the aspects of our services and their 2023 stories follow. If you have any questions, would like more information or are interested in joining one of these ministries, please contact any of the ministry leaders or Joannie Cavanagh at worship@churchofstmartin.org.

Ushers

Our team of ushers continues to welcome newcomers and longtime parishioners into the sanctuary, providing service booklets and directing families with children to Godly Plan or the children's area in the front of the sanctuary. With the increasing number of people coming to church "in real life," we have more congregants to count during the sermon. We now are coordinating the two-line procession to communion. During announcements we now welcome newcomers with welcome bags. Several parishioners have joined the usher team on a regular basis or as substitutes.

Being an usher is a wonderful way to see longtime friends and meet new ones. If you would like more information about being an usher, please contact Joannie Cavanagh at worship@churchofstmartin.org.

Submitted by Joannie Cavanagh, Chair of Worship Committee.

Flower Guild

Flower Guild members create arrangements for services, with flowers subsequently delivered to homes of shut-ins by a member of Caring Ministries team. We source flowers locally and sustainably whenever possible, using Dixon Florist, Strelitzia Florist, Neve Brothers Flowers from Nugget Market, Trader Joe's, Full Belly Farm from the Davis Food Co-op, and Rainwater and Good Humus Farms from the Davis Farmer's Market. In addition, parishioners Janet Lane/Bob Holm, Ernie Lewis, Carla Harris, Anne Duffey, and Carole Hom/Neil Willits contribute flowers from their gardens. Thank you to Flower Guild members Susan Kauzlarich, Sheila Lewis, Janet Thompson, Rhody Vallejo, and Carole Hom for their dedicated service. Each has their own inimitable style and we relish the variety.

Please contact Carole Hom if you'd like to join the flower guild.

Respectfully submitted,
Carole Hom, chair

Altar Guild

Thank you to all the Altar Guild members who have agreed to continue to serve in this important ministry. We currently have eight active members. This past year we welcomed Joan Jordan and Joy Humphrey to the Altar Guild and always welcome more volunteers. Members serve one week a month and training is provided. Altar Guild is an important behind the scenes ministry. There are no regular meetings. It is a great opportunity for volunteers, men and women, who have limited time but want to feel involved.

Please contact Carla Harris if you would like more information about Altar Guild.

Respectfully submitted,
Carla Harris
Chair

Acolytes

Submitted by Janet Lane, Acolyte Coordinator

Acolytes serve at the 10am service as crucifer, torch bearers, and streamer bearer (feast days only). At the 8am Rite 1 service, we do not have acolytes as the Eucharistic Minister performs a few of the tasks an acolyte might perform. See the bottom of this page for acolyte terminology and roles.

This past year, we trained several new acolytes, including several of our UC Davis student parishioners, and were able to begin using torches again to process in with the cross and for the Gospel procession. We now have a cadre of ten acolytes, although sign-ups to serve have lagged somewhat.

Our goals for 2024 are the following:

- To increase sign-ups of trained acolytes so that we can use torches as much as possible.
- To encourage older children and youth to become torch bearers and eventually crucifers.

Training to serve as an acolyte (led by Janet and Deacon Margaret) is usually done after the 10am service on a Sunday and takes about an hour. The acolyte is then encouraged to practice at least one more time before serving. **We hope adults, older children and youth will come forward and let us know if you wish to serve as an acolyte. Contact Janet Lane or the church office (info@churchofstmartin.org) for any questions or to let us know of your interest.**

Acolyte Terminology and Roles

Crucifer: Carries the cross and leads the procession at the beginning and end of the church service. The crucifer also assists the deacon by bringing items to the altar as the deacon is setting the table. The crucifer also lights and extinguishes the candles and collects the offering plates

from the usher.

Torch Bearers: Carry the candles behind the cross in the procession at the beginning and end of the church service. Participate in the Gospel procession, where the deacon comes out into the congregation to read the Gospel. Two torch bearers serve together at a service.

Steamer Bearer: The steamer bearer leads the procession on feast days and special occasions, twirling colorful steamers high in the air.

Hospitality Committee Report

The Hospitality Committee is comprised of two groups: Coffee Hour and Special Events.

Coffee Hour: Volunteers set up the coffee cart and snack table and clean-up once most people have left the coffee area. Francis and Crystal David donated and launched the coffee cart last year to simplify the preparation and clean-up of coffee service after the 10am service. There had not been enough parishioners signed up to cover the responsibilities of coffee hour as it was previously structured. Now, it usually takes one person to set up the coffee cart and coordinate clean-up.

We are very grateful to the current team of volunteers who arrive earlier on Sundays to set-up for Coffee Hour: Bob Holm, Tony Miller, Tim Williams, Kimo Kimokeo, and David Martin. Bob Holm and Janet Lane coordinate the monthly schedule and coffee cart supplies.

There is always something tasty to accompany the coffee, tea, and hot chocolate from the cart. Our gratitude to the parishioners who provide sweet and savory treats for the snack table on Sundays, and to the individuals who donate packaged cookies to the Hospitality closet to supplement the table snacks as needed.

Special Events: As part of the church-year calendar, we held several events to celebrate the season and welcome guests to our community. Additionally, we assisted families who held celebration of life services at St. Martin's, followed by receptions in the parish hall. 2023 gatherings included the Annual Meeting, Easter Brunch, Bishop Megan's visit and the confirmations/receptions, the Stewardship luncheon, Dia de Los Muertos, and smaller receptions at the Blue Christmas service and the Christmas Vigil.

A big thank you to the individuals who were 'on call' to assist with set-up, serving, and cleaning at various times throughout the year, especially when I was not able to be at the event. Special thanks to Bob Holm, Carla Harris, Craig Harris, Carole Hom, Garda Johnson, Janet Lane, Katherine Graham, Margaret Hill, and Rhody Vallejo.

Please contact me if you'd like to join the wonderful folks who make hospitality a welcoming ministry at St. Martin's.

Maria Acuna-Feldman

Columbarium Committee Report

Submitted by Bob Holm, Columbarium Committee Member

Our columbarium is situated adjacent to the labyrinth and under the shade of three large redwood trees. The Rev. Ernie Lewis and Bob Holm, under Rev. Ernie's guidance, open and close the niches when ashes are being placed and have nameplates engraved at a local jeweler. They also keep records of niches used, available, and purchased for future use. The vestry sets prices for niches, which are currently \$2,000. The income from niche purchases allows us to maintain the beauty of the space long-term and to plan for additional niches in the future.

The space is groomed monthly by Buildings & Grounds Committee members (the ground is raked, trees pruned, fencing and gates maintained). This past year, we added a layer of decomposed granite to cover up exposed roots and irrigation tubing.

If you have questions about purchasing niches, contact the church office. If you have other questions about the columbarium, contact Rev. Pamela, Rev. Ernie, or Bob Holm.

Additional

Davis Community Meals (Tuesdays) Report

Davis Community Meals (DCM) has sponsored meals for clients who are indigent or simply in need of companionship for the occasional meal. The Tuesday meals date back to February, 1991 and have been served in St. Martin's Parish Hall from the beginning. The Tuesday meals rely on the participation of a loyal cadre of volunteers, including servers, cooks, dining room coordinators and musicians, many of whom are affiliated with St. Martin's. A group that's made up *exclusively* of St. Martin's are the church representatives, who are present at every meal and ensure that the meals run smoothly. Our current crew of volunteers include Anne Duffey, Gini (and Karl) Palmer, Russ Gebhardt and Alice Day, who serve in this capacity once a month, and who work well in coordinating with each other, in case one of us has a conflict with our regularly scheduled week. Kudos to all of the DCM Tuesday representatives, as well as to Sandy Granett, who has been one of the chefs since the very beginning of the program.

Centering Prayer Report

Since May 2009, the St. Martin Centering Prayer group has faithfully met each week for one hour of Centering Prayer and reflection on the writings of Fr. Thomas Keating and other contemplative writers. We have about 20 members from various faith backgrounds in the group, with about 10 members regularly attending meetings. About half of the members are also members of St. Martin Church. Our group is a member of Contemplative Outreach, an international spiritual network of individual and small faith communities committed to living the spiritual dimension of the Gospel in everyday life by cultivating stillness through the practice of Centering Prayer. "Be still and know that I am God."

Scouts BSA Troop 466 Annual Report

As the chartering organization for Scouts BSA Troop 466, St. Martin's offers a high-quality youth program in our Davis community and can take pride in the service ethic, leadership, and outdoor skills our scouts develop.

Troop 466 had 21 active scouts in 2023. Many scouts earned rank advancements during the year, and one celebrated the achievement of Eagle Scout rank: Tyler Staub. In February, five new scouts joined our troop, bridging over from their Cub Scout pack. The troop gathered for weekly meetings at St. Martin's and engaged in monthly outings including hikes, overnights, and other activities. Game nights at St. Martin's have become a favorite event and a good way of inviting Cub Scouts to get acquainted with our troop. The troop's two patrols performed admirably at the annual Golden Empire Council competitions of Klondike in February and Camporee in April. Summer highlights included a week of summer camp at Camp Winton in July, as well as a high adventure trip to the BSA's SeaBase in Florida. Scouting for Food, the annual food drive, occurred in early March, and the Scouts Christmas Tree Lot continued as a major fundraiser in December.

for all Scouts BSA Troops in Davis.

The troop engaged in a parish garden workday on the grounds of St. Martin's in July and enjoyed helping to build the open arbor at the Forbes Ranch in March. Many scouts also supported Tyler Staub's Eagle project of installing a butterfly garden at the Ranch. Scouts enjoyed setting up a demonstration campsite on the lawn for our Scout Sunday at St. Martin's in May.

The Troop had a transition of leadership during 2023. Scoutmaster Andy Reising completed his service and passed the Scoutmaster leadership duties to Janis Cooke. Fortunately, Andy joins multiple previous Troop 466 Scoutmasters in continuing as an active Assistant Scoutmaster.

The Troop once again maintained "Gold" status with the Scouts BSA "Journey to Excellence" system, indicating a program of the highest quality. While chartered by St. Martin's, the troop is financially self-sustaining through fundraising and participant fees.

Children and grandchildren of St. Martin's parishioners are warmly welcomed to participate. If you know of a youth in your family or neighborhood who could benefit from the program, we hope you will help them to connect with the troop.

We recognize with deep appreciation the service of our many adult leaders, including Janis Cooke, Scoutmaster and Debbie Reeves, Troop Committee Chair.

Respectfully submitted by Sarah Conning,
Charter Organization Representative

APPENDIX 1: BUDGET PRESENTATION



TREASURER'S REPORT

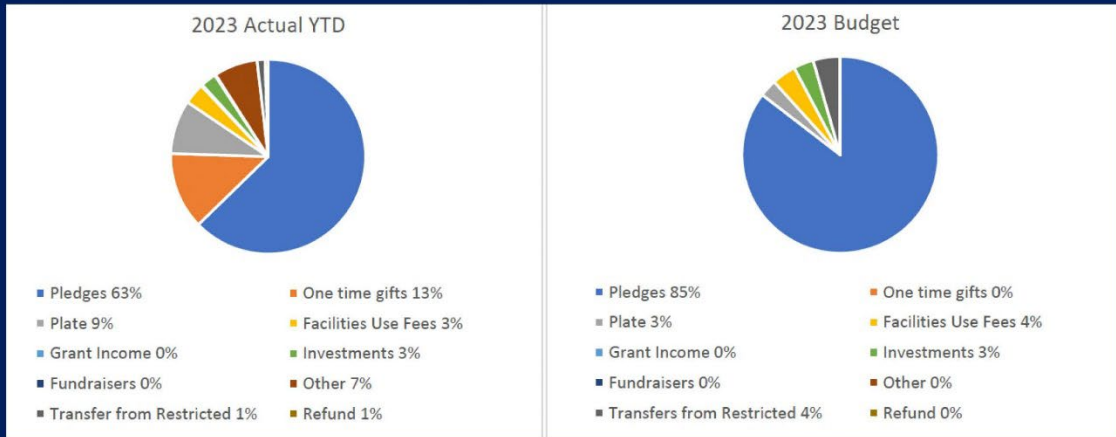
DECEMBER 31, 2023

2023 FINANCIAL RESULTS:
SURPLUS OF \$183K

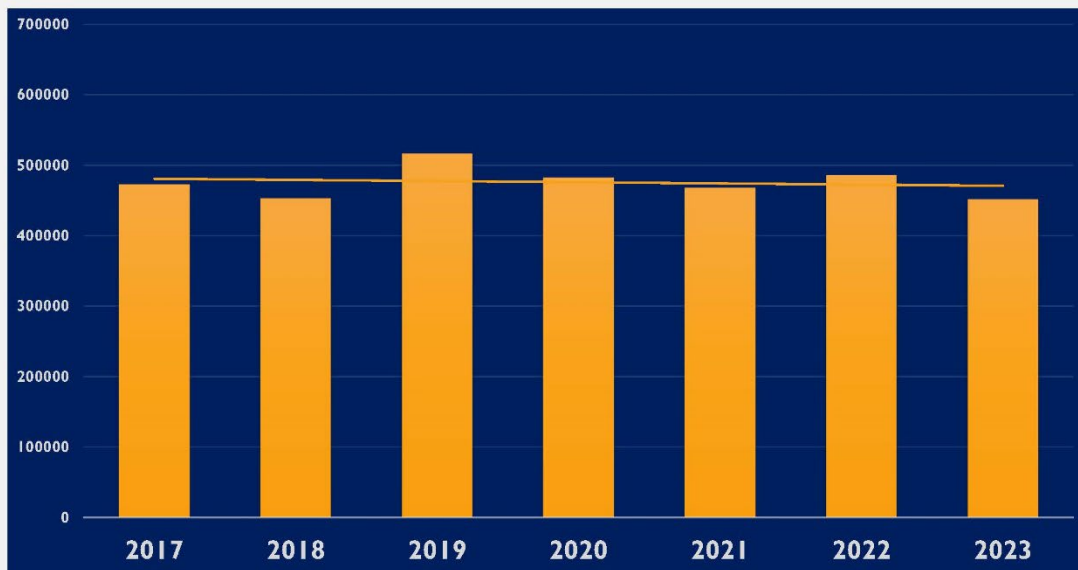
- EMPLOYEE RETENTION TAX CREDIT*
- REDUCTION IN APPORTIONMENT COSTS*
- BEQUEST*
- INCREASED GIVING TO PLATE

- *=one time only

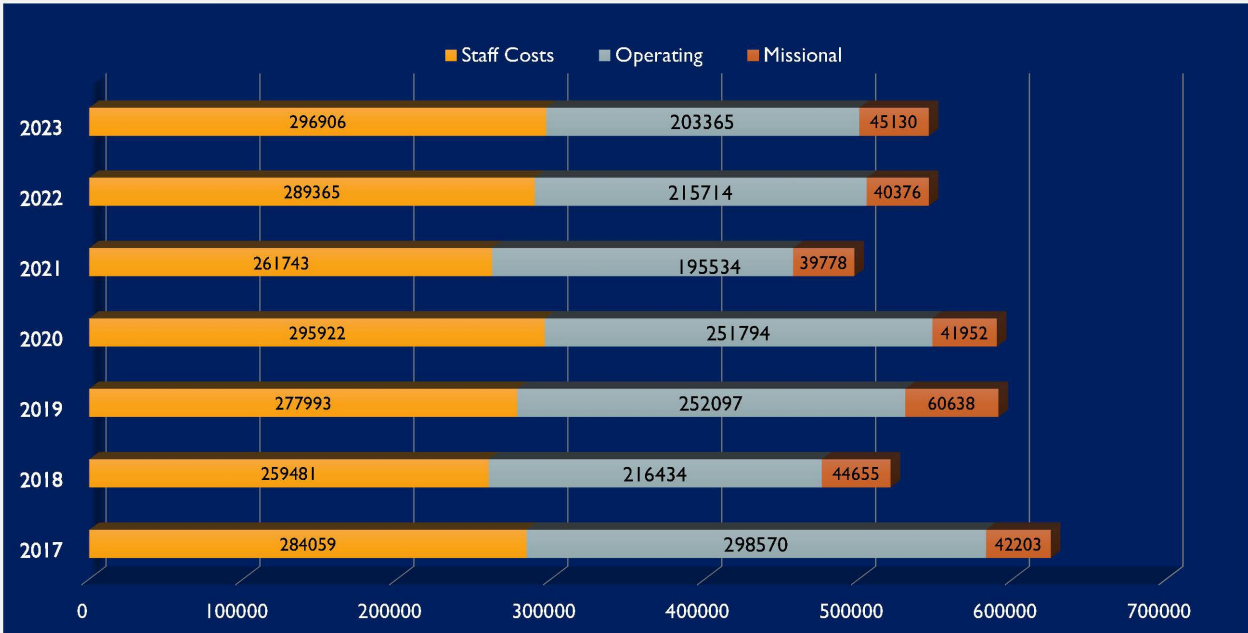
2023 REVENUE: ACTUAL VS BUDGET



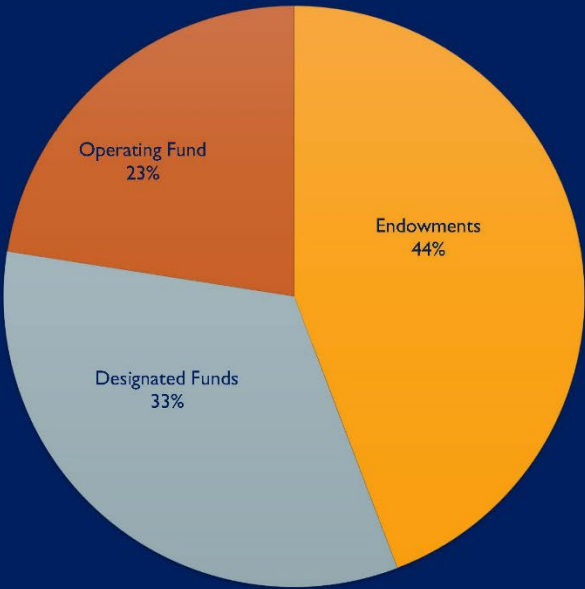
PLEDGE INCOME



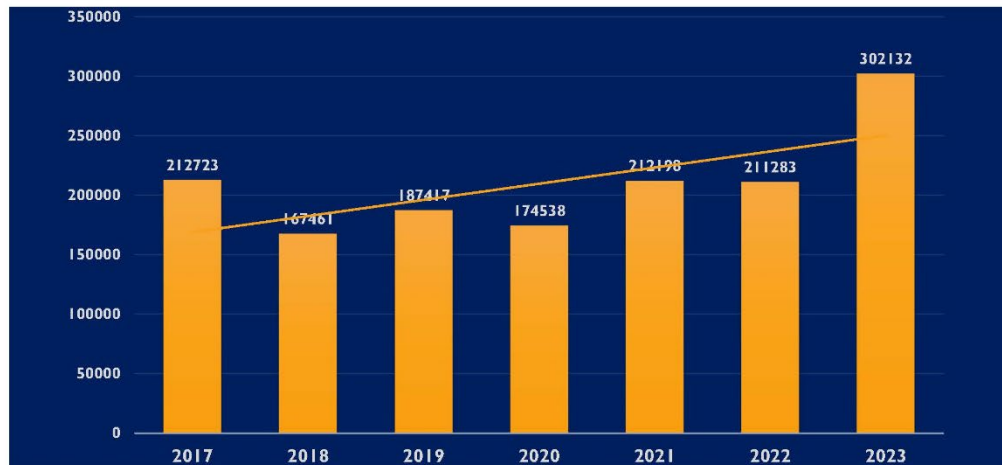
COSTS



RESERVES - DECEMBER 31, 2023



CURRENT ASSETS (BANK ACCT.)



QUESTIONS ON 2023
FINANCIALS?



2024 APPROVED BUDGET

NEW MODEL FOR PRESENTING FINANCIAL STATEMENTS

- TWO CATEGORIES (“BUCKETS”)
 - OPERATIONS=INTERNAL MINISTRY (STAFF, OFFICE, CAMPUS, PROGRAM)
 - MISSIONAL/OUTREACH GIVING=EXTERNAL MINISTRY

2024 MISSIONAL/ OUTREACH GIVING

BUDGET \$71K

- BELFRY INCOME
- THANKSGIVING GIFT CARD PROGRAM
- CHRISTMAS AND EASTER PLATES
- FROST INCOME (significant increase in 2024)
- FAMILIES TOGETHER (program ends in 2024)
- COSTS OF FACILITIES (portion)

2024 OPERATIONS

- ASSISTANT RECTOR POSITION REMAINS A PRIORITY BUT IS NOT INCLUDED IN THIS YEAR'S BUDGET
- SLIGHT INCREASES IN PLEDGE AMOUNTS, FACILITIES REVENUE
- INCLUDES THE USUAL \$30K FOR CAPITAL RESERVE/EXPENSES

➤ BUDGET SHORTFALL ~\$23K

2024 OPERATIONS

- ADDITIONAL COSTS OF STAINED-GLASS REPAIR (THROUGH APRIL):
 - \$30K CAPITAL EXPENSES (THROUGH APRIL)
 - \$20K FOR POSSIBLE FUND-RAISING COSTS

➤ BUDGET SHORTFALL \$73K

BALANCED BUDGET 2024 DEFICIT COVERED BY 2023 SURPLUS

REVENUE

Operations Revenue	\$624,414
Missional Revenue	\$48,526
TOTAL REVENUE	\$672,940

*Includes funds from 2023 surplus to balance

EXPENSES

Operations Expenses	\$601,704
Missional Expenses	\$71,236
TOTAL EXPENSES	\$672,940



QUESTIONS ON 2024 BUDGET?



THANK YOU

Finance Team: Janet and Gabe

Budget and Finance: Neil, Pamela, Tom, Jeff, Gabe

Investments: Maria, Stan, Molly, Neil

Former Treasurer: Julie Knudsen

CPA Stephen Lawrence