



ST. ANDREW PRESBYTERIAN CHURCH
3604 NE 10TH COURT, RENTON, WA 98056 · 425-272-5836 · STANDREWPC.ORG

Annual Report, Part II

July 2018 Through June 2019

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Introduction & Overview

Don Patterson, Clerk of Session

The St. Andrew pastors (teaching elders) for 2018-2019 were as follows:

Scott Anderson	Pastor – Head of Staff
Julie Kae Sigars	Associate Pastor of Music & Worship
Maggie Breen	Associate Pastor of Compassion, Justice & Peace

The staff members for 2018-2019 in addition to the pastors listed above were as follows:

Bounsy Vongsa	Custodian
John Palmer	Church Musician (Resigned March 2019)
Amber Oakes	Children Ministry Coordinator
Don Patterson	Clerk of Session
Roger Paulsen	Treasurer
Pattie Holt	Data Recorder Lead of the Financial Secretary Team
Pattie Holt	Weekly Counter Lead of the Financial Secretary Team
Andy Resor	Weekly Counter Lead of the Financial Secretary Team
Don Patterson	Weekly Counter Lead of the Financial Secretary Team
Karen Mullen	Weekly Counter Lead of the Financial Secretary Team
Jan Tessin-Thuline	Weekly Counter Lead of the Financial Secretary Team

The ruling elders of the Session for 2018-2019 were as follows:

Chuck Sigars	Class of 2019, 1 st Term	Evangelism & Proclamation Ministry
Amber Oakes	Class of 2019, 1 st Term	Worship & The Arts Ministry
Marie West-Johnson	Class of 2020, 1 st Term	Compassion, Justice & Peace Ministry & Creation Care Ministry - Grounds
Pattie Holt	Class of 2021, 2 nd Term	Worship & The Arts Ministry
Mike Dittmar	Class of 2021, 1 st Term	Creation Care Ministry - Finance

The Deacons for 2018-2019 were as follows:

Diane Schott	Class of 2019, 2 nd Term
Leslie Delfin	Class of 2019, 1 st Term
Sheila Greene	Class of 2019, 1 st Term
Laurie Rossnagel	Class of 2019, 1 st Term
Dan Clawson	Class of 2020, 1 st Term
Judy Paulsen	Class of 2020, 1 st Term
Carolyn Yahoudy	Class of 2021, 1 st Term

The number of active members totaled 103 at the end of the year on June 30, 2019 with the following changes during the year:

Additions to the Active Membership Roll:

Tami McGuire
Katherine Whitehead
Nikki Gibson

Deletions from the Active Membership Roll:

Dana Holstine

Deletions from the Active Membership Roll Due to Death:

None

In addition to the 103 active members, St. Andrew has 1 affiliated member and 4 children that are listed on the baptized children roll. All of the rolls can be accessed in the Members & Metrics drawer of the File Cabinet on the St. Andrew web site.

The Nominating Committee for 2018-2019 included Elder Pattie Holt as chair, Elder Chuck Sigars, Deacon Laurie Rossnagel plus Barbara Anderson, Paul Mitchell, Don Patterson and Andrea Shirey from the congregation.

The Manantial de Vida congregation started leasing use of the facility in June 2014. Their pastor is Oscar Avalos.

Pastor's Report

Rev. Scott Anderson, Pastor - Head of Staff

I took a little trip with my mom and a friend recently. I was taking them for a visit they had arranged which didn't quite turn out the way we had planned it. The visit didn't happen. A sick day for the host. But what emerged was extraordinary. A trip up another mountain and down memory lane. A visit to old homes and haunts for my mom that I had heard about, but never seen. A homestead now flooded, not just with memories, but with the water of Riffe Lake. Locations and images to tether stories I'd long heard that existed only in the ether of my imagination. It was a truly rich, and unexpected day I will treasure.

It got me thinking that this is the way of this journey of ours anyway. Despite our plans—good ones, flawed ones (usually a bit of both)—the Spirit of life comes to us where we least expect it and summons us (thank you John Bell, GTG 726) to destinations we “don't know and never be the same?” Abram becomes Abraham, and Sarai, Sarah, the parents of a sky-full of promise because they sat out on a journey with no assurances, no visible end. Let's face it, in wilderness and in promised territory alike, Israel wanders. In Luke, Jesus sets his face to Jerusalem, but then travels this circuitous journey that is anything but a straight line geographically, or existentially, most surprising of all through death to new life. I don't know if we'll ever get comfortable with this one.

Forget the script. We know this life of ours offers no guarantees. As much as we don't really like it, we *know* this. And if we pay even an inkling of attention to these scriptures of ours, to story after story after story, we know that our forebears knew it too. It is in our bones. Our DNA. But it does offer a promise. A promise of presence, of spirit, of life under these stars—especially as we prepare to be surprised.

And in times such as these when the footholds of things like truth and security and belonging seem to be especially unstable we can remember we are not lost or adrift or without hope. In fact, anything but.

During Advent and Christmas, we remembered we have these great, thick, sturdy, golden threads that run through our Story and our stories: Faithfulness. Righteousness. Compassion. Justice. Steadfast Love. Peace. These are both a way and an end. Guides and aspirations. Fruits of another kind of the Spirit who inhabits this Story of Ours of God with Us.

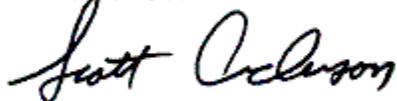
And we saw it again during Lent and Easter: Neighborliness. That dance of three in one, one in three, that tenacious reminder of how inseparable we are, no matter how quickly we forget it. And we found it in the scriptures of the season: shelter, secure, abound, settle, restore, welcome, celebrate. Active and passive. Practices and promises.

And after 15 years with you I continue to be astounded at your tenacious commitment to this way in the world and with one another.

So have a look at the stories that are displayed within this annual report. Remember the joy and gift of Julie Kae's current sabbatical journey—another that will surely return to us filled with unexpected surprises. Relish the richness of musical leadership that we enjoy, even in her absence. Remark at the evolving, yet long relationship we have with Maggie. Welcome yet a new member of our team as Andrea Shirey comes on board in August as our new Director for Children and Family Ministries.

And see in you and one another the stories of grace abounding, rife with goodness and love, and know that God is surely with us.

Grace & Peace,
Pastor Scott



Associate Pastor of Music & Worship's Report

Rev. Julie Kae Sigars, Associate Pastor of Music & Worship

The Associate Pastor of Music & Worship has been approved by Seattle Presbytery as an Associate Pastor who works part time as a pastor for St. Andrew but whose primary job is outside the church. As a bi-vocational pastor, Rev. Sigars is required to have her relationship with St. Andrew renewed annually by the Presbytery. Rev. Julie Kae Sigars serves as St. Andrew's Associate Pastor of Music & Worship working 12 hours per week at the church. Rev. Sigars primary job is as an adjunct professor at Seattle Pacific University.

The Associate Pastor of Music & Worship did not provide an annual report for the year.

Associate Pastor of Compassion, Justice & Peace's Report

Rev. Maggie Breen, Associate Pastor of Compassion, Justice & Peace

The position of Associate Pastor of Compassion, Justice & Peace was established on July 1, 2017. During the 2018-2019 fiscal year, Maggie worked for St Andrew eight hours per week in this position as Associate Pastor and the rest of the week for her principal employer, Seattle University, as Community Engagement Manager in their Center for Religious Wisdom and World Affairs. Presbytery approves the relationship between St. Andrew and the pastor annually. Maggie resigned from this St Andrew position on June 30, 2019 and will begin a new role as an unpaid St. Andrew Parrish Associate.

The Associate Pastor of Compassion, Justice & Peace did not provide an annual report for the year.

Worship & The Arts Ministry

Pattie Holt, Elder

Members: Barb Anderson, Joan Crummett, Richard Crummett, Pattie Holt, Amber Oakes, Andrea Shirey, Sharon Short. Staff support provided by Julie Kae Sigars and Scott Anderson

Purpose: Support and provide an environment for the Christian community to come together in our unique way, for praise and thanksgiving in Word and Sacraments. Our specific responsibilities are for worship, music, and our life together.

Our meetings focused primarily on planning for Advent and Lent and updating/reviving the Shalom Lists and the Nursery Guild.

ADVENT: With input from the committee Barb Anderson created our Advent decorating plan to tie in with each week's Scripture. At the 11/25 Aftertalk approximately 20 people of all ages gathered to create items to be used. The sanctuary was prepared for Advent on Saturday, Dec. 1. Mike Dittmar created a simple wooden stable. Images of the week were added to the manger scene throughout Advent. Images included: sun, moon, stars, silver and gold, hearts and minds, bands of colorful cloths, lights/lanterns to tie in with these words; steadfast love, righteousness, compassion, justice

LENT: We explored the theme: "What Is Home? Let me dwell with you in this place." Several words: Shelter, Secure, Abound, Settle, Restore, Welcome, and Celebrate were chosen by the Worship and the Arts Committee to prompt the congregation to think about this question and what "Home", in its various forms meant. We asked the congregation to submit photographs to support these themes. We had a tremendous response. We were able to reuse the wooden stable Mike Dittmar as the backdrop on which to display the photographs. The display was enhanced by trees created in Afterplay under the direction of Amber Oakes. We continued our practice of having services on Ash Wednesday, Maundy Thursday, and Good Friday culminating with the Easter Vigil and the Easter Sunday service.

COMMUNION: We served communion each Sunday throughout the Advent/Christmas season, Lent/Easter through Pentecost season, plus "high" Sundays/days including Baptism of Our Lord, Maundy Thursday, Good Friday, Great Vigil of Easter, Trinity Sunday, and Reign of Christ Sunday. In the Ordinary Season, we served communion on the first Sunday of each month. We facilitated three AfterTalk sessions around the topic of Communion. The subject of increasing the frequency of communion was discussed and well-received. In June we submitted a motion to Session to serve communion twice a month (on the first and third Sunday of the month) during Ordinary Time, which nominally is the five months from Pentecost to Advent. The motion passed.

SHALOM LIST & NURSERY GUILD: We updated the Shalom lists and the Nursery Guild. We are grateful for all the volunteers including the office volunteers who send out a weekly reminder to participants reminding them of the roles.

MUSIC: Throughout the year, our music has benefitted from adding the talents of several members of the congregation who play instruments: Molly McAdams, flute; Sharon Short, clarinet; Melet Whinston, cello, and Patti Warden, harp, with an occasional special guest appearance by Carlos Eiene, saxophone.

Proclamation & Evangelism Ministry

Chuck Sigars, Elder

Chuck Sigars served as the Elder and chair of the Proclamation & Evangelism Ministry for the 2018-2019 fiscal year. The responsibilities of the ministry include Christian Formation for Children & Youth and Adults, Spiritual Development, Membership and Outreach.

The Ministry did not provide a report for the year.

Compassion, Justice & Peace Ministry

Marie West-Johnson, Elder

CJP Responsibilities: Plan and coordinate compassion, justice and peace activities for the St. Andrew congregation

CJP Team Members: Maggie Breen, Scott Anderson, Jan Ditmar, Sheila Green, Derona Burkholder, Laurie Rossnagel, Marie West-Johnson

As a congregation, we participated in a broad range of Compassion, Justice, and Peace activities. The following is a partial list:

- Volunteers served at the REACH Center of Hope shelter and Renton REACH Meal Coalition. St. Andrew is partnering with REACH Meal Coalition and the Center of Hope to provide family size boxes of breakfast cereal.
- Working with the Family Liaison for Honeydew Elementary School, we provided \$5,500.00 in gift cards for Christmas and Thanksgiving meals and Christmas presents.
- Hosted Bridge Ministries Sunday Celebration on January 13th, 2019. As usual, it was a very successful event.
- Three members participated in Renton Crop Walk hunger relief: Pat Sharpe, Gary Glasscock, and Diane Schott.
- Supported ARISE housing for men for the full month of June 2019.

Contributions to Special PC-USA Offerings (as donated from the congregation)

- Peacemaking and Global Witness Offering \$25.00
- One Great Hour of Sharing \$832.00
- Christmas Joy Offering \$515.00

Contributions from the CJP Budget (to support the work of the greater church)

- Arise Food Support \$500.00
- Bridge Ministries \$300.00
- Bridge Food Support \$280.27
- REACH \$3,010.00
- Church Council of Greater Seattle \$110.00
- Luther's Table \$200.00
- Peace Making Activities \$400.00
- Presbytery and Synod Mission Programs \$800.00
- Theological Education Fund \$300.00
- General Assembly \$800.00
- CJP Contingency Fund \$500.00

- Youth Justice Fund \$100.00 to Molly McAdams and \$100.00 to Raiden Kallberg for their advocacy work in the community.

Looking Forward

St. Andrew has always given itself to the works of compassion. The CJP team decided compassion is something we do quite well. Justice flows from compassion. What does "justice" look like when put into action? Are there ingrained systems that cause injustice in our community? How do we have hope and affect change? Justice can seem like an overwhelming concept. With Maggie's guidance, the CJP Ministry team stepped into facilitating a space where we can think and talk together about justice issues. With "justice" in mind, we are establishing a neighborhood outreach project consisting of a dog friendly area, a little library, benches, and inclusive signage for our church property. Last year the CJP team was so compelled by the "Eat with Muslims" event, that we are looking for ways to grow this relationship and reach out to our neighbors. This could take the form of a sign on our church property supporting other faiths, as well as statements on our electronic and written media. CJP has reported to session and congregation regarding the neighborhood outreach project. As a congregation we continue to support REACH, the Meal Coalition, and Center of Hope.

NPH

Eight people from St. Andrew went to NPH Honduras 7/7 through 7/14, 2018. Those who went were Scott Anderson, Craig and Marie Johnson, Pattie Holt, Andrea and Brandon Whirt (Marie's daughter and grandson), Amber Oaks, and Molly McAdams. We all experienced the positive impact of NPH on the lives of children. NPH is changing the future of Central American and Caribbean Countries one child at a time. We had a presentation on July 22nd about our trip. There were many successful fund raisers for the trip.

Creation Care & Sustainability Ministry

St. Andrew's Creation Care & Sustainability Ministry included the following units: Facilities (Building and Grounds), Technology, Building Team, Personnel, Stewardship and Finance. The individual units worked independently and did not meet as a ministry. Session Ruling Elders identified to support the units were Mike Dittmar for Finance, Pattie Holt for Stewardship, and Marie West-Johnson for Facilities – Grounds. Scott Anderson fulfilled the role of Elder for Facilities – Building and Technology. There was not a Ruling Elder on the Session who was identified for Personnel.

The objective of the ministry is to support the work of the Compassion, Justice & Peace Ministry, the Proclamation & Evangelism Ministry and the Worship & the Arts Ministry.

FACILITIES & TECHNOLOGY

The continuing challenge was to manage the facility during a time when the facility is heavily used. This was the fifth full year that St. Andrew shared the facility with the Manantial de Vida congregation whose initial lease started in June 2014. Compassion, Justice & Peace Ministry used the facility to provide over-night shelter for the ARISE program in June 2019. The ARISE program requires a significant amount of support 24 hours a day – 7 days a week to keep supplies stocked and all systems operating.

Main support in maintaining the building and grounds comes from the Golden Hammer & Saw Team who work at the church most Thursday afternoons. GH&ST members include Don Patterson, Andy Resor, Gary Glasscock, Dick Jaslowski, Dan Clawson and Paul Mitchell with others joining the group occasionally.

Challenges & Accomplishments:

- Sanctuary Furnace – A new furnace with air conditioning was installed in Feb/March of 2019 after the previous furnace became unreliable and left us in the cold for a couple of weeks. Although the ability to cool the sanctuary is limited by the air ducts buried in the concrete slab floor, the capability to take the edge off hot summers will greatly enhance events held in the building. Cost of the new furnace was around \$14,250 where \$7,100 of the cost was covered by special donations and the remaining cost was covered by the General Fund Facility Maintenance budget.
- Roof Furnace – St Andrew has two furnaces with air conditioning that are mounted on the roof above the offices and above the library. The two units were installed in about 1996 when the new offices, front classrooms and libraries were added. The heating contractor, when at St Andrew working on the sanctuary furnace project, reaffirmed our understanding that both roof units are past their useful life and will need to be replaced soon at a cost of about \$15,000 each.
- Fire Alarm System – The fire alarm system and fire suppressor system (water sprinklers) were serviced in November. Prior to that service, a fault was detected by the Fire Alarm Monitoring System (red panel in the foyer) in September which caused the panel to beep every couple of minutes. The fault was traced to a battery with a low charge. We also learned that the fire alarm monitoring requires two phone lines at a monthly cost of \$150. This experience emphasized the importance of having members who understand all the systems involved with the facility. We currently do not have a person with that knowledge.
- West Portable Windows – Plexiglass panels were installed over the jalousie windows in the west portable during the winter months. It is expected that the storm window will greatly reduce the cold drafts from the jalousie window portion of the two windows.
- Folding Chair Purchase – Presbytery CPM is using the building for their monthly meetings. Specifically, they use the library and room 12. We purchased 8 additional almond colored folding chairs from Lifetime for room 12 to have more comfortable chairs and to make the room more attractive. The church now has 72 of the new chairs which are distributed as follows:

Room 11 cart	30 chairs	Library	22 chair
Room 8	8 chairs	Room 12	12 chairs
- Speakers in Nursery & Toddler Room – Ceiling speakers were installed in the nursery and toddler room that can broadcast in those rooms whatever sound is being transmitted by the sanctuary microphone system.
- Video/Audio System Updates at Sound Cabinet in the Narthex:
 - Monitor – Mounted 21” monitor above the sound cabinet. Monitor will show the operator what is on the sanctuary wall screens and reserve the laptop screen for other operating /control tasks.
 - Monitor on South Wall of the Sanctuary – With this monitor, people facing the back of the sanctuary can see whatever is being projected on the front walls of the sanctuary.
 - Internet – A wire was routed from the workroom router to the sound cabinet in the narthex to provide a more robust internet signal. This will provide an improved signal for projecting videos than was possible with just the previous wireless signal.
 - Connector Ports - Installed a second, low voltage box that holds two HDMI plugs and one ethernet/internet connection on the post behind the sound cabinet. The HDMI ports are connected to a switch/router in the sound cabinet that receives input from one

of the ports (where a laptop would be plugged in) and sends out the signal to the ceiling sanctuary projectors and to the new monitor above the sound cabinet.

- Video/Audio System Updates in the Library – Mounted the projector to the ceiling with wireless connection to the user’s computer. Our experience has been that when the burglars enter the building, they don’t take the time to remove items permanently mounted or out-of-reach on the ceiling. Speakers were also installed in the front wall on each side of the screen.
- Kitchen Appliance Repairs
 - Kitchen Refrigerator– We experienced a situation where spoiled food was left in the refrigerator (and the owner was unknown). Consequently, the Kitchen Cabinet released a policy requesting that all items left in the refrigerator be marked with a date and contact information. That will help us determine when food is past its expiration date and who it belongs to. The objective of this new policy is to keep the refrigerator clean and clear of spoiled or unsafe food items. The Kitchen Cabinet will scan the contents of the refrigerator each week and discard food that is unmarked.
 - Dishwasher Repair – The strainer and plug for the dishwasher were damaged and had to be replaced at a cost of around \$150. The damage resulted from misuse and not following the instructions posted on the wall. In addition to the strainer damage, there have been two recent instances where a large amount of food was left in the bottom of the dishwasher (mostly rice). It is important to note that the dishwasher is not like a home dishwasher and it cannot dispose of food residue – it just stays in the bottom of the machine and contaminates the following load. Consequently, all food residue must be removed from items before they are placed in the dishwasher. That is why the church kitchen has a high-pressure sprayer in the sink beside the dishwasher to clean off all food residue. The church dishwasher is really just a sanitizer.
 - Kitchen Ovens – The ignitors were defective in both ovens and were replaced at a cost of \$600. The ignitor for the oven on the right was especially bad and allowed unburnt gas to remain in the oven.
- Kitchen Rat Patrol – In October, the Kitchen Cabinet and GH&ST published an alert on the cleanliness of the kitchen due to a significant amount of rat/mouse droppings in the kitchen (and room 11) on the floors and counters. This is a reminder that we have to be vigilant to not leave food out on the counters or in containers that rats could easily chew through.
- Wind Damage – The roof over the entries into the portables and the canopy over the trailer were damaged in the windstorm before Christmas and again in the high winds on January 5th. The most serious damage occurred in the January windstorm to the roof over the entries to the portables . The wind lifted the roof up such that both center posts were dislodged – the south post fell to the ground. The roof structure has always been very weak (and leaked rain) but several key components are now cracked, and the structural integrity is compromised. The posts were set back in place and 4 cement blocks were tied to the front post to prevent the wind from lifting the roof again. The whole structure needs to be rebuilt soon. GH&ST could do the work but expenses would still be in the \$3,000 neighborhood.
- Community Outreach – St. Andrew has loaned facility items to members and friends for their outside activities. One example is that the Boy Scout Troop 714 of the Fairwood area borrowed the church trailer for their discarded Christmas tree fund raiser. The troop raised over \$600 and were very appreciative of the support from St. Andrew.
- West Portable Heater– A new electric wall heater has been installed in the west portable. The heater replaces a baseboard heater that had quit working. The heater is controlled by a wall



thermostat beside the door. The heater is exactly like the new ones that were installed in Room 11 as part of the recent remodeling.

- Piano - Facilities has noted damage to the finish on the top of the grand piano. There are several spots on the top where the finish is damaged. In one small spot, the finish is totally gone, and even some of the veneer is eroded away. In other spots, there is a considerable amount of candle wax on the finish. In addition, the protective cover for the piano is missing and no current plans to replace it.
- Communion Table – Problems with the table this year revealed that the leg structure is very weak for a big heavy table. The leg support was rebuilt as a temporary fix, but the final solution will be to install wheels/casters. With the current legs, the table should always be lifted and carried to be moved – never slid along the floor.
- Outside Flowers – A significant amount of funds were donated by St. Andy's gals for outside flower improvements.

The key metric that describes the year is the General Fund Budget compared to the actual costs of maintaining the facility. Overviews for Building Maintenance, the Church Grounds, Janitorial Supplies, and Utilities are as follows:

Building Maintenance: Actual expenses charged to the General Fund were \$11,020.93 compared to the \$5,000 General Fund Budget – an over run of the budget by about \$6,000. In addition, another \$1,078 for the large monitor, mounted on the south wall of the sanctuary, was donated as a gift and tracked in the Designated Facilities Projects account #1122. The following summarizes the expenses in the building maintenance budget:

- \$ 14,401.21 **Sanctuary Furnace** – Cost of the installation of the new furnace with air conditioning plus the repair cost for the old furnace before the decision was made to replace it. \$7,095 of the cost was paid for with special donations.
- \$ 820.62 **Fire Prevention & Warning Systems** – Cost of annual inspection and maintenance of the fire alarm systems as required by our occupancy permit from the City of Renton. The cost was also included a service call when the system malfunctioned.
- \$ 351.90 **Folding Chairs** – Purchase of 8 additional folding chairs.
- \$ 314.64 **Audio/Video Enhancements** – Enhancements for the sanctuary system and the library system.
- \$ 251.28 **Lighting Maintenance** – Maintenance included new bulbs, ballasts and batteries for the emergency lights.
- \$ 233.10 **Floor Mats** – Replaced several of the floor mats that were worn out and allowing dirt to be tracked onto carpeted areas.
- \$ 221.30 **Kitchen Drain Chemicals** – The chemicals are automatically dispensed into the kitchen drains to dissolve grease.
- \$ 203.02 **West Portable Window** – Plexiglass panels installed over the jalousie windows in the west portable to reduce drafts in the winter months.
- \$ 138.77 **Furnace Maintenance** – The cost of air filters for the 3 main furnaces – the sanctuary furnace and the two roof mounted furnaces.
- \$ 99.32 **Room 13A Shelves**– Expanded the shelving system in the room storing craft supplies, scout items and Christian education supplies.

Church Grounds: Actual expenses were \$184.33 compared to the \$100 budget.

Janitor Supplies: Actual expenses were \$1,027.00 compared to the \$1,500 budget. The added use of the facility by the Manantial de Vida congregation and ARISE has significantly increased the need for janitorial supplies. For reference, just six years earlier in the 2012-2013 fiscal year, only \$265 was

spent for janitorial supplies. The GH&ST spends a lot of time keeping supplies on hand and the bathrooms and kitchen stocked.

Church Utilities: Actual expenses were \$15,808.22 compared to the \$16,700 budget. Now that the sanctuary is air conditioned, the cost for utilities is expected to increase next year.

PERSONNEL

The Personnel Committee was composed of Don Patterson, Pat Sharpe, Jan Tessin-Thuline and Scott Anderson. The committee defines staff compensation levels, facilitates annual staff reviews, oversees hiring of new employees, updates job descriptions, maintains the employment records including vacation and study leave use, maintains training records regarding the behavioral policies, maintains a Personnel Manual for employees and ensures fair employment practices. The committee is also the administrator for the policies and procedures for the church.

Some highlights for 2018-2019 are as follows:

- Job Descriptions - The job descriptions for the Pastor, Associate Pastor of Music & Worship, Associate Pastor for Compassion, Justice & Peace, Church Musician, Children Ministry Coordinator and Custodian were reviewed and updated where appropriate. Letters of Employment were provided to each employee and contract worker. The job descriptions are available in the Personnel Drawer of the File Cabinet on the church web site.
- Children Ministry Coordinator - The position was established by the Session in March 2018 to manage the children's program working with our elementary age and younger children and their parents on Sundays. The Coordinator is to provide a nurturing presence for the kids that will encourage their attendance and engagement at St. Andrew. Please see the job description in the Personnel Drawer of the File Cabinet on the church web site for a complete definition of the position.
- Church Musician – Discontinued the employment agreement with John Palmer in March of 2019 and started a search for his replacement. Julie Kae is leading the search.
- Director of Children and Family Ministries – Hired Andrea Shirey to this new position starting on August 1, 2019. Please see the job description in the Personnel Drawer of the File Cabinet on the church web site for a full description of the position.
- Annual Reviews - The pastor annual review process was revised for the 2015-2016 year and continued this year. Key elements of the new process were:
 - Review meetings between all the Elders and each of the Pastors were discontinued. The process had become too burdensome now that there are three pastors.
 - The pastors and Session Ruling Elders complete a questionnaire for each pastor.
 - Personnel compiles the questionnaire responses and presents them to the pastors and to the Session.
- Compensation - The committee recommended to Session the compensation packages for all employees which Session included in the 2019-2020 Tentative General Fund budget. The recommended salaries were approved by the Session and congregation.
- Sick Leave Policy – Updated sick leave benefits to meet (or exceed) all aspects of the State of Washington state laws and Presbyterian church standards were introduced in January 1, 2018. The sick leave policy was continued for the 2018-2019 fiscal year.
- Paid Family and Medical Leave Policy – The Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care. The St. Andrew program includes all church workers in the program including all employees and independent contractors. St. Andrew will pay both the employer and employee premiums for the program.

- Policies & Procedures System - The Personnel Committee, on behalf of Session, has the responsibility to manage the system. This includes making sure that the Session and document owners are aware of the status of all the documents and their expiration dates. A summary of the documents is provided in the following:

Information is provided in the Policies and Procedures drawer of the File Cabinet on the church web site for a wide range of topics to help you know what to do and how to do it. To ensure that the information is always current and relevant, an owner and an expiration date are assigned to each document. The owners are the ones in the church who best understand the topic, and consequently, are also the ones to seek out for more information and details if needed. The following list the documents that are in the Policies and Procedures system.

Policies - Policies are rules or guidelines that are to be followed relative to a specific topic to ensure consistent responses and actions by multiple users.

- [Musical Instruments](#) - Defines who manages the use of the musical instruments and whose permission is required to use the instruments or to take them off-site. Musical instruments include the handbells, chimes, Orff instruments and drums.
- [Building Use](#) - Describes who may use the building and the purpose it may be used for to comply with Federal and state guidelines for tax-exempt churches. See "Scheduling Use of the Church Building" under "Procedures" below for related scheduling forms.
- [Business Via Email](#) - Authorization to vote on motions by email
- [Dependent Care](#) - Program to reimburse Church Officers for dependent care will participating in church meetings.
- [Donations for Staff](#) - Policy provides a means for members to make tax deductible donations for the purpose of making cash awards to staff members.
- [Loan of Equipment](#) - Members of the church are permitted to borrow some equipment for personal use. The policy describes which items can and which items cannot and provides basic guidelines to follow when borrowing an item.
- [Gifts](#) - Guidelines for accepting gifts of cash or property
- [Fundraising](#) - Session approval is required for all fund raising activities so that they can manage their relationship with the stewardship campaign.
- [Kitchen Cabinet](#) - A team authorized to manage the use of the kitchen on behalf of the Worship & the Arts Ministry and the Creation Care and Sustainability Ministry
- [Offering Deposit](#) - Process of handling the Sunday offering to ensure accuracy and accountability
- [Policy System Management](#) - St. Andrew's system of Policies, Procedures, Reference Documents and Forms to ensure that all documents are accurate, current, relevant and readily available. System is managed by Personnel Committee
- [Sabbatical](#) - Defines the key elements of a sabbatical of a Pastor at St. Andrew
- [Sabbatical – Donation Management](#) – Manages donations made to support pastor's sabbatical activities.
- [Tax Deductible Contributions](#) - Basic IRS principles for contributions to be tax deductible.
- [Unoccupied Building](#) - Describes how doors, windows, lights, heat and similar items should be positioned when a room and or building is unoccupied.
- [Wedding Guide](#) - Summarizes the process and guidelines for having a wedding at St. Andrew

Special Policies on behavior standards - St. Andrew has a suite of policies dealing with the proper behavior of its members and employees. It is important that all who participate at St.

Andrew be protected from all forms of abuse or harassment, whether physical, mental or sexual. Three policies cover these behavior standards and are grouped in this section to easily locate them among all the other policies.

- [Sexual Misconduct Prevention](#) - Practices and behavior to prevent sexual misconduct. Reporting and investigating procedures when misconduct is alleged.
- [Child Protection](#) - Rules to protect children from all forms of abuse and the steps to take if abuse is alleged.
- [Ethical Conduct](#) - Standards of ethical conduct for congregants, volunteers and workers, and ordained officers.

Supporting material for the three key behavior policies are provided to help locate topics quickly. Items include Quick Reference Guides, explanatory material and training modules.

Quick Reference Guide - [What To Do If You See or Suspect Abuse, Harassment, or Inappropriate Behavior Toward a Child](#) - One page guide on what to do and who to report the alleged behavior

[Incident Report Form](#) - Form to report incident of suspected abuse, harassment or inappropriate behavior.

[Training for Church Officers](#) - Training module that all Church Officers are required to take every three years

[Training Records](#) for the Behavior Policies requirements

Procedures

Procedures define the appropriate actions for a given process that has been approved by the responsible organization. Normally, a procedure has been designed to comply with a corresponding policy and have step-by-step instructions.

- [Donations Electronic](#) - Options for making donations to St. Andrew electronically
- [Furnace Maintenance](#) - How and when to change the furnace filters
- [Music Lessons](#) - Guidelines for payment reimbursement for staff members who teach lessons on the church property including reimbursement
- [Pastor Study Leave Guidelines](#) - Appropriate categories for study leave
- [Presbytery Delegates](#) - Process to select delegates from St. Andrew to attend Seattle Presbytery meetings as voting delegates
- [Rodent Prevention](#) - Guidelines in the use and care of the church building to help prevent rodents from being attracted to the inside of the building
- [Roof Access](#) - Procedure for getting on the roof of the church building.
- [Scheduling Use of the Church Building](#) - Describes who may use the church building and how to schedule the event
- [Smoke Detectors](#) - Locations and maintenance information
- [Building Open & Close Check List](#) - Steps to follow when opening and closing the building to ensure lights, heat and door locks are properly attended to
- [Treasurer - Copier Billing for REACH](#) - Treasurer's procedure for billing REACH's use of the St. Andrew copier/printer
- [Deacon Communion](#) - Deacon's procedure for providing communion.

Special Procedures for event guidelines and room layouts

- [Event Guideline – ARISE](#) - Facility Guidelines for when ARISE are using the building as an overnight shelter

- [Event Guideline - Dinner in the Sanctuary](#) - Facility Guidelines in setting up for a dinner in the sanctuary
- [Event Guideline - Bridge Ministries](#) - Facility guidelines in setting up for the event
- [Event Guideline – Christmas Bazaar](#) – Facility guidelines in setting up for the Christmas Bazaar.
- [Building Map](#) - St. Andrew building reference map for room reservations

Special Procedures for Kitchen Guidelines

- [Kitchen Guide – Cast Iron Griddle Care](#) – How to take care of the griddle
- [Kitchen Guide – Coffee Cream & Sugar](#) – Where supplies are stored

Special Procedures for System Guides

- [System Guide – Fire Alarm and Prevention Systems](#)
- [System Guide – Phone Service](#)
- [System Guide - Heating](#)

Reference Documents - Reference Documents are a special class of policies that describe an overall organization, operating plan or unique subject. They typically are effective for long periods of time without requiring frequent updates.

- [St. Andrew By-Laws](#)
- [Manual of Administrative Operations](#) - Book of Order requires the Session to have a manual that defines their policies, processes and organization
- [Agreement - Tabernaculo Manantial De Vida Lease](#) - Lease of the St. Andrew church facility to the MdV congregation on specified days and times in support of their worship and ministry.
- [Agreement - REACH Building Use](#) - Establishes use of the St. Andrew building by REACH
- [Agreement - Architect](#) - Discernment Team contract with DLC Architect firm for services in the design of changes and/or additions to the St. Andrew Church building.
- [Agreement - 2017 Remodel Project - Builder](#) - Building Team contract with Mountain Construction for improvements to the building. The Contract, signed March 2, 2017, details the work statement and the exclusions.
- [Agreement - 2017 Remodel Project - Presbytery Grant](#) - Seattle Presbytery awarded a grant to St. Andrew to remodel the west restrooms to be ADA compliant.
- [Agreement - Girl Scouts](#) - Partnership between the Girl Scouts and St. Andrew
- [Newell Scholarship Fund](#) - Undergraduate or vocational school scholarship guidelines in honor of Kay Newell
- [Thomas Scholarship Fund](#) - Undergraduate or vocational school scholarship guidelines in honor of Pam Thomas
- [Seminary Scholarship Fund](#) - Scholarship process for students under the care of St. Andrew Session
- [Endowment Fund](#) - Management of funds designated as an endowment
- [Capital Fund](#) - Management of funds designed for capital programs
- [New Sanctuary Fund](#) - Management of funds donated for a new sanctuary
- [Personnel Manual](#) - Provides St. Andrew's personnel policies, procedures, benefits and rules of conduct for all church workers.
- [Style Guide](#) - A document to encourage consistency among all documents produced by or on behalf of St. Andrew.

Forms - Forms are pages used to collect and submit information. Some forms are filed with their corresponding policies and procedures instead of in this index. Other forms may be available from the Communications Coordinator.

- [Youth Off-Site Event Forms](#) - The forms are designed to protect the students participating in activities are held off-site and to manage St. Andrew's liability exposure.
- [Background Check Release](#) - The form documents the information and approval needed for a child/adult abuse records search with the Washington State Patrol.
- [Policy Template](#) - The template provides the format to write a policy, procedure or form that is consistent with the standards used by St. Andrew..
- [College Scholarship Program Application Form](#) - Application form is for scholarship applications to help fund undergraduate college education or vocational training.

STEWARDSHIP

Pattie Holt, Financial Secretary

In January 2019, Session began the budgeting process for the 2019-2020 fiscal year. Each ministry department established the budget required to support their planned programs for the next year. Session authorized creating a new part-time (20 hours per week) position: Director of Children and Family Ministries. This new position accounted for the majority of the increase in our annual budget, along with the usual cost-of-living adjustments and other expected increases in expenses.

At its March 2019 meeting Session reviewed the budget proposals and developed a Tentative General Fund budget to send to the congregation. Stewardship packets were mailed in early March to all members, affiliates and friends outlining the proposed General Fund budget of \$230,837.

A total of 47 pledges (a 16% increase) were made with an average donation of \$3,809 (a 6% average pledge increase). Our projected total income did not fully cover the proposed budget and in order to present a balanced budget Session met to revise the proposed budget. Adjustments were made including reducing the hours for the newly created Director of Children and Family Ministries from 20 to 18. Session authorized using surplus funds of \$8,184 from the 2018-2019 fiscal year to produce a balanced budget of \$226,324.

Session approved the budget on May 13th and presented it to the congregation at the Annual Congregational Meeting on May 19th.

We are grateful for the generosity and faithful giving of the St. Andrew community.

FINANCE

Mike Dittmar as Finance Elder, Pattie Holt as Data Recorder Lead of the Financial Secretary Team and Roger Paulsen as Treasurer managed all of St. Andrew's financial matters this past year. Members of the Financial Secretary Team who were weekly counter leads were Pattie Holt, Andy Resor, Don Patterson, Karen Mullen and Jan Tessin-Thuline. A Finance Committee assisted the team to define best practices and develop strategies to manage the church's finances.

The financial activities, assets and liabilities of St. Andrew are summarized in the following list:

Assets:

- The six funds used to manage the regular financial activities of St. Andrew include the General Fund, the Deacons Fund, the Memorial Fund, the Reserve Fund, the Designated Fund, and the Building Fund. The cash and stock assets for these six funds are contained in a US Bank checking account, a First Savings Bank Northwest savings account, First Savings Bank Northwest CD and an investment account with the Morgan Stanley investment firm.
- Laakeri Youth Memorial Fund comprised of UPS stock.
- Permanent Endowment Fund managed by the New Covenant Mutual fund owned by the Presbyterian Church (USA) Foundation.
- Capital Fund for investment of the funds acquired from sale of the manse and managed by the New Covenant Mutual fund owned by the Presbyterian Church (USA) Foundation.
- New Sanctuary Fund managed by the New Covenant Mutual fund owned by the Presbyterian Church (USA) Foundation.
- Catherine Newell Memorial Scholarship Fund and Pamela M. Richardson Thomas Scholarship Fund are managed by the New Covenant Mutual fund owned by the Presbyterian Church (USA) Foundation.
- Church Building and associated property

Liabilities:

- None

The year-end status of all church assets and liabilities are listed in Table 1. The assets are listed in three categories: 1] standard accounts which are available for normal operation, 2] permanent accounts from which normally only the interest and/or dividends are available, and 3] the church building and associated property. The value listed for the church building and property is from the King County Department of Assessment's tax report for 2020 taxes. We do not have any major liabilities since our mortgage opened in 1996 to finance the 1996 building addition was paid off in December 2004. There is a small liability associated with the checking account to account for June 2019 tax payments that will not be deducted from the account till July, 2019, as shown in table 1.

The year-end status of the six separate funds used by St. Andrew to manage the regular financial activities of the church is presented in Table 2. Since these six funds comprise all the operating cash assets of St. Andrew, the summary provided by Table 2 gives an overview of the financial status of the church. All other cash assets are permanent investments and are not available for normal operations.

For those members who may be interested in additional information, Tables 3 thru 6 give detailed descriptions of the entries in Tables 1 and 2. The six funds used by St. Andrew to manage the regular financial activities plus the five permanent investment funds are described as follows:

General Fund: This is the main operating account for the church. It receives its income principally from the pledges and lease of the building to the Manantial de Vida congregation as detailed in Table 3. Expenses are listed in Table 4.

The budget for 2018-2019 was balanced with a budget income of \$204,887 matching the budget expense of \$204,887. The income budget included \$1,500 from dividends of the

Capital fund, \$6,000 from dividends of the Laakeri fund stock, \$24,000 facility user fees from the Manantial de Vida congregation, and \$5,256 from the General Fund Surplus of the previous year. At the end of the year the actual income of \$222,254.11 was \$17,367.11 more than the income budget. Expenses were \$209,857.31 which was \$4,970,31 more than the expense budget.

In summary, the income of \$222,254.11 was more than the \$209,857.31 spent for expenses leaving a surplus of \$12,396.80 in the General fund. \$8,184 of the surplus is allotted to next year's General Fund income and the remaining will be transferred to the General Contingency Fund, Facilities Contingency Fund and the Reserve Fund to provide resources for future unexpected and/or emergency expenses.

Deacons Fund: This account is used to keep separate your contributions intended for the Deacons. Starting in 1999, the Deacons now use the church's US Bank account to keep deposits and make disbursements. The ending balance for the fund was \$5,183.27.

Memorial Fund: Contains all the individual memorial gifts. The ending balance for the fund was \$9,658.10. The majority of the expenses during the year were related to scholarship funding with the Catherine Newell Memorial Scholarship Fund for undergraduate studies. Table 6 lists all current memorial funds and their year-end balances.

Other funds associated with the Memorial Fund include the permanent investments of the Pat Laakeri Memorial Youth Fund, the Catherine Newell Memorial Scholarship Fund and the Pamela M. Richardson Thomas Memorial Scholarship Fund.

Reserve Fund: Contains the proceeds from the sale of church property and past surpluses and is not used for general purposes. It is considered as a reserve and only to be used for emergencies and major purchases or programs.

The Reserve Fund will also be used to keep stock gifts until they are sold. Consequently, the value of the Reserve Fund varies monthly as the value of the stock it contains changes. At this time the Church does not hold any stocks and the ending cash balance is \$10,511.99.

Designated Fund: This account is used for specific items that are not a part of the general budget and are kept separate from the other accounts. Funds collected for these items are only held in this account until they are distributed to their designated organization and/or special purpose. Specific examples are the special offerings like "One Great Hour of Sharing" and the "School Gifts" offerings.

Table 5 lists the money paid out for each item during the past year. The "balance" at the end of the year reflects those items not yet distributed and are also listed in Table 5.

Building Fund: This account is a specific Designated Fund for the building programs, that is separate from the normal Designated Fund to provide added visibility for management of any building programs. The fund was not used this year, however, for the 5 previous years, the fund was used by the Discernment Team/Building Team to plan and manage the remodeling/building project.

The current balance remaining in the building fund for the future sanctuary project is \$958.98.

Laakeri Fund: A memorial, named “*The Pat Laakeri Memorial Youth Fund*” is a “permanent investment” comprised of United Parcel Service (UPS) stock from which the yearly dividends are specifically designated for youth programs. Dividends from the fund for 2018-2019 were used to support youth programs within the General Fund. The value of the stock is not included in the Memorial Fund balance but is listed separately under "Permanent Investments" in Table 1. The value of the stock gained 1% this fiscal year and has a year-end value of \$227,742.96 as of June 30th, 2019.

Endowment Fund: A permanent endowment, named “*The Endowment Fund of St. Andrew Presbyterian Church of Renton, Washington,*” was established in 1996 to accommodate and manage significant gifts made to the church where the donor wishes to ensure long term benefits. The Fund is invested solely with the Presbyterian Church (USA) Foundation in their New Covenant fund series. The income generated by the Fund will be used to support ministries and missions that are beyond the normal operating resources of the Church.

It is intended that the principal of the Fund will be permanently maintained. The value of the fund gained 7% this fiscal year and has a year-end value of \$10,142.12.

Capital Fund: A permanent investment, named “*The Capital Fund of St. Andrew Presbyterian Church of Renton, Washington,*” was established in 1997 to manage the funds acquired from the sale of the manse. The Fund is invested with the Presbyterian Church (USA) Foundation in their New Covenant fund series.

The income generated by the Fund is paid into the General Fund. A total of \$1,952.59 in dividends was received from the fund during 2018-2019 and the value of the fund gained 7% this fiscal year.

Scholarship Fund: A memorial fund, named “*The Catherine Newell Memorial Scholarship Fund*” is a “permanent investment” with the Presbyterian Church (USA) Foundation in their New Covenant fund series. The scholarship fund was established principally from gifts from the Newell family in 2001 as an eternal memorial to Kay. The year-end balance for the fund is \$25,683.29.

In 2004 the “*Pamela M. Richardson Memorial Scholarship Fund*” was also established principally from gifts of the Thomas family as an eternal memorial to Pam. The year-end balance for the fund is \$10,392.41 .

Interests from these funds are available to provide scholarships for friends and members of St. Andrew who need financial assistance with undergraduate college education or vocational training. Six scholarships totaling \$6,000 were awarded for the 2018-2019 school year to Davis Delfin, Peter Anderson, Megan McAdams, Irissa Dranke and William Jones.

New Sanctuary Fund: This fund holds money directed towards building a new sanctuary for St. Andrew. The goal of establishing this account with New Covenant is to retain the purchasing power of money donated instead of allowing inflation to decrease its value. Hopefully, with growth in the underlying assets, interest and dividend re-investment, the purchasing power will be retained. The value of this fund gained 7% this year. The end of year balance was \$125,666.05. All of the money in this account is intended for use in building a new Sanctuary for St. Andrew.

Summary For All 2018-2019 Assets

Table 1

	2017/2018 Ending Balance 30 Jun 18	2018/2019 Ending Balance 30 Jun 19
Assets		
Standard Accounts		
Checking - US Bank	\$ 35,208.55	\$ 44,023.57
Checking Liabilities – US Bank	\$ - 173.40	\$ - 208.66
Savings - First Saving Bank Northwest	\$ 1,227.62	\$ 1,229.48
Certificates of Deposit – First Savings Bank NW	\$ 14,288.65	\$ 14,366.06
Investment - Morgan Stanley (Smith Barney) Money Market	\$ 0.00	\$ 0.00
Standard Accounts Subtotal	\$ 50,551.42	\$ 59,410.45
Permanent Investment Accounts		
Smith Barney - Laakeri Youth Memorial Stock: UPS (2,185 Shares)	\$ 234,101.05	\$ 227,742.96
Presbyterian Church (USA) Foundation		
New Covenant Fund - Endowment Fund Account	\$ 9,476.92	\$ 10,142.12
New Covenant Fund - Capital Fund Account	\$ 97,296.56	\$ 101,814.70
New Covenant Fund – New Sanctuary	\$ 117,326.28	\$ 125,666.05
New Covenant Fund - Newell Scholarship	\$ 26,112.01	\$ 25,683.29
New Covenant Fund –Thomas Scholarship	\$ 9,761.41	\$ 10,392.41
Permanent Investment Accounts Subtotal	\$ 494,074.25	\$ 501,441.53
Building & Property	\$ 1,080,100.00	\$ 1,117,800.00
Total of All Assets	\$ 1,624,725.65	\$ 1,678,651.98
Liabilities		
Mortgage	\$ 00.00	\$ 00.00
Net Assets	\$ 1,624,725.65	\$ 1,678,651.98

Summary For All 2018-2019 Funds

Table 2

	Beginning Balance 1 Jul 18	Total for 2018/2019 Fiscal Year	Ending Balance 30 Jun 19	Reference Table
General Fund				
Income		\$ 216,998.11		See Table 3 Table 4
Expenses		\$ <u>209,857.31</u>		
Net Income	\$ 5,256.00	\$ 7,140.80	\$ 12,396.80	
Deacons Fund				
Income		\$ 8,963.36		See Table 6
Expenses		\$ <u>8,586.24</u>		
Net Income	\$ 4,806.15	\$ 377.12	\$ 5,183.27	
Memorial Fund				
Income		\$ 8,700.00		See Table 6
Expenses		\$ <u>5,000.00</u>		
Net Income	\$ 5,958.10	\$ 3,700.00	\$ 9,658.10	
Reserve Fund				
Income		\$ 0.00		See Table 5
Expenses		\$ <u>0.00</u>		
Net Income	\$ 10,511.99	\$ 0.00	\$ 10,511.99	
Designated Fund				
Income		\$ 30,956.38		See Table 5
Expenses		\$ <u>33,315.26</u>		
Net Income	\$ 23,050.19	\$ - 2,358.88	\$ 20,701.31	
Building Fund				
Income		\$ 0.00		See Table 1
Transfer from Invest		\$ 0.00		
Expenses		\$ <u>0.00</u>		
Net Income	\$ 958.98	\$ 0.00	\$ 958.98	
Total of All Funds				
Income		\$ 265,617.85		See Table 1
Expenses		\$ <u>256,758.81</u>		
Net Income	\$ 50,551.41	\$ 8,859.04	\$ 59,410.45	
Total of All Normal Operating Accounts	\$ 50,551.41		\$ 59,410.45	

**2018-2019
General Fund: Income**

Table 3

Item	Actual	Budget	Comments
Pledges (offering)	178,759.36	154,071	
Anticipated Pledges	0.00	4,900	
Non-pledge Giving	0.00	3,260	
Non-pledge Donations	934.87	2,000	In-kind donations
Capital Fund/Interest	1,952.59	1,500	
Laakeri Fund	7,968.23	6,000	
Per Capita	1,712.00	2,400	
Facility Use Fees	300.00	300	Facilities use fees
Copier Use Fees	159.45	600	
Manantial de Vida Fees	24,000.00	24,000	MdV congregation
Loose Offering	<u>1,211.61</u>	<u>600</u>	
Subtotal;	216,998.11	199,631	
Previous Yr Surplus	5,256.00	5,256	
Total	\$ 222,254.11	\$ 204,887	Actual was \$17,367.11 more than budget

**2018-2019
General Fund: Expenses**

Table 4

Item	Actual	Budget	Comments
Worship & Arts Ministry			
Worship	1,154.80	1,520	
Fellowship	954.32	900	
Proclamation & Evangelism			
Christian Formation	546.74	1,250	
Membership & Outreach			
Per Capita	3,778.00	3,960	
Other	0.00	0	
Compassion Justice Peace	7,400.27	7,510	
Creation Care			
Stewardship	43.40	50	
Personnel	150,445.82	150,987	
Finance & Administration	16,293.48	13,910	
Facilities	29,240.48	24,800	
Total	\$ 209,857.31	\$ 204,887	Actual was \$4,970.31 more than budget

2018-2019
Designated Fund: Expenses & Ending Balances

Table 5

	Expenses	Ending Balances
Youth Group	0.00	90.00
Personnel Reserve Fund	0.00	600.00
Youth Trip	70.48	446.92
General Contingency	6,369.50	4,388.02
Facilities Contingency	7,095.00	4,786.64
Facilities Projects	31.50	1,726.32
Church Equipment Replacement	0.00	4,074.70
Children's Library	0.00	398.40
Pastor Continuing Education	1,000.00	270.22
Associate Pastor CJP Continuing Ed	383.56	0.00
Associate Pastor M & W Continuing Ed.	1,000.00	0.00
Special Offerings		
One Great Hour of Sharing	832.00	0.00
Peacemaking	25.00	0.00
School Gifts	5,510.00	0.00
Christmas Joy	515.00	0.00
Neighborhood Outreach	0.00	1,005.79
Font Fund	0.00	600.00
Miscellaneous	6,274.16	- 130.97
Sabbatical Fund	1,550.00	0.00
Music Programs	130.88	869.12
Scouts	0.00	329.69
Women's Association	2,528.18	1,246.46
Total	\$ 33,315.26	\$ 20,701.31

2018-2019
Memorial Fund: June 30, 2019, Ending Balances

Table 6

General	0.00
Newell Scholarship	7,700.13
Thomas Scholarship	57.97
Stan Hastings	200.00
V. Rogers	250.00
H. Thuline	100.00
J. Balken	1,350.00
Total	\$ 9,658.10

Deacons

Judy Paulsen & Leslie Delfin
Board of Deacons Co-Presidents

The members of the 2018-2019 board of Deacons were: Diane Schott, Sheila Greene, Leslie Delfin, Laurie Rossnagel, Dan Clawson and Judy Paulsen, andCarolynn Yahoudy.

During this year, our activities and projects were focused on witness and support for those in our parish groups, as well as support for those outside our St. Andrew community, as their needs were brought to our attention. Our assistance to Honeydew School has been coordinated through their Family Liaison. Some of the causes and requests we have supported have included: Presbyterian Disaster Relief for Hurricane Michael, Honeydew Family Emergency Fund, R.E.A.C.H, Thanksgiving and Christmas Gift cards for Honeydew, gas cards for the Center of Hope, lodging assistance for a St. Andrew member, the Renton Salvation Army Food Bank and utility assistance for those affected by the government shutdown, Salvation Army Summer Camp, gifts of compassion assistance to two members, contributed to the staff holiday gift, planned and hosted several potlucks and provided cakes for celebrations at St. Andrew, supported a family in a time of death with food and also a reception after the memorial service.

Each month, the Deacon of the month, has provided communion elements and servers for all of the services during that month, at which communion would be offered. Some months we provided communion weekly, and we split the duties between two Deacons. We were especially blessed to be able to provide homemade communion bread prepared by Chuck Sigars and Amber Oakes. We have provided Chuck with money to assist him in buying the ingredients for his homemade communion bread. In addition, the Deacon of the month would attend the Session meeting to give the Deacon's report and bring back any concerns to our next meeting.

We continued our Bread ministry, providing a loaf of bread to people who visited St. Andrew more than once, and who left their contact information. It has been a nice way to reach out and be a welcoming presence in their lives.

Sheila Greene, our sunshine Deacon, has done a wonderful job sending cards of support and tender care to countless people within our church community, and those outside the St. Andrew family. Because of her dedication to this job, we voted to give her a quarterly allotment of money to aid her in purchasing cards and stamps. She certainly has represented us well in reaching out and bringing cheer, love, support and compassion to many on our behalf.

Once again, the Deacons provided Poinsettia plants to enhance the décor of the church during Advent, and also to give as special gifts to home-bound members or friends who rarely attend our worship services. It also gave us the opportunity to interact with those who may feel alone during this season. For Easter time, we provided beautiful Hydrangea plants which could be designated in honor or in memory of someone, and then be taken home in the weeks prior to Pentecost.

It is because of the generous donations to the Deacons' Fund by the members of our St. Andrew community, that we have been able to continue our service of care and compassion to those in our church and community! Thanks be to God!

At the conclusion of this fiscal year, we are extending our thanks to the retiring Deacons, Diane Schott, Leslie Delfin and Sheila Greene. They have enabled our board of Deacons to function as a cohesive group of generous, dedicated and compassionate individuals! We are grateful for their dedication and service!

St. Andy's Gals

Karen Mullen

"St. Andy's Gals, the affectionate name for our Women's Association of St. Andrew PC, gives one a clue that this group enjoys fun, friendship, and food! We meet on the 3rd Monday of each month starting with potluck at 6:30 PM, followed by fellowship and a great program. All women of the church are automatically part of our Women's Association, and we've welcomed some men at times.

Our meetings are enriched by programs of members and guests who share their talents, travels, professional expertise, and who open our eyes to avenues of service. We started the year with Pattie Holt & Judy & Roger Paulsen telling us about their recent visits at NPH in Honduras. In December we had our annual Christmas gift exchange. Pattie Holt came and gave us an update on REACH and Center of Hope. Afterwards we went to COH for a visit and in January we all met at Luther's Table for a fun lunch out. We ended our year with Lezle Resor having a guessing game of many herbs. St. Andy's Gals also prepared and served lunch for the Bridge Ministries folks and also organized the celebration of Joyce Walker's 90th birthday party. Whatever our focus, we benefit from just being together.

Our BIG PROJECT is the Annual Bazaar, a festive event in true St. Andrew tradition. We have many homemade crafts and the gourmet cooks always prepare a grand array of goodies. We held a raffle of exquisite handmade keepsakes. It is quite a spread. Can you smell that luscious chicken soup? Hot cinnamon rolls? The Bazaar netted about \$2,500 and the proceeds supported causes benefiting women and children such as NPH, REACH, Women's Center of Hope, Honeydew school Thanksgiving & Christmas gift cards, Path from Poverty, African girls' school, and Luther's Table to name a few.

We look forward to another great year and hope all women can attend.