

# The Annual Meeting of SEA Episcopal Church

South San Francisco & San Bruno  
Episcopal Diocese of California

2 February 2025



*Together with the Annual Reports of  
Our Ministers & Ministries for the  
Year of Our Lord 2024*

**THE ORDER FOR HOLY EUCHARIST & THE  
2025 ANNUAL MEETING AGENDA FOR  
SEA EPISCOPAL CHURCH**

*2 February 2025 ~ 10:15 a.m.  
The Feast of the Presentation of Our Lord in the Temple*

**THE LITURGY OF THE WORD**

**Candlemas Procession & Processional Hymn: *Angels, from the realms of glory* .....SEE INSERT**

**Collect of the Day .....Bulletin p. 5**

- Call to Order — Senior Warden, Alison Tudury
- Appointment of Clerk for Annual Meeting
- Approval of the 2024 Annual Meeting Minutes

**The Readings Appointed for the Day — Malachi 3 / Psalm 84 .....Bulletin, p. 5-6**

- Senior Warden’s Report — Alison Tudury

**Sequence Hymn: *This little light of mine* .....Bulletin, p. 7**

**The Gospel Appointed for the Day .....Bulletin, p. 7-8**

**The Sermon: *Presenting the Presence of the Present*.....The Rev. David Grant Smith**

**The Apostles’ Creed, Prayers of the People, & Peace .....Bulletin, p. 9-11**

- 2024 Financial Report & 2025 Budget Presentation — Ellen Jones, Treasurer
- Presentation of Nominees & 2025 Elections — Alison Tudury, Senior Warden
  - Bishop’s Committee Nominees: *Kevin McAfee & Charlie Sloyer*
  - Deanery/Diocesan Delegate Nominees: *Donna Alexander & Frances Luster*

**Announcements & Community Prayers .....Bulletin, p. 12**

**THE LITURGY OF THE TABLE**

**Offertory Hymn: *When candles are lighted*.....SEE INSERT**

**The Great Thanksgiving.....Bulletin, p. 13-16**

**Communion Hymn .....HYMN 499**

**Prayer of Thanksgiving & Blessing.....Bulletin, p. 17-19**

- Adjournment — Alison Tudury, Senior Warden

**Recessional Hymn: *We are marching in the light of God*.....SEE INSERT**

**Dismissal .....Bulletin, p. 20**

## **2024 Annual Meeting Minutes February 4, 2024**

**23 present in person:** The Rev. David Grant Smith, Alison Tudury, Arturo Tudury, Ellen Jones, Ray Driscoll, Margie Burke, Frances Luster, Kirk Sandvik, Kevin McAfee, Lou McAfee, Mary McAfee, Bright Lynn, Jone Dauwe, Mele Dauwe, Karen Queally, Bridget Weaver, Randy Weaver, Andy Daniel, Amanda Daniel, Dar Masamori, Donna Alexander, Bill Scism, Kathy Desimone.

**4 present via Zoom:** Claudia Quinn, Arthur Vaka, Mrs. Smith (Rev. David's mother), Jeanne

Senior Warden Alison Tudury opened the annual meeting at 10:34 am.

Ray Driscoll appointed as meeting clerk.

Motion passed to approve the minutes from the 2/5/2023 annual meeting.

### **Senior Warden's report (Alison Tudury):**

It has been a busy year with many changes, challenges and celebrations.

Last winter's storms revealed some drainage issues that needed to be addressed. We received some estimates in the spring for different approaches to mitigation and are monitoring the areas through this winter. The gutters were cleaned and back stairs were repaired in November.

We had a new, successful inter-generational Easter egg hunt in April, spearheaded by Becky Neuman. Everyone had fun and we think it will be an annual event!

The Bishop's Committee decided to pilot a specific coffee hour on one Sunday a month (3rd). We launched it in May and we've had some great hosts with delicious offerings! It seems to be well-received and people tend to look forward to it (I know I do!)

Our Preschool Director, Jeanne McLaughlin, announced her retirement in May, after 17 years of outstanding, caring service. She plans to retire at the end of this school year in June. The Search Committee: David Grant-Smith, Ray Driscoll, Bridget Weaver, MaryJo Murphy (preschool teacher), Lisa DiPietro (preschool treasurer) and myself, publicized the position and have held several interviews. It has been challenging to find a replacement as experienced and dedicated as Jeanne.

Diane Fitzgibbon resigned from the Bishop's Committee in June and moved to her new retirement location in Virginia. We are happy for her, as she starts her new chapter, but miss her constant presence and expertise in all things Episcopal. I accepted David's invitation to serve the remainder of her term as Sr. Warden. We are grateful to Dar Masamori, who accepted our invitation to serve the remainder of Diane's term and joined us in October.

Our former administrative assistant, Jacquie Roush, resigned in June and moved to Idaho for her retirement. We welcomed our new administrative assistant, Samantha (Sam) Tolosa, in December. She has jumped right in and is a wonderful addition to our staff.

We had a productive “spring” workday in June and another fall workday in October. Boy Scout Troop 71 joined us in October and made quite a dent in the overgrowth. All volunteers enjoyed pizza together afterward.

We funded materials for the beautiful patio benches, built by the members of Boy Scout Troop 71 in July. It was an Eagle Scout project organized by scout AJ Sandoval. We will be working with the troop on an upcoming fundraiser to cover the materials cost.

Our annual Blessing of the Backpacks service for the Preschool students was expanded to include a fun and delicious bbq and potluck lunch on the front patio. We supplied the grilled hot dogs and the Preschool supplied the ice cream - yum! The Preschool staff and several families attended.

The Bishop’s Committee attended a Mutual Ministry Review with Denise Obando from the diocese in October. The committee developed the Congregational Survey to help identify parishioners’ church experience, and planned to implement it with Andy and Amanda Daniel’s expert help. We’re looking forward to sharing the results with the congregation.

We supported Rebekah Hays-Estera in her discernment and recommended her for the diaconate. We joyfully endorsed her ordination and she was ordained Deacon at Grace Cathedral in December.

Big thanks to those of you who participate in our church community to help make our congregational life vibrant and meaningful. If you’re looking for a way to become more involved and/or have a special interest, please let me or one of the Bishop’s Committee members know. We would love to have more hands and there are opportunities for everyone!

It has been a pleasure to serve as Senior Warden this last year.

### **Vicar’s Report (The Reverend David Grant Smith):**

On 28 January, I shared with you in a sermon how I have come to see that the Gospel of Mark provides for us in a single little story in its first chapter an outline of five qualities that Jesus embodied in his life, ministry, and teaching. And how, in that same story, we can find an outline of how we are called and empowered to become smaller versions of Jesus — Jesuslings — in our own contemporary context. That story is about when Jesus healed a man with an unclean spirit (Mark 1:31-28). I would like to reflect on 2023, and look forward into 2024 by using those five qualities as mile-markers for our journey together as a Church.

Honoring the Sabbath is, of course, the practice of setting aside one day each week for rest and restoration. But it’s also about building an awareness of the sacred in our Selves, in our neighbors, in the world, and in all creation. It has been my hope that, as your Vicar, I have helped to provide you with some resources for doing all of that. The best avenue to building up our awareness of God’s holy presence is through what we call spiritual practices — things like prayer, fasting, meditation, and reading scripture or other sacred texts. I hope that, in some small measure, I have given you that kind of support through my sermons, the prayers I add to the bulletins, and the words I offer in my weekly Vicar’s Vineyard.

The value we place on worship isn’t solely about praising God and being in God’s presence. It’s primarily about gathering. We who emulate Jesus know the value of doing things together to help deepen, explore, and question our faith. Our Baptismal Covenant describes it as continuing “in the apostles’ teaching and fellowship, in the breaking of bread, and in the

prayers.” In addition to our Sunday liturgies, we also experience our formation through things like our Lenten Bible studies, our use of Advent calendars, and in our conversations we have with each other about our faith. I hope and pray that you will let me know the kinds of things that would help you with this in 2024.

Jesus taught as having “authority” — not in an “in-charge” sense, but as someone who was authentic. In a world that tends to value “putting on your best face” and “playing cards close the chest,” it can be difficult to be authentic. Authenticity requires transparency; and transparency requires vulnerability; and we don’t like being vulnerable. But it is often the case that we need to be reminded of what the truth is, and how we are or aren’t living into that truth. Building a sense of authenticity among us is a humbling task for a priest. Every time we pray for forgiveness in the Confession, I am keenly aware that each of us is, in that moment, being called to an accounting of our own authenticity. And in my work as an administrator for our Church, I’ve done my best to model that transparency. I got to share that sense of vulnerability with you when I made it known how difficult it has been to have two active Search Committees at the same time during the last year; that’s been hard on all of us. But those efforts are truly yielding great fruit now!

Like Jesus, we are called and empowered to look deeply at the world around us, and to see in our looking if there is anything that is amiss. Do we see oppression, injustices, or bigotries in our world? Of course we do! And so, as people of faith we are both called and empowered to speak truth to those unjust “powers.” Some of the unjust “powers” which we have intentionally engaged in our common life as a Church have been the injustices of homelessness, hunger, and poverty. We have done this through our Sandwich Sunday program of feeding our neighbors who are finding temporary shelter at Safe Harbor. Sadly, on a much smaller scale, we have made some efforts to stand against racism, sexism, homophobia, and other forms of bigotry. But in all honesty (authenticity!), we need to be doing more. During 2024, please let me and your Bishop’s Committee know how we can be most helpful to you in your own efforts of working to dismantle these kinds of oppression.

As Jesuslings, once we have seen what is wrong in the world, and how people have been wounded by those wrongs, we are called and empowered to enter into the work that our Jewish siblings call Tikkun Olam (Healing the World). We do healing work when we pray for those who are sick or suffering. But we also do healing work when we make sandwiches for hungry people. And we do healing work when we show up at vigils that are demanding peace in a world at war. We do healing work when we advocate for those who cannot speak for themselves.

As we step deeper into 2024, I pray that we can step deeper into our calling to be Jesuslings whose work it is to bring healing into the world. May we continue to see ourselves as small lamps who strive to shine brightly in the places where there is darkness. May we continue to honor the Sabbath by nurturing the sacred that is present in all things and in all people. May our lives be filled with the work of worship, intentionally building up our own faith and the faith we see in each other. May we all become increasingly authentic with our Selves, with God, and with each other. May we continue to build up the strength and courage to speak truth to the unjust “powers” of our day. And may we all abide in the spirit of Tikkun Olam — the ministry of helping to heal the world so that it can become what God knows it can be, what it should be.

It's hard to believe that I have already been here with you as your Vicar for two years and about seven weeks. In some ways, it feels like I just arrived yesterday. I like to think that this is because, as the saying goes, time flies when you're having fun. And I am indeed having fun! As we have gotten to know each other over the last two years, I have been trying to see what kinds of things might be helpful in shaping our path forward together. Two-plus years ago, I never would have imagined that the tool we might have been looking for was a story about Jesus healing a man with an "unclean spirit." But there it is. I think that the elements of that simple short-story will make for a great companion as we move forward together. And to that end, I invite all of you to join me on an adventurous pilgrimage through the Gospel of Mark together. Be on the lookout for the five themes explored above as a means for us forming our life together as Jesuslings in our time, in our place, and in our beloved SEA Episcopal Church.

### **Treasurers Report (Ellen Jones):**

Please refer to the attached "The Annual Meeting of SEA Episcopal Church South San Francisco & San Bruno Episcopal Diocese of California 4 February 2024" (file 2024\_Annual\_Meeting\_Reports\_PDF).

- Page 8: 2023 End Of Year Financial Report
- Pages 9-11: Presentation of the 2024 Budget

SEA Episcopal Church ended the year 2023 with a small surplus. This was due in part to the fact that our Administrative Assistant, Jacquie, left us midyear and we were unable to replace her until December. We were cautious in budgeting our pledge income for 2023, but we were fortunate to receive more than anticipated. We also received more than budgeted in other areas as well. Almost all of our expenses were either at budget or below budget. We had budgeted use of a small amount of our reserve to balance the budget for 2023 but we did not have use those funds. We can thank our Bishop's Committee for being very mindful when allocating our funds. As St. Andrew's Preschool is still trying to get up to full attendance again, the Bishop's Committee is continuing to suspend the repayment of the loan that SEA had extended to the Preschool in 2020.

Planning a budget is always challenging. Our anticipated pledged income for 2024 is less than last year due to members relocation and death. In order to create a balanced budget, we will once again have to count on drawing from our reserve from previous years. One large increase in expenses is our Diocesan Assessment. This is based on our operating income for the year 2022 which was higher than the previous year when we had only supply clergy for most of the year. It is possible that we may be able to get a partial relief on this amount, but we can't count on it. Salaries have been increased the required amount as set by the Diocese. All other expenses have been increased or decreased using expenditures from 2023 as a guide. As the COVID threat has decreased, we are able to open our fellowship spaces again. We are hoping that we can offer them to more community groups for their meetings or gatherings.

Thank you to everyone who has faithfully supported SEA Episcopal Church during these trying times with their special gifts of time, talent, and treasure. If anyone has ideas for fundraising, the Bishop's Committee would love to hear them.

### **2024 Nominations to the Bishop's Committee and Diocesan/Deanery Delegates**

- Motion passed to appoint Dar Masamori and Randy Weaver to a full 3 year term as members of the Bishop's Committee. Ellen Jones has completed her 3 year term on the Bishop's Committee.
- Motion passed to appoint Frances Luster and Donna Alexander as Diocesan/Deanery delegates.

Alison Tudury adjourned the annual meeting at 11:48 am.

For the complete set of reports prepared for the annual meeting, see the attached "The Annual Meeting of SEA Episcopal Church South San Francisco & San Bruno Episcopal Diocese of California 4 February 2024" (file 2024\_Annual\_Meeting\_Reports\_PDF). These reports include the following:

- Music at SEA Episcopal 2023
- Saint Andrew's Preschool Director's Report
- Altar Guild Report
- Congregational Survey Report
- Diocesan/Deanery Delegation Report
- Discernment Report
- Liturgical Ministries Coordinator Report
- Online Chaplains' Report
- Outreach Report

Ray Driscoll, Clerk

## 2024 Sr. Warden report

It has been another busy year of challenges and accomplishments.

This year required us to make quite a few repairs and updates to our church properties. Our Administrative Assistant, Samantha Tolosa (Sam), created a maintenance and repair list that the Bishop's Committee uses to prioritize the projects. Sam works with the vendors to schedule repairs and update the list. It has been a huge help — shout out to Sam!

In follow up with action on our survey results, we identified three areas of focus, which we continue to work on:

- **Formation** — after-church discussions; youth meetings
- **Fellowship** — coffee hour; Lenten potlucks
- **Branding/evangelism** — sandwich board signs for both campuses; new newsletter features; website enhancements

After an exhaustive search for a new Preschool Director, the Search Committee (David Grant-Smith, Ray Driscoll, Bridget Weaver, MaryJo Murphy [preschool teacher], Lisa DiPietro [preschool treasurer] and myself) found and hired Marisol Ruiz as the new Director. She is doing a great job and has made many changes and improvements to the Preschool.

Our annual Blessing of the Backpacks service for the Preschool students was held on a cold and blustery day. Not ideal for a bbq, but we had a fun and delicious potluck lunch in St. Margaret's room and patio. We supplied grilled hot dogs, and the Preschool supplied dessert. The Preschool staff and some families attended.

Several Bishop's Committee members attended in-person and online listening sessions with our new Bishop Austin Rios. Many perspectives and concerns were shared and the Bishop and his team will process all the feedback.

Big thanks to those of you who participate in various ministries to help support our church community. If you're looking for a way to become more involved or have a special interest, please let one of the Bishop's Committee members know. We always welcome more hands and there are opportunities for everyone!

It has been an honor to serve as Senior Warden this last year, and on the Bishop's Committee for the last three.

Respectfully,  
Alison Tudury



## Vicar's Report ~ Reflecting on 2024

As of this past Christmas, I have had the honor and the privilege of being your Vicar for three years now. As most of you already know, I tend to make lots of references to our Baptismal Covenant, in which we declare what it is we believe about God, as well as what we intend to do *because* of what we believe about God. Baptism is the sacrament by which we all become members of the Body of Christ — the Church — and through which we are all ordained — whether we are laity, bishops, priests, or deacons — to carry on the ministries which Jesus began during his life.

For my 2025 Vicar's report, which reflects on the year 2024, I am using those five questions of what we intend to do *because* of what we believe to frame those reflections. Those five questions can be summarized in these five topics: **FAITH & FAITH FORMATION; RESISTING EVIL; PROCLAMATION; LOVE & SERVICE; and SOCIAL JUSTICE.**

### FAITH & FAITH FORMATION

Will you continue in the **apostles' teaching and fellowship**, in the **breaking of bread**, and in the **prayers** ?

*I will, with God's help.*

- **The Apostles' Teaching** is about education as well as taking part in the Church structure & tradition which reaches back to the first disciples. In 2024, we had a **Lenten Program** with a *Bible study* on the Gospel of Mark. Our **Advent Series** provided time for learning and discussion on the themes of Advent, and preparation for Christmas.
- **Fellowship** has been found in our **Coffee Hours**, and the friendly conversations we have each Sunday. We also found fellowship in our **Potluck Lenten Suppers** and our **Potluck Picnic**. Our Saint Andrew's Preschool staff found fellowship at a "White Elephant" Christmas Party!
- **The Breaking of Bread** is a reference to the *Holy Eucharist* and regular times of Liturgy and Worship. In 2024, we had over 100 **Sunday Liturgies**. We observed **Ash Wednesday** and all the Liturgies of **Holy Week**. We closed our Lenten Programs with **Compline**. We also hosted **Funerals, Memorial Services, & Burials** for Glade Beresford, Elizabeth DelCorto, Mary Wright, Elizabeth DelCorto, Bob Wilson, and Loretta Hawkins.
- **The Prayers** refers to praying in all our Liturgies, and how members use our **Prayer List** to regularly praying for others. And we still share prayer requests and updates through Slack.
- **Faith & Faith Formation** are also lived out in the larger Church. We are a denomination of diocesan structures. Your Vicar and Delegates have represented this congregation to the **Peninsula Deanery** and the **Diocese of California** by taking our part in *Installations* of new clergy, *Ordinations*, *Deanery Meetings*, *Diocesan Convention*, and the *Ordination of Bishop Austin Rios*. As Vicar, I take part in diocesan *Vicars' Meetings*, and the *ReFresh/ReStart* program. Your Vicar was elected by Peninsula Deanery to represent it on the *DioCal Committee on Nominations*. And, I participated in the annual *Diocesan Clergy Retreat* at Bishop's Ranch.

### RESISTING EVIL

Will you persevere in **resisting evil**, and, whenever you fall into sin, **repent and return** to the Lord?

*I will, with God's help.*

- **Resisting Evil** and **Repentance** are often thought of as one-time events. But they are a lifelong processes. For those who desire it, the *Sacrament of Reconciliation* is available, in which we privately confess in the presence of a priest, and receive the assurance of absolution. But to do this without a lifetime of resisting and returning makes it difficult to experience any ongoing change of heart and life.
- Two examples of making that ongoing process vital are required of all church leadership, both lay and ordained — an *Anti-Racism Training* and an *Abuse & Harassment Prevention Training*. These trainings work to dismantle institutional racism and sexism. Your Bishop’s Committee, Delegates, and I make sure we are up to date on these trainings. These trainings are available to ALL of us as Episcopalians.

## PROCLAMATION

Will you **proclaim by word and example** the Good News of God in Christ?

*I will, with God’s help.*

- **Proclaiming** keeps me busy with *Sunday Sermons*. But it’s something that ALL of us do, whether we know it or not. Everything we do or don’t do is a way of telling others what we know about the Gospel.
- I love **Proclaiming** the Good News to tour Saint Andrew’s Preschool in our biweekly *Chapel Time*. Additional opportunities are found in the *Blessing of the Trikes*, the *Blessing of the Backpacks*, and offering prayers for holiday events. Gospel Proclamation is extended to our Preschool families through *Open Houses*, *Parents’ Meetings*, our *Christmas Show*, and at *Graduation*.
- This past year, I wasn’t invited to **Camp Saint Andrew’s**, but I was asked to speak at the *CSA Staff Training Day*. Then we all helped to proclaim the Gospel on *Camp Saint Andrew’s Scarf Sunday*.

## LOVE & SERVICE

Will you **seek and serve Christ** in all persons, **loving your neighbor** as yourself?

*I will, with God’s help.*

- In Matthew 25, Jesus taught that to **Serve Christ**, we need to **Seek** “the least of these my siblings.” And to **Love Your Neighbor** isn’t about emotions, but about action and commitment.
- Last year, I found myself helping two households in moments of crisis. One needed help with *Housing and Food*; the other needed help with *Transportation*. I was able to do this, using the funds which you make available through the *SEA Church Discretionary Fund*.
- We have great neighborly relationships with *Holy Seed Church* and *House of Prayer*.
- We **seek and serve Christ** in our *Sandwich Sunday* program, feeding nearly 100 people. And we gave tangible expressions of love for our neighbors by making *Advent Cards* to go in their lunches.
- Seeking and serving Christ happens when I take Communion to those who can’t come to Church. This ministry is usually an as-requested basis, but for our members at Cadence Millbrae, it is now a *Monthly Communion* visit for Dale McAfee, Judy Nielsen, and Jan Hardy.

## SOCIAL JUSTICE

Will you **strive for justice and peace** among all people, and **respect the dignity of every human** being?

*I will, with God’s help.*

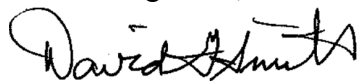
- Striving for **Justice and Peace** offering **Respect and Dignity** to everyone is meaningful and rewarding work. These values were articulated in the Torah, by the Prophets, by Jesus, and by every generation of the Church ever since.
- Last January, I was invited to speak and to pray at a *Vigil for Peace in Gaza*. It was good to be with leaders of Jewish, Muslim, Christian, and Buddhist communities for the common goal of **justice, peace, respect, and dignity** for the people of Gaza.
- In June, I helped staff a Welcome Table sponsored by the Peninsula Deanery at the *San Mateo County Pride Event*. The table had children’s activities and information about how the Episcopal Church intentionally welcomes and celebrates and extend **justice, peace, respect, and dignity** to LGBTQ people, as well as all other people.

There are some things which are part of my work as your Vicar which don’t fall squarely into the Baptismal Covenant. But they are important things, nonetheless. This past year it was an honor and privilege to serve on the **Preschool Director Search Committee**, following the retirement of our **former director, Jeanne McLaughlin**. We were blessed to have hired our **new Director, Marisol Ruiz**, who is already doing so much to help our beloved Saint Andrew’s Preschool move forward into its next chapter. Additionally, I have met monthly with our **Bishop’s Committee** who have done stellar work at considering how to best make the decisions which need to be made in order to keep both SEA Church and St. Andrew’s Preschool moving forward. And I continue to be blessed by having such great work colleagues with whom I meet regularly — our **Music Director, Margie Burke**, our **Administrative Assistant, Samantha Tolosa**, as well as **Preschool Director, Marisol Ruiz**, and all our **Preschool Teachers**. We would not be who we are or where we are without their dedication and excellence.

And finally, I would like to report to you on my own Self. As you all know, 2024 was a difficult year for me personally. I lost both my mother, Doris Dean Smith, and her sister, my Aunt Eula Pearl Greenhill. Grief is a difficult thing to navigate, as I’m sure you are all aware. But I am blessed to have my grief be grounded in a deep and abiding sense of gratitude for having had Mom and Aunt Eula in my life. In 2024 I had a vacation that turned into a sick-cation and yet another bout with COVID-19. Fortunately, my vaccines prevented either illness from being anything too serious. Eventually, I was able to have some meaningful and rejuvenating vacations — one to a friend’s wedding in May, one to a family reunion in July, and another for a brief visit to the Sonoma County wine country in August.

Suffice it to say, 2024 was a very full year. Despite the several challenges of that year, I continue to be profoundly grateful to be serving as Vicar for such a wonderful faith community as SEA Episcopal Church. May God continue to bless us with opportunities for growth, and challenges to stimulate our faith. And may we all boldly proclaim “I will, with God’s help” as we move forward.

Your loving Vicar,



The Rev. David Grant Smith, Vicar  
SEA Episcopal Church  
The Feast of the Presentation of Our Lord,  
2 February 2025



## SEA Episcopal Church Funds & Account Balances 2024

<u>SEA Episcopal Funds</u>	<u>2023 Balance</u>	<u>Rec. 2024</u>	<u>Disb. 2024</u>	<u>2024 Balance</u>
General Op Fund	\$356,990.35	\$178,083.36	\$262,395.05	\$272,678.66
Bergeron Fund-Maint No SEA	\$42,803.95	\$0.00	\$0.00	\$42,803.95
Altar Guild	\$1,322.46	\$0.00	\$0.00	\$1,322.46
Special Project Fund	\$6,799.41	\$0.00	\$0.00	\$6,799.41
Safe Harbor	\$2,407.18	\$1,835.00	\$1,854.72	\$2,387.46
Vicar Discretionary	\$2,122.12	\$150.00	\$0.00	\$2,272.12
Scrip Fund	\$2,354.57	\$2,933.99	\$0.00	\$5,288.56
Peterson Fund-Youth	\$2,070.19	\$392.40	\$0.00	\$2,462.59
Youth Funds	\$1,497.66	\$0.00	\$300.00	\$1,197.66
Memorial Funds	\$68,232.00	\$0.00	\$6,391.52	\$61,840.48
Holy Seed Deposit	\$500.00	\$0.00	\$0.00	<u>\$500.00</u>
				\$399,553.35
Preschool Loan	\$99,483.00	\$0.00	\$45,000.00	\$144,483.00

<u>Cash and Investments</u>	<u>Description</u>	<u>2023</u>	<u>2024</u>
Tri Counties SEA Checking	SEA Checking Account	\$184,580.35	\$123,713.78
Tri Counties Money Market	SEA Savings	\$60,830.59	\$30,830.59
Wells Fargo (2 accts)	SEA Savings	\$204,325.09	\$204,694.58
SM Credit Union	SEA Savings	\$35,009.29	\$35,025.84
SM Credit Union	Scrip Account	\$2,354.57	\$5,288.56
UBS	Peterson Endowment	\$10,414.80	\$10,309.93
Individual Stocks	FDX/GE	\$17,758.22	\$20,496.10
Preschool Loan		\$99,483.00	\$144,483.00
Vicarage Endowment	Held by Diocese		

### Total Cash and Investments 2023

	<u>Cash</u>	<u>Investments</u>	<u>Preschool Loan</u>
SEA Episcopal Church	\$399,553.35	\$30,806.03	\$144,483.00

Does not include investment endowment held in Diocesan Endowment

**Presentation of the 2025 Budget**  
**SEA EPISCOPAL CHURCH FINANCIAL STATEMENT**  
**FOR YEAR END 2024 AND 2025 BUDGET**

	BUDGET 2024	ACTUAL 2024	BUDGET 2025
<b>INCOME</b>			
<b>CONGREGATIONAL SUPPORT:</b>			
PLEDGES	68,000.00	70,341.00	66,000.00
LOOSE PLATE	1,000.00	1,074.00	1,000.00
FUND RAISING	<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL	70,000.00	71,415.00	68,000.00
<b>OTHER RECEIPTS:</b>			
FLOWER DONATIONS	1,000.00	1,210.00	1,000.00
DESIGNATED GIFTS	0.00	289.00	0.00
UNDESIGNATED GIFTS	0.00	1,350.00	0.00
MISCELLANEOUS	0.00	0.00	0.00
DRAW ON PREVIOUS SURPLUS	<u>27,700.00</u>	<u>27,700.00</u>	<u>0.00</u>
TOTAL	28,700.00	30,549.00	1,000.00
<b>SHARED MAINTENANCE:</b>			
PRESCHOOL	62,160.00	51,800.00	62,160.00
REGULAR USE	26,500.00	25,040.00	27,000.00
OCCASIONAL USE	<u>500.00</u>	<u>650.00</u>	<u>500.00</u>
TOTAL	89,160.00	77,490.00	89,660.00
<b>INVESTMENT INCOME:</b>			
ENDOWMENT INCOME	25,500.00	25,943.86	26,000.00
INTEREST/DIVIDEND	<u>500.00</u>	<u>385.50</u>	<u>500.00</u>
TOTAL	26,000.00	26,329.36	26,500.00
<b>TOTAL RECEIPTS</b>	213,860.00	205,783.36	185,160.00
<b>EXPENSES</b>			
<b>ADMINISTRATION:</b>			
AUDIT FEE	600.00	0.00	0.00
BANK FEES	50.00	10.00	50.00
COPIER COST	1,800.00	1,800.00	1,800.00
FUND RAISING COST	0.00	0.00	0.00
OFFICE SUPPLIES/EXPENSE	1,200.00	1,428.69	1,300.00
OFFICE EQUIPMENT	500.00	89.00	500.00
COMMUNICATIONS/IT	500.00	359.99	500.00
MISCELLANEOUS	<u>350.00</u>	<u>1,000.00</u>	<u>350.00</u>
TOTAL	5,000.00	4,687.68	4,500.00

	BUDGET 2024	ACTUAL 2024	BUDGET 2025
<b>CONGREGATIONAL LIFE:</b>			
ALTAR SUPPLIES/FLOWERS	1,500.00	948.03	1,000.00
ADULT EDUCATION	150.00	70.95	100.00
BC EXPENSES	200.00	145.82	200.00
CHURCH SCHOOL	100.00	0.00	100.00
EVANGELISM	200.00	0.00	100.00
FELLOWSHIP/HOSPITALITY	200.00	0.00	200.00
WORSHP/LITURGY EXPENSE	1,000.00	0.00	750.00
STEWARDSHIP COST	200.00	127.33	100.00
MUSIC SUPPLIES/EXPENSES	<u>750.00</u>	<u>644.00</u>	<u>750.00</u>
TOTAL	4,300.00	1,936.13	3,300.00
<b>NON-PAROCHIAL:</b>			
DIOCESAN ASSESSMENT	18,396.00	18,395.99	19,358.00
OUTREACH	500.00	0.00	250.00
SEMINARY	<u>50.00</u>	<u>0.00</u>	<u>50.00</u>
TOTAL	18,946.00	18,395.99	19,658.00
<b>PERSONNEL:</b>			
MUSICIAN SALARY	13,500.00	13,482.58	13,500.00
ADMIN ASSISTANT	20,610.00	18,521.01	20,000.00
PROFESSIONAL DEVELOPMENT	350.00	0.00	350.00
SUPPLY CLERGY	2,250.00	386.80	1,875.00
VICAR EXPENSE	500.00	0.00	250.00
VICAR BENEFITS	13,574.00	13,846.18	14,558.00
VICAR PENSION	14,405.00	14,404.68	14,405.00
VICAR'S SALARY	53,789.00	53,864.56	53,900.00
VICAR HOUSING ALLOWANCE	2,400.00	2,400.00	2,400.00
WORKERS' COMP	<u>250.00</u>	<u>231.00</u>	<u>275.00</u>
TOTAL	121,628.00	117,136.81	121,513.00
<b>BUILDING &amp; GROUNDS:</b>			
<b>SOUTH CAMPUS</b>			
ALARM SERVICE	700.00	747.19	750.00
BUILDING & GROUNDS MAINT	5,000.00	11,351.00	5,000.00
CAPITAL EXPENSE	0.00	0.00	0.00
CHURCH INSURANCE	21,454.00	21,489.00	23,860.00
GAS & ELECTRIC	3,000.00	3,296.59	3,500.00
JANITORIAL	7,000.00	6,600.00	7,000.00
MAINTENANCE SUPPLIES	850.00	1,050.59	850.00
REAL ESTATE TAX	800.00	3,154.28	1,750.00
TELEPHONE/INTERNET	1,200.00	1,146.80	1,200.00
WATER & GARBAGE	<u>3,300.00</u>	<u>3,248.13</u>	<u>3,300.00</u>
SUB TOTAL	43,304.00	52,083.58	47,210.00

	BUDGET 2024	ACTUAL 2024	BUDGET 2025
<b>NORTH CAMPUS</b>			
BUILDING & GROUNDS MAINT	1,500.00	2,873.67	2,000.00
CAPITAL EXPENSE	0.00	0.00	0.00
CHURCH INSURANCE	7,707.00	7,748.00	8,690.00
GAS & ELECTRIC	3,000.00	2,511.00	2,800.00
MAINTENANCE SUPPLIES	0.00	0.00	0.00
REAL ESTATE TAX	275.00	491.32	500.00
TELEPHONE/INTERNET	850.00	798.24	850.00
WATER & GARBAGE	<u>2,000.00</u>	<u>1,913.01</u>	<u>2,000.00</u>
SUB TOTAL	15,332.00	16,335.24	16,840.00
<b>VICARAGE</b>			
BUILDING & GROUNDS MAINT	1,500.00	2,907.91	2,000.00
CAPITAL EXPENSE	0.00	0.00	0.00
GAS & ELECTRIC	1,500.00	1,299.15	1,500.00
REAL ESTATE TAX	850.00	856.90	875.00
TELEPHONE/INTERNET	700.00	845.00	900.00
WATER & GARBAGE	<u>800.00</u>	<u>910.66</u>	<u>950.00</u>
SUB TOTAL	<u>5,350.00</u>	<u>6,819.62</u>	<u>6,225.00</u>
TOTAL B & G	63,986.00	75,238.44	70,275.00
<b>TOTAL DISBURSEMENTS</b>	213,860.00	217,395.05	219,246.00
<b>RECEIPTS-DISBURSEMENTS</b>	0.00	-11,611.69	-34,086.00

## **Treasurer's Report – Stewardship**

SEA Episcopal Church ended the year 2024 with a deficit. This was due in part to funds spent on deferred maintenance to get our buildings up to code, both the churches and the preschool. Our new Administrative Assistant, Samantha Tolosa has been working diligently on this project. St. Andrew's Preschool has also been experiencing some financial difficulties this year and the Bishop's Committee approved forgiving them the rent for the months of November and December. We were cautious in budgeting our pledge income for 2024, but we were fortunate to receive more than anticipated. In other areas of income our receipts were very close to what was budgeted. Other than Building and Maintenance, almost all of our expenses were close to the budgeted amount. In our 2024 budget we had to show a draw of reserve funds to balance the budget. Unfortunately, we had to use that money this year. We can thank our Bishop's Committee for always being very mindful when allocating our funds. As St. Andrew's Preschool is still trying to get up to full attendance again, the Bishop's Committee is continuing to suspend the repayment of the loan that SEA had extended to the Preschool in 2020. SEA has also had to loan the Preschool more money to help with their lack of income due to low enrollment.

Planning a budget is always challenging. Our anticipated pledged income for 2025 is less than last year. We have lost a couple of pledges and some have had reductions due to members' own financial situations. There have also been several increases this year. We are grateful to everyone as we know that you are contributing what you are able to keep our Mission alive in this community. In order to create a balanced budget, we will once again have to count on drawing from our reserve from previous years. However, the Bishop's Committee decided this year not to include it as an income line in the budget. The budget will be presented as unbalanced showing a deficit. One of our large expenses is our Diocesan Assessment which is only slightly higher than last year. At this time, we are in conversation with the Diocese to see if we can get some relief on this. Salaries have not been increased for 2025. All other expenses have been increased or decreased using expenditures from 2024 as a guide. In the last couple years, we have been able to open our fellowship spaces again. We have maintained most of the groups that were meeting before COVID and have welcomed two more in 2024. We are hoping that we can offer them to even more community groups for their meetings or gatherings.

Thank you to everyone who has faithfully supported SEA Episcopal Church during these trying times with their special gifts of time, talent, and treasure. If anyone has ideas for fundraising, the Bishop's Committee would love to hear them.

Respectfully Submitted,  
Ellen Jones, Treasurer



# 2024 Bishop's Committee Members & Diocesan/Deanery Delegates

## 2023 Bishop's Committees Members *Elected by the Congregation*

Class of:

2024	Ray Driscoll
2024	Alison Tudury
2025	Andy Daniel
2025	Rebecca Neuman
2026	Dar Masa mori
2026	Randy Weaver

2024 Appointed Officers:

Senior Warden	Alison Tudury	<i>Appointed by Vicar</i>
Junior Warden	Dar Masa mori	<i>Appointed by Bishop's Committee</i>
Treasurer	Ellen Jones	<i>Appointed by Bishop's Committee</i>
Clerk	Ray Driscoll	<i>Appointed by Bishop's Committee</i>

2024 Diocesan/Deanery Delegates:

Donna Alexander	<i>Elected by the Congregation</i>
Frances Luster	<i>Elected by the Congregation</i>



## 2025 Nominations for Election

### 2025 Bishop's Committees Nominees

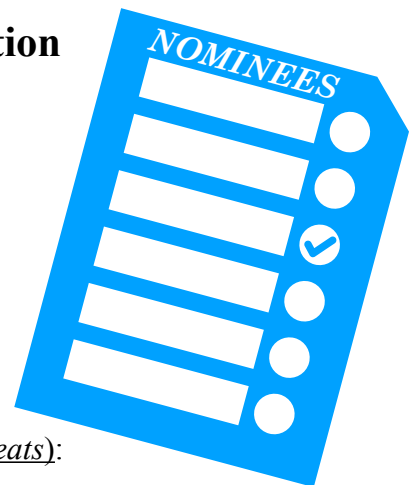
Nominees for Class of 2027 (2 Eligible Seats):

- Kevin McAfee
- Charlie Sloyer

### 2025 Diocesan/Deanery Delegate Nominees

2025 Diocesan/Deanery Delegate Nominees (2 Eligible Seats):

- Donna Alexander
- Frances Luster



# ANNUAL STAFF MEMBER REPORTS

## Music Director's Report for 2024

The music is chosen to reflect the liturgy of the day and “to perfect the praises offered”\* by members of the congregation. We try to select hymns and music that are appropriate for the proper liturgy of the services. We welcome suggestions, especially for Christmas, Easter, and other special services. Please Email any special requests or suggestions to [SeaEpiscopalMusic@gmail.com](mailto:SeaEpiscopalMusic@gmail.com).

The Choir (Ray and Ellen) and members of the congregation have started to gather at 9:15 on Sunday morning to review the hymns for the morning service. The choir members and those who have reviewed the hymns sit among the parishioners to lead those seated in the pews.

As the Music Director, our goal has been to “Be joyful in the Lord, ...and to serve the Lord with gladness and come before his presence with a song.”\*\* Many thanks to the technical live stream team who are in charge of the cameras and sound equipment which is necessary to broadcast the services and for posting on our Website and Facebook. Hopefully, everyone will sing along at home and at church. I have also been diligent to report the usage of our music to our licensing services, *OneLicense* and *RiteSong*, for copyright permissions to stream and print/post the music.

Thanks to Donald Mulliken, our substitute Organist, who joined us to add to the glorious music for Easter and Christmas Eve services and during my vacation. Thank you very much for being part of our musical family.

It's been a pleasure to work with our Vicar, David Grant Smith. Being a former Music Director, he chooses hymns and music for our services so the music reflects the message of the service.

Many thanks to Samantha Tolosa, our Administration Assistant at SEA, who helps to create and print the bulletins.

I am sure that God, His Son, Jesus Christ, and the Holy Spirit hear our “joyful noise” for we are glad to worship Him in Song.

Margaret Burke, Music Director

\* BCP, p. 819; Prayer for Church Musicians and Artists

\*\* BCP, p. 729; Psalm 100



## **Saint Andrew's Preschool Director's Report for 2024**

### **Preschool Graduation and Leadership Transition**

Our preschool graduation was a heartwarming success. It marked the bittersweet farewell to our director of 18 years, and I was honored to take over the role for the summer sessions and the start of the new school year.

### **Enrollment and Attendance:**

- **Summer Session:**

The summer program was successful, with 42 children enrolled in the first session making \$57,365.43 and 37 in the second making \$52,392.27. A notable number of students, about 20, transitioned to Transitional Kindergarten (TK) or Kindergarten.

- **Fall Enrollment:**

As of Fall 2024, we had 22 students enrolled. Currently (as of January 2025), our total enrollment stands at 30 students. While the numbers are still lower than we'd like, we are committed to improving our enrollment and expanding the preschool's reach. Our current monthly tuition is \$44,701.

### **Curriculum and Extra-Curricular Activities**

In order to offer families a more structured, enriching experience, we have introduced the following initiatives:

- **Extra-Curricular Activities:**

- Music classes every other Thursday
- Monthly library sessions with our dedicated librarian on Wednesdays
- Chapel with Vicar David on Thursdays when there is no music class

- **Updated Curriculum:**

Teachers have rolled out a new curriculum that encompasses:

- Language and cognitive development
- Social and emotional skills
- Pre-math and science
- Sensory and creative expression
- Physical development through movement

Additionally, students engage in yoga on Thursdays and Fridays to promote physical well-being.

## **Financial Overview**

Unfortunately, during the 2023-2024 school year, we faced a financial deficit, which had significant effects on the school. This led to the difficult decision to let go of two teachers. In response to this, we implemented a tuition increase in September to help sustain the school during this low enrollment period.

## **Licensing and Maintenance**

In September, Samantha and I worked diligently on necessary maintenance to meet licensing requirements. This included updating:

- Lights and exit signs
- Carbon monoxide detectors
- Other overdue licensing requirements

We are proud to report that we are now up to date with all required maintenance for licensing.

## **Plans for Future Growth**

In November, we submitted an application to change our age group and increase our total capacity. If approved, our capacity will rise from 52 to 57 students, and the change in age group will allow us to enroll younger children. This will help mitigate the challenges of losing children to Transitional Kindergarten (TK).

We are optimistic that the approval will come soon, and once it is granted, we plan to ramp up our advertising efforts to attract new students.

## **Conclusion and Hope for the Future**

We are hopeful for the future of our preschool. While we've faced challenges with enrollment and finances, we continue to innovate and adapt to provide the best possible experience for our students and their families. With the upcoming changes in age group and capacity, along with our enhanced curriculum and extra-curricular offerings, we're excited about the opportunities ahead.

Sincerely,

Marisol Ruiz

Preschool Director

[standrews.ruiz09@gmail.com](mailto:standrews.ruiz09@gmail.com)

# ANNUAL MINISTRY & COMMITTEE REPORTS

## Altar Guild Report

The Altar Guild serves God by preparing the Sanctuary for worship, maintaining and caring for the vessels, linens, vestments and candles. Altar Guild members set up for services and clean up afterward. In addition, they place the proper seasonal colors and maintain the supply of hosts, wine and candles.

Members of the Altar Guild serving during 2024 were Amanda Daniel, Ellen Jones and Alison Tudury. Special thanks, as always, to all members of SEA who help with the decorating at Easter and Christmas. It would not get done without you!

Altar flowers are now being done by request only. Beautiful poinsettias and Easter lilies are donated by SEA members for Christmas and Easter.

Ideally, the Altar Guild consists of four teams, each meeting once a month for regular services and all together for holidays. We are still short on members and welcome anyone who feels called to this essential ministry to contact Ellen Jones, Alison Tudury, Amanda Daniel or the Vicar for more information. We would love to have you and membership is not limited to women!

Respectfully submitted,  
Alison Tudury and Ellen Jones

## Diocesan & Deanery Delegates' Report

Your Deanery Representatives Francis Luster and Donna Alexander have been involved in Peninsula Deanery functions during this past year. The Peninsula Deanery, consisting of about 16 Churches, held bi-monthly Convocations either by Zoom or in-person. The leadership of the Deanery changed this year as positions ended their terms and new leaders stepped up.

As was done in the past, SEA Church has applied for a Grant in support of our ministry to Safe Harbor Shelter. The Deanery's new leadership is very interested in supporting the various ways members provide ministry to the community. They have put out a call for Grant proposals and are planning for a 'Grant-A-Palooza' at the March 2025 Convocation. Their hope is to be awarding grants for multiple ministries in parishes across the deanery. Our hope is that SEA Church is one of the awardees.

The 175th Convention of the Episcopal Diocese of California was held in October at Grace Cathedral in San Francisco. There were 5 resolutions presented and all passed. All were important but two were of special interest for Frances.

The Ordination of Women in Ministry resonated with Frances. This resolution celebrates the growth of Women in Ministry and particularly the Anniversaries of the Ordination of Women Ministers of cultural and racial ethnicity. The resolutions states that: *A commemorative triennium of the ordination of women to all orders of ministry provides a means to communicate and celebrate these significant events as well as to acknowledge the history of mutually supportive efforts by people of all genders,*

*ordained and lay, to create a more just and demographically representative structure of ministry in the church; taken together it seeks to inspire new generations to continue efforts toward ministerial formation that more closely responds to the demographic diversity of the Episcopal Church.*

This relates to the experience for Frances of having a woman minister at St. Elizabeth's early in the growth of women in ministry. This Woman minister then trained other women and provided internship opportunities at 'St. E's.' She opened the doors for increased inclusion of LGBT and other minority communities. This is something that was and is close to Frances' heart.

Resolution #5 was a call to action saying: *That the Diocese of California stands with Episcopalians in Ohio and national and local faith leaders who have called us to respond with prayer and action to the recent rise in violent threats and harassment toward members of the Haitian community.*

Frances was Blessed to visit Haiti 6 years ago. She saw for herself how the people had to fight to be recognized as the first organization of Episcopalian people. And how they were able to use their voices to strive for voting rights and to effectively communicate their growth with women becoming stronger in the culture.

Attending the Convention is important because you meet and join with others to share information and from that comes growth and learning.

Deanery Representation is an important component of our Church in collaboration with the Peninsula Deanery and the Episcopalian community of Churches. Where we need help is in asking for someone to think about becoming an Alternate Deanery Representative. A third person would support us in this valuable work. Thank you for your consideration.

Frances Luster & Donna Alexander, Delegates



*Frances & Donna at Grace Cathedral*

## **Online Chaplains' Report**

SEA church started our online streaming service because of the covid pandemic. We have continued the service even though the mandatory lockdowns are no longer in effect. We find that the continuing weekly Sunday service broadcast is still beneficial to those that are unable to attend the in-person service and want to participate. The online Chaplains are volunteers and are not professionals in the field of online streaming, they serve on alternate Sundays as online Chaplains. If there is anyone who feels that they have a calling and would like to become an



online Chaplain, please let David, Lou, or Bill know. The software we use is not complicated and the process is not difficult. We would be more than happy to train new online Chaplains and join our online Chaplains ministry.

Respectfully submitted,

Bill Scism



## Community Outreach

This year, we prepared ninety bagged lunches for the residents of Safe Harbor Shelter in SSF on the first Sunday of each month, known as Sandwich Sunday. Monetary donations to our Safe Harbor fund are used to purchase the main ingredients each month. In addition, church members sign up to supply bottled water, fruit, and cookies, etc. It's been wonderful to see so many church members coming together to build sandwiches and to bag lunches for our neighbors at Safe Harbor.

We spread a little Christmas cheer to Safe Harbor residents by donating ninety-five \$10 Target gift cards in December. This outreach was made possible by the generosity of SEA members. Along with the gift cards, Kathy DiSimone delivered small gifts she had gathered throughout the year.

We continue to collect items in our food barrel for Catholic Worker Hospitality House at St. Bruno's Church. These items are put to good use in their breakfast program and their emergency homeless shelter. The items most needed at this time are large bags of oatmeal, jars of jelly, cans of soup, and toilet paper.

Many thanks to everyone who supported our community outreach by giving of their time and treasure during the past year. We'd love to have your help in 2025! These are some ways you can be involved:

- Sign up to bring one or two items for our monthly Sandwich Sundays.
- Stay after the service on the first Sunday of the month to help make sandwiches or to bag lunches.
- Place non-perishable items in the food barrel in the narthex for Catholic Worker Hospitality House.
- Make a monetary donation via check or online toward the purchase of ingredients for Safe Harbor lunches or holiday gift cards for Safe Harbor residents.

Respectfully submitted,  
Bridget Weaver

## SEA WEBSITE REPORT

<https://www.seaepiscopal.org>

The address for our website is shown above. Certain web pages are updated weekly, on the **main page** the following can be found, the latest Sunday service information with service bulletin and streaming link buttons. A video of the sermon for that Sunday. Also there will be postings of special announcements and other important items of interest. The church office hours and contact information can also be found on the main page.

On the dropdown menu under **Ministries**, you can find a category for prayers of the people and archived sermons which are updated weekly. On the dropdown menu under **Regarding SEA Church**, you will find pages for our history, leadership and locations and other items pertaining to SEA Church. Also on the dropdown menu, other categories of interest can be found, **st. Andrew's Preschool, Worship and SEA Church contact information.**

If you have not visited the SEA Episcopal website, please take a few moments to do so as the content is there to be informative with weekly updates and information that shows who we are at SEA Church.

Respectfully Submitted by,  
Bill Scism







## **SEA EPISCOPAL CHURCH**

*One Congregation in two locations*

**The Rev. David Grant Smith, Vicar**

[seaepiscopalvicar@gmail.com](mailto:seaepiscopalvicar@gmail.com)

### **North Campus**

280 Country Club Drive,  
So. San Francisco, CA 94080

### **South Campus**

1600 Santa Lucia Avenue,  
San Bruno, CA 94066

[seaepiscopal@gmail.com](mailto:seaepiscopal@gmail.com)

(650) 583-6678

<https://www.seaepiscopal.org>

*God driven. Community focused.  
Come grow with us. All are welcome.*

### **South Campus Office Hours:**

**Monday – Thursday, 9:30 a.m. – 2:00 p.m.**

Please feel free to stop in to pray in the sanctuary.

You may also pick up a Sunday bulletin or

*Forward Day by Day* during those hours.

### **For Pastoral Emergencies:**

- During office hours, call: (650) 583-6678.
- During non-office hours, call (315) 521-8850