

# **The Episcopal Parish Church of Saint Michael & All Angels**

3233 Pacific View Drive  
Corona del Mar, CA 92625

*The Rev'd Dr. Shane Scott-Hamblen, Presiding Officer*

## **Minutes of the Vestry Meeting April 8, 2025**

### **MEMBERS PRESENT**

The Rev'd Dr. Shane Scott-Hamblen  
Clerk – Steve Gribben  
Brian Robinson  
Cathy Dunlap  
Susan Brown  
Tom Nicholson

Junior Warden – Jill Draffin  
Ali Haghjoo  
Elizabeth Henry  
Pat Albers

Absent: Jamie Mead, Mark Peterson, Jim Headley

#### **1. Opening**

1.1. Prayer by Shane Scott-Hamblen opened the meeting at 5:00 p.m.

#### **2. Rector's report**

2.1. **Triduum.** Father Shane noted that he wants to make Triduum a priority and not just Easter itself.

2.2. **Bishop Search.** Father Shane proposed that someone from the Vestry should be on the transition committee to help the new bishop, since we are asking for guidance and support on the St. Michael's real estate project.

2.3. **Events.** Children's Choir concert schedule for June 21<sup>st</sup> was discussed.

2.3.1. **YouTube.** Vestry discussed publishing a recording of the concert on YouTube. Father Shane said we will need to get childrens' consent. Pat said that she would work through the Childrens Choir director to get this consent.

2.3.2. **Welcome Packets.** Susan proposed having St. Michael's Welcome Packets at the rear of the church for this event. Father Shane agreed with this suggestion.

2.3.3. **Rector Away.** Father Shane announced the dates he will be absent: April 15 (cathedral), April 28 (Bishop), May 12-14 (Clergy Retreat)

### 3. **Treasurer's Report.**

3.1. **Status of Financials for 2024.** Financial report not yet complete.

3.2. **Use of Memorial Fund.** Pat proposed to use money in the Memorial Fund to cover repairs to the fountain and possibly other work on the grounds, so that these repair costs did not have to come out of the general building and maintenance budget. Father Shane noted that there is approximately \$25,000 in the Memorial Fund. The Vestry generally agreed with this proposal, although no formal vote was taken.

3.3. **Foundation Donation.** Pat noted that we received a \$90,000 donation from a foundation. From this amount, \$57,000 went to gas line repair and \$33,000 went to Friends of Music.

3.4. **Acceptance of Audit.** Pat motioned that the Vestry accept the 2023 audit and findings received from Barbara Dycker on March 3, 2025, **as attached**. The motion was seconded and unanimously approved by the Vestry.

### 4. **Junior Warden's Report.**

4.1. **Friends of Music Donations.** Jill noted that Friends of Music is not a formal organization. She said that when a check is payable to Friends of Music, it is really payable to St. Michaels. She asked whether we need to allocate a portion of these funds to the Diocese. The Vestry generally did not believe so (since Friends of Music gifts are designated for a specific purpose). No formal vote was taken.

4.2. **Front Garden/Lawn.** Jill proposed that the front lawn could be extended. She asked if the church wanted to incur the expense to do this. Tom mentioned that front garden investments may not be a good idea because the real estate project may require parking in this area.

4.2.1. **Privet Shrubs.** Jill also proposed the replacement of two privet shrubs along the garden wall. The Vestry approved this request.

#### 4.3. **School Leases.**

4.3.1. **School Licenses.** Jill reported the status of the school license arrangements.

4.3.2. **Locking of Church.** Father Shane noted that he is trying to leave the church open as much as possible, but finding it difficult to get adequate support to close the church at night. Father Shane proposed locking the church when staff is not here. Tom suggested looking into a remote locking mechanism, and said he would look into options.

4.3.3. **Insurance Asset Review.** Jill proposed doing a walk through of the church property and documenting all of the assets for insurance purposes.

4.3.4. **Smoke Detectors.** Jill noted that we do not have smoke detectors at the facility. Father Shane noted that this might be a problem in the church itself due to the burning of incense. Father Shane proposed speaking to a local fireman to get advice, but noted that we do have fire sprinklers.

#### 5. **Building and Grounds.**

5.1. **HVAC.** Jill confirmed that the HVAC has been fixed.

#### 6. **Communications.**

6.1. **Feedback on Recent Concert.** Susan noted that we had a small success drawing people for a concert the prior Saturday. She said that we got one person from the Baroque Festival.

- 6.2. **Baroque Festival Ad.** The Baroque Festival has offered St. Michael's a free ad in their program. Susan asked what we should include in the ad. The Vestry advised on various ideas. No formal vote was taken.
- 6.3. **Funeral.** Susan asked if Friends of Music should contribute to the reception at funeral of person associated with Baroque Festival (Burton). St. Michael's relationship with Baroque would not exist if not for this person. Father Shane and Pat agree that St. Michael's should not front cost, but should help at the event.
- 6.4. **Easter Promotion.** Father Shane reiterated that he wants to promote Tiduum and not just Easter. Pat suggested that placing an add on KUSC may be the best bet to bring in new people. Ali suggested placing an ad in the Daily Pilot. Tom suggested placing ads on NextDoor, Father Shane noted that that the style of promotion we did for the Austrian Choir event worked—but he wasn't sure if it was Facebook or word of mouth that drove in the most people. Tom noted that whatever we did for the Austrian Choir we should replicate for Easter. The Vestry generally agreed. No formal vote was taken.

## 7. **Education**

- 7.1. **Teachers.** Eloizabeth noted that we still need teachers. She said that we are down to three people that can tell the stories. She requested additional volunteers.
- 7.2. **Summer Schedule.** Elizabeth noted that we need to develop a program for the summer schedule.
- 7.3. **Location of Sunday School.** Father Shane proposes having Sunday school in the church so teachers don't have to feel they are missing out.
- 7.4. **Easter Egg Hunt.** Elizabeth requested volunteers and budget for the easter egg hunt. Father Shane proposed using paper eggs.

8. **Hospitality.**

8.1. **Easter Week Food and Beverages.** Elizabeth discussed options for food for Easter week and took feedback from the group.

9. **Mission and Outreach.**

9.1. **Donation Request.** Ali requested that the church give \$500 to SOS to be a sponsor for the SOS's upcoming taco night at the Costa Mesa Fair Grounds. Ali suggested giving Father Shane something to say each Sunday at church to request pledges to meet the \$500 amount. Ali offered to pay the balance of whatever is not collected.

**9.1.1.** SOS is going to be opening a new building in Costa Mesa to help the needy. The \$500 will help pay for medical prescriptions at this facility, in part.

**9.1.2.** Father Shane said he would make the request for pledges on the upcoming Sundays, and proposed that any funds not collected from pledges could be paid from the church's discretionary fund. Father Shane made a motion for the discretionary funds to be made available for this purpose. The motion was seconded and unanimously approved.

9.2. **Church Directory.** Ali said the new church directory will be done in a couple of weeks.

10. **Real Estate Project.**

10.1. **Easment.** Tom said that he met with a representative of the school board and made an official request to develop a shared driveway on the side of the St. Michael's property next to Lincoln. Tom said that he received a positive response. The school board committed to get us formal feedback in about a month.

11. **Stewardship.** Cathy said she did not have a report just yet.

12. Father Shane called for a discussion of any other business, none of which was discussed.

13. The next meeting was set for May 14<sup>th</sup> at 5pm and the current meeting was adjourned.



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March 3, 2025

*Rector, Wardens and Vestrymen of St. Michael  
and All Angels Parish in Corona del Mar*  
3233 Pacific View Dr  
Corona del Mar, CA 92625

Subject: 2023 Audit of St. Michael and All Angels Parish in Corona del Mar

We have inspected the statement of financial position of St. Michael and All Angels Parish in Corona del Mar as of December 31, 2023, and the related statement of activities and cash flows for the year then ended. Our inspection was made in accordance with the audit guidelines of the *Manual of Business Methods in Church Affairs*, and the financial statements are prepared on a cash basis in accordance with principles adopted by The Episcopal Church and approved by its General Convention.

We have taken steps to see that the accompanying financial statements present fairly, in all material respects, except as noted above, the financial position of the Congregation at December 31, 2023; and that the changes in its net assets and its cash flows for the year then ended are in accordance with the principles authorized by General Convention of The Episcopal Church on a basis consistent with that of the preceding year.

Our inspection and certificate are not meant to be construed as an audit and opinion rendered by a Certified Public Accountant.

Respectfully yours,

Barbara Dijker

Member of the American Institute of Professional Bookkeepers

# SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

## Balance Sheet

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
113-000 · PARISH EMERGENCY FUND-Primary	25.00
114-000 · PARISH EMERGENCY FUND EPISC FCU	7,143.61
119-100 · CHASE BANK	305,943.28
119-200 · CHASE BANK DONOR RESTRICTED	186,522.30
119-300 · CHASE BANK RECTORS DISC FUND	9,174.73
120-000 · WCMA-MERRILL LYNCH	221,278.21
125-300 · DIOCESAN ENDOW TRST	7,109.93
<b>Total Checking/Savings</b>	737,197.06
<b>Other Current Assets</b>	
134-000 · PAYCHEX PAYROLL DEPOSIT	13,500.00
<b>Total Other Current Assets</b>	13,500.00
<b>Total Current Assets</b>	750,697.06
<b>Fixed Assets</b>	
150-000 · LAND	168,930.00
160-000 · EQUIPMENT & FURNISHINGS	661,096.00
<b>Total Fixed Assets</b>	830,026.00
<b>Other Assets</b>	
180-000 · LOAN TO F. SHANE SCOTT-HAMBLN	5,682.54
<b>Total Other Assets</b>	5,682.54
<b>TOTAL ASSETS</b>	<b>1,586,405.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
210-610 · LAY PENSION FUND 403-B	150.00
220-000 · ACCRUED VACATION LIABILITY	4,769.60
<b>Total Other Current Liabilities</b>	4,919.60
<b>Total Current Liabilities</b>	4,919.60
<b>Total Liabilities</b>	4,919.60
<b>Equity</b>	
260-000 · UNRESTRICTED NET ASSETS	155,699.75
260-001 · NET INVESTMENT IN PROPERTY	816,158.00
270-000 · VESTRY DESIGNATED FUNDS	
270-001 · RECTORY FUND	146,357.00
270-002 · DEFERRED MAINTENANCE FUND	65,880.31
270-004 · PRESCHOOL FUNDING	20,917.99
270-005 · DIOC. ENDOW TRUST	7,109.93
270-006 · THE BLESSINGS FUND	25,000.00
270-007 · ENDOWMENT FUND	5,050.00
270-009 · RESERVES	157,890.03
270-010 · RECTOR SABBATICAL	17,500.00
<b>Total 270-000 · VESTRY DESIGNATED FUNDS</b>	445,705.26

**SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH**  
**Balance Sheet**  
As of December 31, 2023

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	Dec 31, 23
<b>300-000 · DONOR DESIGNATED DONATIONS</b>	
302-000 · ALTAR GUILD	837.27
304-000 · ALTERNATIVE GIFT MARKET	1,764.20
337-000 · FUTURE PLEDGES PAID	19,169.91
348-000 · FRIENDS OF MUSIC	889.11
362-000 · MEMORIAL GARDEN	22,681.57
363-000 · MISSION & OUTREACH FUND	2,776.42
364-000 · ICON WALL FUND	2,021.29
365-000 · ORGAN MAINTENANCE FUND	8,593.08
365-200 · 2023 ORGAN REFURBISHMENT	84,480.28
368-000 · PRAYER SHAWL MINISTRY	490.05
369-000 · PRAYER VIGIL	270.00
374-000 · ROSE GARDEN	210.95
384-000 · UNITED THANK OFFERING	400.00
384-500 · NEFF FUND	99.42
384-750 · YOUTH SCHOLARSHIP FUND-CAMPS	2,073.00
384-755 · VBS CARRYOVER	304.74
384-760 · TEEN MINISTRY	247.41
385-000 · GIRLS FRIENDLY SOCIETY	200.00
394-000 · RECTOR DISC. FUND	9,174.73
397-000 · PARISH EMERGENCY FUND EPIS FCU	7,143.61
	163,827.04
<b>Total 300-000 · DONOR DESIGNATED DONATIONS</b>	163,827.04
<b>Net Income</b>	95.95
	1,581,486.00
<b>Total Equity</b>	1,581,486.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,586,405.60</b>



**SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
401-000 · PLATE OFFERINGS	8,216.00	4,000.00	4,216.00
410-000 · CURRENT PLEDGE	296,426.16	280,000.00	16,426.16
412-000 · NON PLEDGE DONATIONS	43,230.85	10,000.00	33,230.85
413-000 · ELECTRONIC SCRIP	72.32		
418-000 · PRIOR PLEDGE	402.40		
420-000 · EASTER/CHRISTMAS/THANKSGIVING	4,571.00	4,000.00	571.00
421-000 · ALTAR GUILD- FLOWERS	5,159.81	3,000.00	2,159.81
424-000 · PARISH CENTER DONATIONS	187,866.28	159,780.00	28,086.28
427-000 · VERIZON WIRELESS LEASE	26,682.60	24,000.00	2,682.60
440-000 · INTEREST INCOME			
440-100 · INT.UNION CKNG	27.62		
440-200 · INT.WCMA CKNG	29.60		
441-400 · INT CHASE	4.56		
<b>Total 440-000 · INTEREST INCOME</b>	<b>61.78</b>		
450-000 · GAIN/LOSS/INVESTMENTS			
450-100 · DIO/GAIN/LOSS/STOCK SALES	1,941.07		
<b>Total 450-000 · GAIN/LOSS/INVESTMENTS</b>	<b>1,941.07</b>		
<b>Total Income</b>	<b>574,630.27</b>	<b>484,780.00</b>	<b>89,850.27</b>
<b>Gross Profit</b>	<b>574,630.27</b>	<b>484,780.00</b>	<b>89,850.27</b>
<b>Expense</b>			
<b>PAYROLL</b>			
501-000 · RECTOR WAGES	127,458.41	133,000.00	-5,541.59
502-000 · RECTOR SELF EMP TAX REIMB	9,750.62	10,174.50	-423.88
503-000 · ASSOCIATE RECTOR WAGES	3,500.00	6,500.00	-3,000.00
503-500 · DIRECTOR OF CHRISTIAN ED WAGES	62,282.01	62,000.00	282.01
506-000 · DIRECTOR OF MUSIC WAGES	29,605.00	38,200.00	-8,595.00
506-500 · CHOIR WAGES	30,000.00	30,000.00	0.00
507-000 · COMMUNICATIONS SPECIALIST WAGES	13,000.00	13,000.00	0.00
507-500 · BOOKKEEPER WAGES	21,462.50	18,000.00	3,462.50
508-500 · NURSERY ATTENDANT WAGES	814.00	2,000.00	-1,186.00
508-600 · SEXTON	25,905.00	25,905.00	0.00
508-700 · VISITING CLERGY	0.00	500.00	-500.00
<b>Total PAYROLL</b>	<b>323,777.54</b>	<b>339,279.50</b>	<b>-15,501.96</b>
510-000 · EMPLOYEE BENEFITS			
510-350 · DIRECTOR OF CHRISTIAN ED HEALTH	12,439.64	11,388.00	1,051.64
510-400 · DIRECTOR CHRISTIAN ED CONT ED	0.00	500.00	-500.00
510-600 · RECTOR HEALTH	14,964.92	12,788.00	2,176.92
510-610 · RECTOR CONTINUING ED	54.83	1,500.00	-1,445.17
510-650 · RECTOR PENSION	21,945.00	25,771.41	-3,826.41
510-700 · DIRECTOR CHRISTIAN ED PENSION	1,800.00	1,800.00	0.00
<b>Total 510-000 · EMPLOYEE BENEFITS</b>	<b>51,204.39</b>	<b>53,747.41</b>	<b>-2,543.02</b>
515-000 · MISSION SHARE FUND - DIOCESE	71,712.00	71,710.00	2.00
520-000 · ADULT CHRISTIAN EDUCATION			
520-100 · ADULT CHRISTIAN ED	2,007.42	2,500.00	-492.58
<b>Total 520-000 · ADULT CHRISTIAN EDUCATION</b>	<b>2,007.42</b>	<b>2,500.00</b>	<b>-492.58</b>
525-000 · YOUTH MINISTRY			
525-100 · YOUTH MINISTRY	1,737.87	1,500.00	237.87
<b>Total 525-000 · YOUTH MINISTRY</b>	<b>1,737.87</b>	<b>1,500.00</b>	<b>237.87</b>

**SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
<b>530-000 · CHRISTIAN ED./SUNDAY SCHOOL</b>			
530-100 · SUNDAY SCHOOL	2,163.60	2,000.00	163.60
530-200 · NURSERY	0.00	50.00	-50.00
530-400 · FAMILY MINISTRY	0.00	50.00	-50.00
530-500 · VACATION BIBLE SCHOOL	0.00	600.00	-600.00
<b>Total 530-000 · CHRISTIAN ED./SUNDAY SCHOOL</b>	2,163.60	2,700.00	-536.40
<b>540-000 · BUILDINGS &amp; GROUNDS</b>			
540-100 · BUILDINGS	15,828.50	15,000.00	828.50
540-200 · GROUNDS/LANDSCAPE	34,524.10	33,000.00	1,524.10
540-300 · PARISH SAFETY ENHANCEMENTS	3,048.25	5,000.00	-1,951.75
<b>Total 540-000 · BUILDINGS &amp; GROUNDS</b>	53,400.85	53,000.00	400.85
<b>550-000 · COMMUNICATION COMMISSION</b>	7,444.24	4,741.00	2,703.24
<b>560-000 · EVANGELISM COMMISSION</b>			
560-100 · EVANGELISM	909.44	1,000.00	-90.56
<b>Total 560-000 · EVANGELISM COMMISSION</b>	909.44	1,000.00	-90.56
<b>565-000 · FELLOWSHIP COMMISSION</b>			
565-100 · FELLOWSHIP COMMISSION	-631.11	2,000.00	-2,631.11
565-725 · FELLOWSHIP- RECTOR INSTALLATION	619.35	500.00	119.35
<b>Total 565-000 · FELLOWSHIP COMMISSION</b>	-11.76	2,500.00	-2,511.76
<b>570-000 · MISSION COMMISSION</b>			
570-100 · MISSION COMMISSION	-599.33	600.00	-1,199.33
570-200 · CANTERBURY IRVINE	500.00	500.00	0.00
570-300 · COMPASS ROSE SOCIETY	500.00	500.00	0.00
570-600 · RECTORS SEMINARY DONATION	500.00	500.00	0.00
<b>Total 570-000 · MISSION COMMISSION</b>	900.67	2,100.00	-1,199.33
<b>580-000 · STEWARDSHIP COMMISSION</b>	395.39	1,000.00	-604.61
<b>585-000 · WORSHIP COMMISSION</b>			
585-100 · WORSHIP COMMISSION	789.22	2,000.00	-1,210.78
585-150 · GUEST INSTRUMENTALISTS/SINGERS	3,471.00	2,000.00	1,471.00
585-200 · ORGAN REPAIR	0.00	1,400.00	-1,400.00
585-300 · MUSIC	345.13	1,300.00	-954.87
585-400 · ALTAR GUILD- FLOWERS	4,047.62	3,600.00	447.62
<b>Total 585-000 · WORSHIP COMMISSION</b>	8,652.97	10,300.00	-1,647.03
<b>590-000 · FINANCE COMMISSION</b>	0.00	600.00	-600.00
<b>615-000 · AUDIT</b>	1,166.69	1,000.00	166.69
<b>630-000 · INSURANCE</b>			
630-300 · FIRE & CASUALTY	10,397.00	13,000.00	-2,603.00
630-900 · WORKERS' COMPENSATION	885.13	1,500.00	-614.87
<b>Total 630-000 · INSURANCE</b>	11,282.13	14,500.00	-3,217.87
<b>640-000 · OFFICE</b>			
640-050 · BANK CHARGES	147.29	275.00	-127.71
640-100 · COMPUTERS/PRINTERS/CONSULTANT	4,174.24	2,000.00	2,174.24
640-200 · COPY MACHINE	5,939.68	6,500.00	-560.32
640-225 · COPY OVERAGES	2,400.20		
640-250 · CREDIT CARD CHARGES	1,719.40	1,500.00	219.40
640-300 · OFFICE SUPPLIES/FEES	3,512.15	3,000.00	512.15
640-350 · OUTSIDE PAYROLL FEES	11,272.41	3,000.00	8,272.41
640-400 · POSTAGE	9.24	750.00	-740.76
<b>Total 640-000 · OFFICE</b>	29,174.61	17,025.00	12,149.61
<b>650-000 · PAYROLL TAX EXPENSE</b>	12,213.82	10,000.00	2,213.82
<b>655-000 · PROPERTY TAXES</b>	3,788.75	1,650.00	2,138.75

**SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
<b>656-000 · RECTOR EXPENSES</b>			
656-400 · RECTOR EXPENSE	2,914.85	5,700.00	-2,785.15
656-500 · RECTOR SEARCH	0.00	0.00	0.00
656-600 · RECTOR MOVING EXPENSE	5,600.00	5,000.00	600.00
<b>Total 656-000 · RECTOR EXPENSES</b>	8,514.85	10,700.00	-2,185.15
<b>670-000 · TELEPHONE &amp; INTERNET</b>	3,528.09	3,600.00	-71.91
<b>672-000 · UTILITIES</b>			
672-100 · ELECTRICITY	15,852.11	13,000.00	2,852.11
672-200 · GAS	3,475.63	2,000.00	1,475.63
672-300 · WATER	6,048.34	7,000.00	-951.66
672-400 · TRASH	5,980.32	4,500.00	1,480.32
<b>Total 672-000 · UTILITIES</b>	31,356.40	26,500.00	4,856.40
691-000 · CONTRIBUTION TO RESERVES	-53,285.64		
699-999 · SUSPENSE	0.00		
<b>Total Expense</b>	572,034.32	631,652.91	-59,618.59
<b>Net Ordinary Income</b>	2,595.95	-146,872.91	149,468.86
<b>Other Income/Expense</b>			
<b>Other Income</b>			
801-000 · IN KIND DONATIONS	9,009.03		
<b>Total Other Income</b>	9,009.03		
<b>Other Expense</b>			
901-000 · IN KIND EXPENSE	9,009.03		
920-000 · SABBATICAL	2,500.00	2,500.00	0.00
<b>Total Other Expense</b>	11,509.03	2,500.00	9,009.03
<b>Net Other Income</b>	-2,500.00	-2,500.00	0.00
<b>Net Income</b>	<b>95.95</b>	<b>-149,372.91</b>	<b>149,468.86</b>