

2023

BUDGET



ALL  
SAINTS  
CHURCH

*Sharing Christ's Love*

## Operating/Vestry Budget - 2023

OPERATING - VESTRY					
INCOME					
Pledge & Non-Pledge Contributions	1,950,000				
Preschool	150,000				
Music Fund	7,000				
Endowment Fund	100,000				
Thrift Shop	20,000				
Facility Use Fees	5,000				
Kingdom Funds	80,210				
Total Income	2,312,210				
EXPENSES					
Building & Grounds					
Utilities (church only)	131,200				
Church	164,325				
Rectories (inc. utilities)	40,700	336,225			336,225
Salaries & Benefits		3.5% Raise	4% Raise	5% Raise	6% Raise
Priests	466,999	477,579	479,091	482,115	484,282
Lay Staff	885,935	915,134	919,073	926,950	934,827
Other Staffing Expenses	47,000	1,439,713	1,445,164	1,456,065	1,466,109
Ministry Support Services					
Communications	1,000				
IT	38,500				
Finance	121,400				
Office/Staff Management	40,350	201,250	201,250	201,250	201,250
Insurance	66,000	66,000	66,000	66,000	66,000
Hospitality/Kitchen	15,500	15,500	15,500	15,500	15,500
Ministries					
Gather	80,800				
Grow	16,300				
Go	72,450	177,050	177,050	177,050	177,050
Vestry	1,000	1,000	1,000	1,000	1,000
Diocesan Pledge	50,000	50,000	50,000	50,000	50,000
Total Expenses	2,239,459	2,286,738	2,292,189	2,303,090	2,313,134
		25,472	20,021	9,120	(924)

# Income

**\$2,312,210**

## **Key Assumptions:**

- \$1.4M pledged income
- \$100K of new money from pledges
- \$580K non-pledged contributions
- \$150K Preschool budget surplus
- 10% from Music Fund of approximately \$70K
- \$100K from Endowment Fund
- \$20K from Thrift Shop
- \$5K in Facility Use Fees from weddings and other events outside of regular business hours (conservatively based on last year's income)
- \$80K from Kingdom Funds to cover Kingdom and strategic initiatives in Student Ministry
- An additional \$500K, or more, may be realized from the Employee Retention Credit grant, but this is not included in the budgeted Income

## **Key Assumptions:**

- 2023 expenses were calculated on 2021 actual expenses and 2022 projected expenses
- Building and Grounds has no new budgeted funds for non-discretionary building projects—only maintenance and repairs; however, funds designated and raised in prior years will fund the Great Hall renovation project in Summer 2023
- Three current staff members will not serve ASC in 2023: Mac Stewart, LaJeune Small, and Glenn Jahnsen
  - Zacher Bayonne has been asked to serve as a stipendiary clergy to help with preaching and teaching
  - Prager Metis will take on the parish accountant's duties; budgeted amount for Prager-Metis was increased by \$30K
  - Occasional church meals will be catered
- A new copier contract will be finalized to save \$20K
- Musicians for special services, including Easter and Christmas, will be funded through special donations
- Altar flowers will be funded entirely from special donations
- The Diocesan Pledge is set at \$50K with the understanding that it may be increased when/if we receive ERC grant

## **GATHER**

**\$80,800**

We GATHER our parish in faith in Jesus Christ at Sunday worship and other special services, in fellowship over coffee and meals, and in friendship through groups based on shared interests. We seek and welcome new people to our church.

In worship, we gather as a community of faith, where we celebrate God's presence and respond to God's call to service in our world. Our ministry personnel, working with our Minister of Music and Communications Team, prepare the weekly worship services and bulletins. We have a strong tradition of involving lay members in leadership in our worship. We offer worship each week on Sundays with a service at 8:30 a.m. and two services at 10:30 a.m.

### **This area of ministry includes:**

- Ministry leadership in worship, including thoughtful insight into God's word through homilies and presentations
- Guest preachers
- An enthusiastic and committed choir
- The gift of professional musicians, both vocal and instrumental, for Sunday worship and special services
- Maintenance of the organ and other instruments
- Worship support, including Altar and Flower Guilds, IT/AV, livestreaming, nametags, attendance records
- Church goods: wine, vestments, acolyte robes, silver repairs
- Organization of those who read lessons, lead prayers, and administer communion
- Organization of ushers
- Supplies: bulletins, offering envelopes, etc.
- Competent and compassionate nursery care, including paid nursery workers, for babies and toddlers during worship services
- Children's worship services on Sunday during adult worship and on Wednesday for Preschool students
- Annual visit from Bishop Little
- Funerals, weddings, baptisms, and records

- Special services and parish social activities: Shrove Tuesday, Fall Festival
- Volunteer recruitment, retention, and recognition
- Regular publication of our parish newsletter and weekly eblast
- Ladies' Night Out and other women's events
- Parish Retreat
- Men's Breakfasts, Steak Outs, and workdays
- Fellowship for seniors

### **Related Personnel (cost reflected in Personnel):**

- BJ Buracker
- Matthew Kozlowski
- Saleem Kasabreh
- Zacher Bayonne
- Peter Crisafulli
- Teri Ballou
- Edyta Cousens
- Matilda Carter-Stokeley
- Lois McDonald
- Shireen David
- Gary Wieder
- John Ballance
- Phillip Fought

## **Hospitality**

**\$7,000**

Closely related to our GATHER ministry, we seek to offer hospitality in Christ's name, not only on Sunday, but throughout the week.

### **This area includes:**

- Overall kitchen items for general use across ministries, including plates, cups, coffee, etc.
- All Sunday morning food and drinks for snacks and brunches, including donuts and Mission Muffins, and lunch

### **Related Personnel (cost reflected in Personnel):**

- BJ Buracker
- Matthew Kozlowski
- Nacole Hillman
- Phillip Fought
- Shireen David

We GROW individually and as a parish by offering Christian education and other spiritual formation opportunities for parishioners at every stage of their journey as Christians.

We provide education for children and youth, preschool – Grade 12, each Sunday morning. Youth group gatherings encourage teenagers to spend time in fellowship, spiritual growth, and service. Adult education classes are held on Sunday mornings and Bible studies, throughout the week. Special classes throughout the year bring together adults who want to become members and reaffirm their baptismal vows, parents who want to have their children baptized or to receive first Communion, and teenagers who want to reaffirm their baptismal vows through Confirmation.

**This area of ministry includes:**

- A well-equipped, competently staffed Sunday school
- Special children's events celebrating church festivals
- Preparation for Baptism, Communion, Confirmation, and Marriage
- Student Ministry education and programing
- Adult small group ministries, Bible studies, Alpha, prayer meetings, etc.
- Effective communication through our newsletter and weekly eblasts
- Vacation Bible School

**Related Personnel (cost reflected in Personnel):**

- BJ Buracker
- Matthew Kozlowski
- Saleem Kasabreh
- Zacher Bayonne
- Gary Wieder
- JD and Kelsey Carr
- Shireen David
- Teri Ballou
- Edyta Cousens
- John Ballance
- Lois McDonald
- Phillip Fought

We GO in loving service with God to those outside the walls of the building and inside the church, through local and global mission initiatives and prayer and pastoral care.

As people of God, we are called to work in the world around us. We provide time and money for God's work beyond our church walls. This work takes place in Chevy Chase, Washington, DC, in the US, and in countries all around the world.

Throughout the year, we reach out beyond this budget and provide additional support and funding to special projects as needs are identified.

We respond to individuals in times of crisis, such as illness or bereavement. We keep in touch with members who are unable to come to church. Our ministry personnel and volunteer visitors want to make this church a caring community where each person is able to feel the love of God being shared with one another.

**This area of ministry includes:**

- Global ministry programs, including Zoom Around the World
- Local ministry programs, including the Alpha at Knollwood program, welcome team expenses, programs at the Rockville Women's Shelter and Little Lights, and Angel Tree
- Blessing Bag supplies
- Refugee sponsorship and connection
- Aid and mission expense for our global mission partners
- Mission trip expenses
- Aid and mission expense for our local mission partners
- Pastoral Care supplies, including GriefShare curriculum and supplies for the Prayer Team and Visiting Ministers
- Training of parishioners to minister to one another
- Coordination of Prayers of the People requests
- Prayer Vigils

- Counsel and direction on family, marital, and vocational issues
- Meals for those in crisis
- Provision of rides to church
- Regular contact with all parishioners
- Clergy and lay visitation for those shut-in or hospitalized
- Welcoming new members and families and encouraging their involvement in the life of the parish
- Organization of greeters
- Effective communication through our newsletter and weekly eblasts
- Women of All Saints/Thrift Shop

**Related Personnel (cost reflected in Personnel):**

- BJ Buracker
- Matthew Kozlowski
- Shireen David
- Matilda Carter-Stokeley
- Liz Marr
- Receptionist Long-term Temp – Shakeyda Dent
- Lois McDonald
- Phillip Fought

## **Building & Grounds** **\$336,225**

Our building and grounds continue to support our active congregation in their quest to live out Christ's Great Commission to "go and make disciples."

### **This area of ministry includes:**

- Church building utilities, including electricity, telephone, water and sewer, and gas
- Church custodial expense
- Janitorial supplies
- Building equipment and maintenance
- Grounds and lawn care
- Security expenses, including evening security personnel, keys, and security systems
- Property tax expense
- Snow and ice removal
- Rectory expenses for two properties, including utilities, maintenance and repairs, and grounds and lawn upkeep

This does not include any new money for discretionary projects. However, the Great Hall renovation is expected to take place in the summer with \$130K raised in 2022. These designated funds are secure in a separate account.

### **Related Personnel (cost reflected in Personnel):**

- Phillip Fought
- Lois McDonald

## **Vestry** **\$1,000**

### **This area of ministry includes:**

- Priest search expenses, including travel and advertising
- Vestry retreat expenses
- Diocesan convention registration fees

### **Related Personnel (cost reflected in Personnel):**

- BJ Buracker
- Matthew Kozlowski
- Lois McDonald

## **Insurance** **\$66,000**

### **This area of ministry includes:**

- Commercial insurance premium
- Worker's compensation premium

### **Related Personnel (cost reflected in Personnel):**

- Lois McDonald

## **Diocesan Pledge** **\$50,000**

Financial support to the diocese allows implementation of shared mission and ministry in ways which might not happen otherwise.

### **This area of ministry includes:**

- Broader ministry: clergy support (retreat, continuing education, pastoral); youth ministry (camp, events, resources); congregations (human resources, workshops, programs, aid, crisis support).
- Episcopate: bishop's ministry of visitation, ordination, canonical requirements, assisting congregations in crisis



## **Personnel** **\$1,399,934 - \$1,466,109**

Our ministries are relational and depend upon our dedicated personnel to be the hands and feet of Jesus as they guide and support our ministry to each other and those outside our congregation.

### **This area includes:**

- Current ordained Episcopal priests' salaries, housing, ½ SECA, pension, and health insurance
- 2/3-year new rector salary, housing, ½ SECA, pension, and health insurance
- Seminarian and Deacon stipends
- Ordained non-Episcopal minister salary, housing, ½ SECA, pension, and health insurance
- Employer Tax Expense – ½ FICA
- Lay pension expense
- Lay 403(b) retirement expense (employer matching up to 9%)
- Lay Income Replacement insurance
- FSA Expense
- Minister cell phone expense
- Temporary staff expense (reception desk – three days/week)
- Severance pay for three employees

### **Related Personnel:**

- Full-Time Clergy
  - BJ Buracker
  - Matthew Kozlowski
  - New rector for 2/3 year
- Part-time Clergy
  - Zacher Bayonne (deacon)
  - Saleem Kasabreh (seminarian)
- Full-time Lay Staff
  - Gary Wieder
  - John Ballance
  - JD Carr
  - Peter Crisafulli
  - Shireen David
  - Phillip Fought
  - Lois McDonald

- Part-time Lay Staff
  - Teri Ballou
  - Kelsey Carr
  - Matilda Carter-Stokeley
  - Edyta Cousens
  - Nacole Hillman
  - Liz Marr
  - Brad Record

## **Ministry Support Services** **\$201,250**

Ministry support services encompasses our administrative departments, including IT/AV, Communications, Finance, Office Management, and Human Resources. These services support our parish ministries of GO, GROW, GO, and All Saints Preschool.

### **This area includes:**

- Developing parish brochures and welcome packets
- Communications marketing and advertising expense like banners, seasonal mailings, etc.
- IT mics, sound system, computers, wireless equipment
- Administrative software expense
- Prager Metis accounting fees
- Online transaction and bank maintenance fees
- Financial processing expenses (ADP, Bills.com)
- Interest expense on line of credit and mortgage
- Copier expense (\$20,000 reduction with new machine)
- Office supplies
- Mailing expenses

### **Related Personnel (cost reflected in Personnel):**

- BJ Buracker
- Matthew Kozlowski
- Teri Ballou
- Edyta Cousens
- John Ballance
- Nacole Hillman
- Matilda Carter-Stokeley
- Lois McDonald

## All Saints Preschool - 2023

PRESCHOOL		
<b>INCOME</b>		
Tuition & Fees	722,331	
Application/Deposit Fees	1,200	
Enrichment Fees	67,015	
Early Bird Fees	12,750	
Auction Sales	31,325	
Fall Festival Sales	1,000	
Summer Camp Program Fees	100,000	
Miscellaneous Fundraising	400	
<b>Total Income</b>		936,021
<b>EXPENSES</b>		
Building & Grounds	72,427	
Salaries & Benefits	607,501	
Ministry Support Services	32,938	
Hospitality/Food	2,080	
Program Expenses	26,575	
Depreciation Expense	6,000	
Miscellaneous	1,000	
<b>Total Expense</b>		748,521
		187,500

### Key Assumptions:

- 6% increase in tuition
- 6% increase in salaries
- Salary and benefit costs based on 19 preschool contracted employees, 3 full-time and 16 part-time; 4 part-time hourly subs; and 8 part-time summer camp workers
- ½ Total Quality cost (1 custodian)
- \$6K Prager Metis fees
- \$2K for special project from designated 2022 auction proceeds
- Expenses do not include rent, utilities, services of church personnel (clergy, HR, finance), security, etc., which is provided for in the Operating/Vestry budget