



Annual Meeting 2026

Opening Prayer

Fr. Tim

Susan Jung

Welcome

Call to Order

Adoption of the Agenda

Appointment of Meeting Secretary

Approval of the 2025 Minutes

Election of Vestry Candidates

Senior Warden's Report

Treasurer's Report

Chuck Marsh

2025 Budget Summary

Dave Lott

2026 Operating Revenue Projections

\$ 455,000

	2025 Actual	2026 Budget	% Chg
Pledges-General Fund	\$346,271	\$350,000	1.1%
Non-Pledges-General Fund	\$99,926	\$90,000	-9.9%
Plate Offerings	\$13,220	\$10,000	-24.4%
Interest Income	\$8,499	\$5,000	-41.2%
	\$467,916	\$455,000	-2.8%

2026 Projected Expenses

\$ \$484,802

	2025 Actual	2026 Budget	% Chg
Outside Disbursements	\$46,613	\$47,929	2.8%
Salaries & Benefits	\$214,274	\$236,665	10.4%
Office Expense	\$31,717	\$33,175	4.6%
Buildings & Grounds	\$96,751	\$109,408	13.1%
Insurance	\$27,522	\$30,000	9.0%
Congregational Life	\$21,045	\$24,500	16.4%
Travel/Continuing Education	\$2,298	\$3,125	36.0%
Total Expenses	\$440,219	\$484,802	10.1%

2026 Budget Summary

Revenues: \$ 455,000

Expenses: \$ 484,802

Deficit: \$ 29,802

Junior Warden's Report

Lindsay Isaacs

Parish Administrator's Report

Susan Carson

Event Planning

- Steps to scheduling and promoting an event
- Branding across platforms
- Busy, growing parish, more calendar events and more community visibility
- Communication team will create and publish event info with info/input you provide
- **We want to help!**



A graphic titled "PLANNING your event" featuring a yellow sticky note that reads "EVENT PLANNING starts with the ADMIN OFFICE!". The background includes a calendar, a QR code, and a list of steps for event planning.

→ **PLANNING your event**

EVENT PLANNING
starts with the
ADMIN OFFICE!

Plan early to secure
BEFORE

- 1 If for
- 2
- 3
- 4 with approval and next steps and promote your event!

For questions, contact the Parish Administrator at admin@stmatthewssnellville.org.



St. Matthew's
Episcopal Church
Snellville, GA

*St. Matthew's strives to be a welcoming home for all
seek Jesus Christ as we share God's Love with the commu*

HOME

ABOUT

MINISTRIES

RESOURCES

CAPITAL CAMPAIGN

CONTACT

2025 OFFICERS AND VESTRY

LIVESTREAM

RECENT POSTS

[FEB 1 Annual Meeting & Fish and Chicken Fry](#)

[Scrooge! Wrap-up and photos](#)

[Rector's Corner: Humbugs, Hospitality, and
Holy Expectation and Celebration](#)

[Knit, Crochet, & Pray](#)

[Christmas Worship Schedule](#)

Church Calendar

[CURRENT CALENDAR](#) <<< Use this document when planning your event to ensure availability

PLANNING YOUR EVENT checklist

List of Regular Events:

Sunday Worship – 8am and 10:30am with Breakfast in the Parish Hall at 9am

Children's Chapel – 10:40 Sunday






Children's Choir Practice – Sundays at noon, Music Room

DOK (Daughters of the King) – Last Sunday of the month, Meeting Room 1, 9:30am


Cub Scouts – Sundays, Parish Hall, 2pm-3:30pm

ys, Undercroft, 5pm-7pm


Online Calendar

 **CALENDAR**    
File Edit View Tools Help

Request edit access 



Document tabs

 **CALENDAR** 

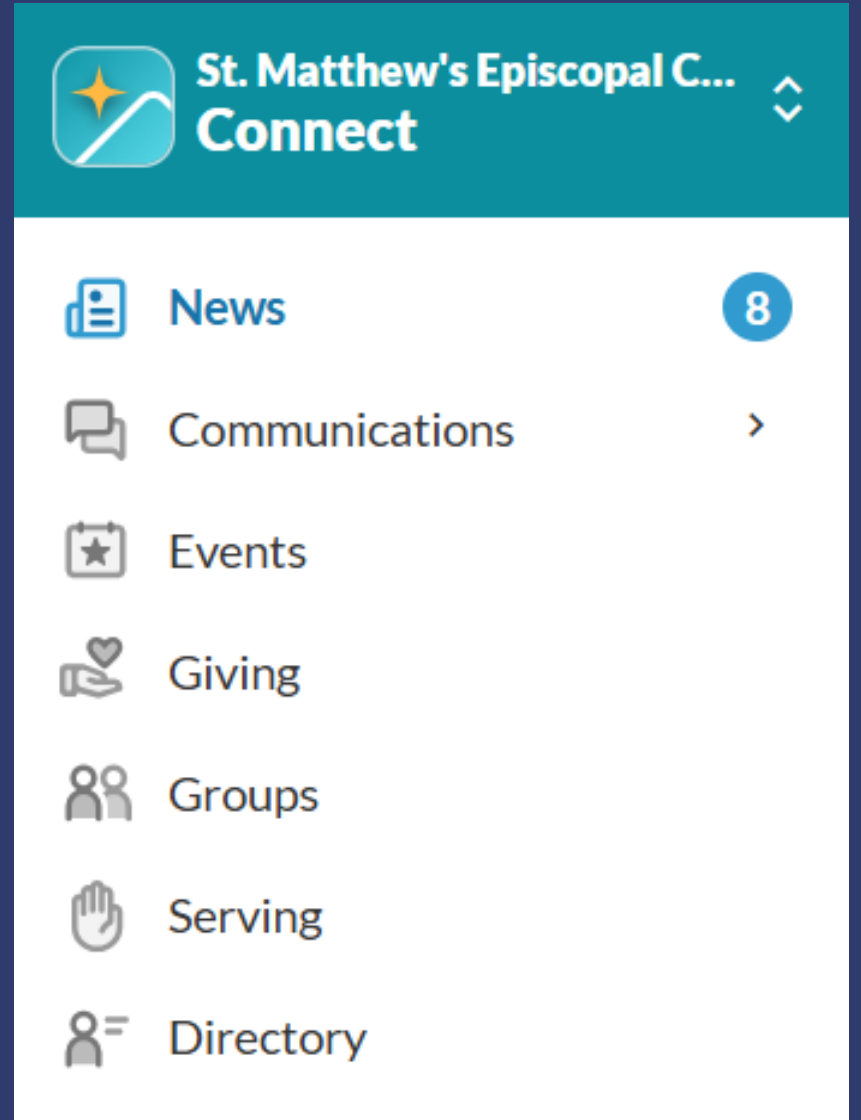
 Past Events since 2024

February 2026
1 Annual Meeting 8:30 - Breakfast, Meeting 9, Worship 10:30, Fish Fry 12
1 Scout Sunday - Cub Scout Greeters
1 Children's Choir Sings
1 Children's Chapel - Music Room, 10:40am
1 ? Fellowship Committee Meeting - Parish Hall, noon
1 Cub Scout - Parish Hall, 2-4pm
1 Youth Group - Undercroft, 5-7:30pm
2 ECW Steering Committee - VC home, 11-12
2 Scouts 553 - Undercroft, 7pm
3 The Chosen Season 5 Dinner and a Movie, Parish Hall, 6pm

Lilburn Crafters Group - Parish Hall – Wednesdays, Parish Hall 7pm

Realm

- Closed, secure system, only members have access
- Many helpful features included in Realm not being used, esp. committee/ministry functions
- Parish directory function is incomplete without full parish participation
- **We can add you to Realm if you give permission!**



Rector's Report

Fr. Tim

Building and Grounds Update

Scott Fisher and Clay Olbon

Committee Objectives

- Stewardship of Sacred Spaces
- Hospitality & Community Engagement
- Proactive Maintenance & Sustainability

Vestry Liaison (2025)	bbowen790@gmail.com
Co-chairs	Scott Fisher scottfisher1969@gmail.com Clay Olbon olbonc@yahoo.com
# of Active Participants	15 + many volunteers
Meeting Schedule	Third Tuesday of every month – 6 PM in the library

2025 Key Activities

- Revitalized the ministry by reorganizing and adding many new members
- Semi-annual Workdays with 30+ volunteers every time!
- Purchased software (Click Maint) to help us better manage the facility, assets, work orders, vendors, and costs
- Completed 49 work orders just since August!

2025 Key Activities

Project	Details	Cost
Stage	Supporting our growing church's needs	\$6,175
Steeple Repair	Steeple was leaking and in dire need of repair	\$9,750
10 year Termite Treatment	Treated by Breda	\$3,500
Mulch and Plants	As part of our semiannual work day	\$2,220

2026 Major Projects

Project	Details	Cost
Electrical Project	Electric upgrades for the new organ Replacement of several outdoor lights Improved sanctuary lighting for streaming and in-person Replace lights in the parish hall	~\$27,000
Deck off Parish Hall	Concrete deck and railing need to be replaced due to cracked foundation	TBD
HVAC for Library	Unit is over 25 years old and is well past expected service life	TBD



Click Maint

Is helping already!



Click Maint

St. Matthews Episcopal
Church Snellville

Enterprise

[St. Matthew's Epis...](#)

Requests 2

Work Orders 33

PMs

Procedures

Assets

Locations

Floor Plans

Inventory & Parts

Vendors

Users

Reports & KPIs

Preventive Maintenance

Filters 1

Status 1 ▾

Priority ▾

Category ▾

Assigned to ▾

Assigned to Me

Not Assigned

<input type="checkbox"/> Title	Status	ID	Progression
Annual Kitchen Fire System Maintenance	Planned	#16	<div><div></div></div> 6%
Annual Fire Extinguisher Inspections	Planned	#15	<div><div></div></div> 0%
Termite Annual Maintenance	Planned	#14	<div><div></div></div> 7%
10 Year Termite Treatment	Planned	#13	<div><div></div></div> 0%
Vent Hood and Ductwork Cleaning	Planned	#12	<div><div></div></div> 19%
Premier Grease Cleaning	Planned	#11	Active
Annual Fire Alarm / Hydrant Inspection	Planned	#10	<div><div></div></div> 32%
Cleaning Service - weekly	Planned	#9	Active
Clean out refrigerator and freezer	Planned	#8	<div><div></div></div> 59%
Test emergency lights and exit signs	Planned	#7	<div><div></div></div> 17%
Drain and clean Ice maker in kitchen	Planned	#6	<div><div></div></div> 59%
Inspect all fire extinguishers	Planned	#5	<div><div></div></div> 51%



Click Maint

St. Matthews Episcopal
Church Snellville

Enterprise

St. Matthew's Epis... >

Requests 2

Work Orders 33

PMs

Procedures

Assets

Locations

Floor Plans

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Users

Reports & KPIs

Preventive Maintenance

Search PMs

If you see a problem, you can ...

1. scan a QR code on the bulletin board to open a request,

2. tag it to a location,

3. upload a picture so we know exactly what to fix!

Title	Status	ID	Progression
Annual Kitchen Fire System Maintenance	Planned	#16	6%
Annual Fire Extinguisher Inspections	Planned	#15	0%
Termite Annual Inspection	Planned	#14	7%
10 Year Termite Treatment	Planned	#13	0%
Vent Hood and Ductwork Cleaning	Planned	#12	19%
Premier Grease Cleaning	Planned	#11	Active
Annual Fire Alarm / Hydrant Inspection	Planned	#10	32%
Cleaning Service - weekly	Planned	#9	Active
Clean out refrigerator and freezer	Planned	#8	59%
Test emergency lights and exit signs	Planned	#7	17%
Drain and inspect trap seals	Planned	#6	59%
Inspect all fire extinguishers	Planned	#5	51%

Thank You!

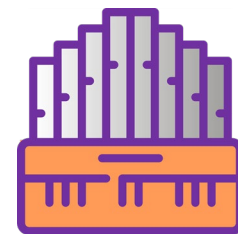
- Managing a facility of this scale is a HUGE effort
- We couldn't do it without all the help of our dedicated parishioners

Capital Campaign Update

Jack Denton and Scott Fisher

Agenda

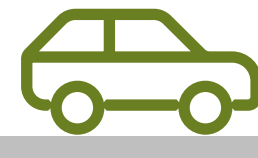
- Where we started
- Where we are today
- What is coming next
- Upcoming fundraisers



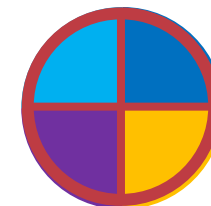
Organ



HVAC



**Parking
Lot**



**Stained
Glass**









Where we are

- **Stained glass:**

- Completed and paid for (\$53,000)

- **Organ:**

- Completely funded with cash on hand!
- First payment made, total including electrical work (\$217,000)
- Likely summer for completion / installation

Where we are heading

- **Sanctuary lighting**

- February installation planned

- **Parking lot**

- Next very large expense: planning for 2027

- **HVAC replacement**

- Service dates for all units obtained, planning for replacement as they reach end of life

- **Other**

- Life happens, things break, needs arise, priorities change

2025 Fundraising Events

- Reached 600+ people from the parish and the community
- Supported by 100+ volunteers
- Raised \$7500+ for our Capital Campaign



**Campaign
fueled by
ministries
working
together**

Building and Grounds
Fellowship
Communications
Outreach / Inreach
Worship
Finance / Stewardship
Vestry
Long Range Planning

Announcing New Vestry

Fr. Tim

Closing Prayer

Fr. Tim



[ItsThePeople.org](https://itsThePeople.org)