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Date: October 19, 2015

To: Board of Supervisors

From: Lafayette Christian Church

RE: Summary of Law and Analysis of Facts in Support of Request for Application of Welfare Exemption and Refund of Taxes

## Summary of the Law

### **The goal of the Welfare Exemption is to GIVE the exemption.**

In 1944, California voters, by constitutional amendment, adopted the property tax welfare exemption, stating:

“These nonprofit organizations assist the people by providing important health, citizenship and welfare service; “

“It is good public policy to encourage private agencies by exemption rather than to continue to penalize and discourage them by heavy taxation.”

### **The Welfare Exemption has been given LIBERALLY to charitable organizations.**

Although it is the duty of the organization to show that they qualify for the exemption, the courts have liberally construed what constitutes use in actual operation of an exempt activity Assessors' Handbook 267 p. 29, citing San Francisco Boys' Club, Inc. v Mendocino, County (1967) 254 Cal.App.2d 548 and Christward Ministry v County of San Diego, (1969) 271 Cal. App.2d. 805.

“....our Supreme Court treats the term “charitable” as one to be broadly construed in favor of the welfare exemption. J. Paul Getty Museum v. County of Los Angeles (1983) 148 Cal.App.3d 600.

**The requirements of the Welfare Exemption are straightforward.**

**1. The purpose of the organization must be “religious, hospital, scientific, or charitable.”**

Section 214 of the Revenue and Taxation Code provides that an organization’s primary purpose must be either religious, hospital, scientific, or charitable.

Churches have additional tax code provisions which provide grounds for tax exemption, including Section 206 (Church exemption) and Section 2014 (religious exemption)

**2. The use of the property must be “incidental to and reasonably necessary” for the accomplishment of the purposes of the organization.**

A facility which is incidental to and reasonably necessary for the accomplishment of a charitable purpose, or any facility which is reasonably necessary for the fulfillment of a generally recognized function of a complete modern operation, comes within the Welfare Exemption. Santa Catalina Island Conservancy 126 Cal.App.3d 221, citing Cedars of Lebanon Hospital v. County of Los Angeles, (1950) 35 Cal.2d 729

**Use is construed liberally – The courts want to GIVE the exemption.**

**You can add up all the uses**

The integrated activities as a whole must be examined in determining the tax status of the property for the welfare exemption. Serra Retreat v. County of Los Angeles (1950) 35 Cal.2d 755.

**It doesn’t have to be a physical use**

In Christward Ministry v. County of San Diego, (1969) 271 Cal.App. 2d 911, land used for trails and religious shrines for meditation around a religious retreat qualified for the exemption. The court provided that the religious purposes of the organization were to be respected.

**It doesn’t have to be used all year round**

In San Francisco Boys’ Club, Inc. v. Mendocino County (1967) 254 Cal.App.2d 548, a 2000 acre boys summer camp was exempt even though 1400 acres were devoted to commercial logging operations in the off season. Here, the exemption was given even though on January 1<sup>st</sup> there were no boys camps

present. The determination of what acreage was reasonably necessary to provide outdoor recreation for the boys made by those responsible for carrying out the charitable purpose of the organization was to be respected.

Also, the State Board of Equalization provides that “property owned by a nonprofit corporation used for housing and related facilities for persons who assemble two weeks each year for purposes of religious instruction and worship” is exempt. Assessors Handbook 267, Part I, Ch 5 p 66.

### **Use can be storage of items**

In the Assessor’s Handbook 267, Part I, Chapter 3, p. 42, it provides for the welfare exemption for property used exclusively for charitable purposes (this section is in reference to museums) where the property owned by a nonprofit association or organization is used for the storage of items such as those donated for an “annual rummage sale. “

Even if an organization does not qualify for the exemption, storage for an exempt activity/organization can be exempt. “American Legion meeting halls and bars are taxable, but offices used for veterans’ records and/or counseling and facilities used for scout troop equipment storage may be exempt.” Assessors’ Handbook 267, Part I, Ch 1, p. 7.

### **The use doesn’t have to be indispensable to the organization**

“It is not necessary, as a condition to exemption” for the use of the property to be “indispensable to the religious purposes for which the corporation owning it is organized.” *Christward Ministry v County of San Diego* (1969) 271 Cal.App.2d 805.

### **Use for church purposes has been implied by regular maintenance and landscaping**

In determining the amount of land that is eligible for the church exemption under Section 5 of Article XIII (which is more narrowly applied than the Welfare Exemption), the Assessor’s Handbook, Part II, Ch 1, p 1, provides: “Evidence of regular maintenance and landscaping is indicative of actual use... ‘

**Even during a period when the organization cannot operate the charity, the welfare exemption can apply if the organization is “truly not for profit.”**

In *J. Paul Getty Museum v. County of Los Angeles* (1983) 148 Cal.App.3d 602, there was a temporary period when the museum building did not qualify for the free museum exemption under Section 202. The court held that the Welfare Exemption applied stating that the Legislature “has limited the welfare exemption to those entities that are truly not for profit.” The court continued: “Thus, the Getty Museum, a nonprofit entity, could claim the exemption to exempt the Main Museum Building from taxation during the time it was under construction if it intended to use the building exclusively for charitable purposes.”

### **3. The property can't be used solely for commercial purposes.**

Non profits can't set up restaurants, barber shops, (Assessor's Handbook 267 Part I, Ch 3, p. 25) or tennis and swim clubs. *Peninsula Covenant Church v. County of San Mateo* (1979) 94 Cal.App.3d 382.

### **4. The property can be used occasionally for fundraisers and other incidental activities that don't change the primary use.**

The courts want to GIVE the exemption, so they have allowed the occasional fundraiser, a tennis court for the employees, a gift shop in a hospital, a snack bar, gift shop and beauty shop at a religious retreat. Assessors' Handbook 267, Part I, Ch 3, p. 25 citing various cases.

### **5. The property must not be “vacant and unused.”**

No community wants a vacant, boarded up building, even if a non-profit owns it. So, there is a statute that provides that the exemption should not be given in the event that a property is “vacant **and** unused.” (emphasis added) Both must apply for the exemption to be denied.

#### **a. If there is property in the building, it is NOT vacant.**

Vacant is NOT the same as unoccupied. In *Foley v. Sonoma Farmers' Mut. Fire Ins. Co.*, 19 Cal.2d 232 (1941), the California Supreme Court distinguished “vacant” (the removal of objects from the dwelling) from “unoccupied” (a dwelling house will not be regarded as occupied unless it is the home or dwelling place of some person living and sleeping there habitually.) Thus if there are objects within a parsonage, it is not vacant.



**b. To be denied the exemption the property must be completely unused.**

Any use, even being used as a “buffer from the outside world” must be considered. In *Christward Ministry v. County of San Diego*, *supra*, 600 of the 640 acres were completely unimproved, and the Assessor found the property was unused and denied the exemption. The court reversed and stated that even a non-physical use is a use for the purposes of the welfare exemption.

**6. In all taxation issues, including the application of the welfare exemption, the separation of church and state must be honored.**

In *Walz v. Tax Commission of the City of New York* (1970) 397 U.S. 664, the U.S. Supreme Court provided that a tax exemption “restricts the fiscal relationship between church and state, and tends to complement and reinforce the desired separation insulating each from the other.”

### **Conclusion**

California statutory and case law have established and expanded the Welfare Exemption in order to GIVE the exemption to the many deserving religious and other charitable organizations in our State. The limitations on that exemption have come where the requesting organization has attempted to use the property for commercial gain. Where an organization is solely for religious or charitable purposes and the use of the property is solely for religious or charitable purposes, the courts have granted the exemption.

**Analysis of Lafayette Christian Church's use of the property  
at 3213 Sharon Court, Lafayette California.**

**1.**

**1. The primary and only purpose of the church is religious.**

LCC's primary purpose was and continues to be religious. Not only is this the primary purpose of the church, it is THE ONLY purpose.

**2. LCC has continuously used the property for exempt purposes, including as a residence for ministers and as a multi-purpose church facility.**

LCC's use of the property was and continues to be incidental to and reasonably necessary for the accomplishment of its religious purpose.

This property, like many parsonages, served many functions both as a residence and as a multi purpose facility. It was occupied by a minister for all the time since it was donated with the exception of the transition period in which the church was seeking a new minister. The purpose as a residence never changed, even when the property was temporarily unoccupied, work was being done to prepare it for the next minister.

The property was also used for other church purposes, including using the space for meetings, fellowship gatherings, counseling sessions, choir practice, repair of church furniture and laundry of church linens. These functions were incidental to and reasonably necessary for the accomplishment of its religious purpose.

The Assessor cannot discount the many exempt uses to which the building was put by claiming that they were "Incidental." Each of the uses was in support of the religious purposes of the church and must be seen as part of the whole use of the property.

**3. The property never changed its exempt use.**

Since the date the property was donated, LCC has used the property as a parsonage and as a multi purpose facility. There is NO evidence of any non-church related activities at this property. All the meetings, repairs, visits, counseling, social events were church related. There is NO evidence of any fundraising or other commercial ventures being conducted on the property. The church did not rent out the property to bring in revenue from a private party or do anything else that could be considered commercial.

**a. The property has continued to be a parsonage, even between pastors.**

The exempt use as housing logically must include a reasonable time of transition from one minister to the next. The length of the transition between ministers is different based on the religious beliefs of the church.

Christian Church (Disciples of Christ) congregations select their own ministers through a thoughtful period of discernment and well-defined congregationally-run process. In contrast, some denominations have a national or central administration that appoints ministers to the local churches and regularly changes those ministers at a certain time each year. Thus, some churches such as the Disciples of Christ taking a longer time for transition, but generally having fewer transitions over the decades of the life of the church. Other church denominations may have shorter transitions more frequently. As long as the church is actively transitioning from one minister to another, the purpose of the building does not change.

It goes against the letter and spirit of the welfare exemption law for the Tax Assessor's Office to come in when a church is at its most vulnerable, during the transition between ministers, and burden the church with added taxes. When the property has not generated any revenue and the property has not been put to any new, non-exempt activities, the parsonage is still a parsonage for housing the ministers, the congregation has been "using" that property to make it ready for the new minister and by showing it to prospective ministers. Thus, even if there had been no other activities, the exempt use of the property as a residence did not change.

**b. The property has been used as a multi-purpose facility for the church as well.**

The property here was used for other purposes in addition to housing for a minister. Thus, even setting aside the use as a parsonage, the church used the property continuously as a facility that was "incidental to and reasonably necessary for the church purposes."

Parishioners came on numerous occasions to use the property. Sometimes it was to meet, other times to work on the property in fellowship with other members, once it was a choir rehearsal, various times it was to use the workshop to repair things from the sanctuary and other church facilities. Throughout the entire time, the property provided storage for all the things the church needs for the parsonage, that the church needs for the repair shop, and that church needs for meetings. The property was also used to facilitate the specific minister selection process that is integral to the faith of the Christian Church (Disciples of Christ).

#### **4. The property was never “Vacant and Unused.”**

This property was donated with furniture, furnishings, a workshop, tools, a laundry facility and a fully functional kitchen. These furnishings have remained in the property for the duration of the time since the property was donated to the present. These have been used to further the work of LCC, and for no other purposes. In addition, ministers have occupied the property for much of the time since it was donated and during the transition period, the congregation has been following the transition process unique to our denomination, which has included various meetings at the property.

The declarations of the parishioners show that a large percentage of the congregation used the property at various times both when the ministers were residing there and during the period between ministers. The property was used for numerous meetings, repairs and events, all in furtherance of the church's work.

#### **Conclusion**

For the above described reasons, the Lafayette Christian Church respectfully requests that the Board of Supervisors approve the Welfare Exemption for the Property and grant a refund of the taxes that were already paid, with interest thereon.

## Declaration of Martha Williams

I, Martha Williams, hereby declare:

I am a resident of the city of Pleasanton, CA.

I am the interim minister of the Lafayette Christian Church. I started my work here on June 1, 2014 at 75% position. Beginning Dec. 1, the church was able to offer me 90% time and on July 1, I transitioned to full time.

I have been a Christian Church (Disciples of Christ) minister since my ordination on May 22, 1983. I have served various churches including First Christian Church, Southgate, CA, Bixby Knolls CC, Long Beach, United Christian Parish, Lakeport, CA, United Christian Church, Livermore, and Lafayette CC, Lafayette, CA. In addition, I have served as a Regional Staff minister in the Pacific Southwest Region, which covers much of southern CA and the Christian Church in Northern California-Nevada which includes churches in northern CA and NW Nevada. I have served as an Associate Conference Minister in the Northern CA-Nevada Conference of the United Church of Christ. In my capacity in regional and conference ministry I have worked with dozens of local congregations to assist them in the Search and Call Process that is the protocol for a Disciple congregation to find and call a new pastor.

1 I am very familiar with the Christian Church (Disciples of Christ) process of pastoral  
2 search and can briefly describe the process as follows:  
3

4 1. Congregation appoints a Search Committee whose first task is to secure an  
5 interim minister to serve until a permanent or settled pastor is called.

6 2. Following the call of an interim minister, the Search Committee begins the  
7 process of seeking a permanent or settled pastor.

8 a. Complete a congregational profile

9 b. Profile is reviewed by congregation and by regional minister and approved  
10 for distribution  
11

12 c. Position is posted nationwide and interested candidates send their profiles  
13 to the Search Committee for review.

14 d. Search Committee reviews profiles, seeks further information, does phone  
15 interviews, interviews references, narrows down to a small number of candidates  
16 and holds face to face interviews.  
17

18 e. Makes selection of candidate, brings report and recommendation to the  
19 Church Board and brings the candidate to the church for an extended introduction  
20 and "candidating" with the congregation. The final decision is made by a vote of the  
21 entire congregation.

22 This process is expected to take at least a year and usually takes 2 years or more.  
23

24 Our pastoral search process is part of our faith and religious beliefs and practices. It  
25 differs dramatically from the process of other denominations. For example, the  
26 United Methodist denomination who practices an appointment system. Each year  
27  
28

1 ministers are assigned to a congregation by the yearly Annual Conference held in  
2 June. It is typical for pastors to leave their ministry and their parsonage in June and  
3 begin a new ministry and move into a new parsonage July 1.  
4

5  
6 Thus, the Methodists (barring death or extensive illness of a pastor) will never have  
7 a break in the residency of a minister in their parsonages during January. Rather,  
8 they will have their transition time in the summer and possibly early fall).  
9

10  
11 I know from personal experience that the property was not "unused and vacant"  
12 during the spring of 2014. In fact, on March 22, 2014, I attended a meeting there  
13 with several of the members of the Lafayette Christian Church in discussion of the  
14 possibility of being called as their minister. I also was at the property for a meeting  
15 with our now Regional Pastor LaTaunya Bynum as well as Rev. Leslie Taylor in July  
16 2014.  
17

18  
19 From discussion with the leaders of the Lafayette Christian Church I have learned  
20 that there have been many ways in which the property has been used by our  
21 parishioners, in addition to its use as a residence for ministers. There have been  
22 various meetings, a choir practice, social events and gatherings, there are various  
23 pieces of furniture, appliances, tools and items used there and the workshop has  
24 been used on many occasions to repair the church.  
25  
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1 To my knowledge, the Sharon Court Property has only been used by the Lafayette  
2 Christian Church to further its religious mission and purpose. It has never been used  
3 for any commercial or fundraising purposes or by any other organizations or  
4 persons not affiliated with the Christian Church (Disciples of Christ).  
5

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7  
8 I declare under penalty of perjury under the laws of the State of California that the  
9 foregoing is true and correct.  
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12 Dated: 10/10/15

Rev. Martha Williams

13 Rev. Martha Williams  
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1  
2 Declaration of Carol Somerton  
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4 I, Carol Somerton, hereby declare:  
5

6  
7 I am a resident of the city of Pleasant Hill.  
8

9 I have been a member of the Lafayette Christian Church since 1961. My parents also  
10 were members of this church.  
11

12 I have served on the following committees of the Lafayette Christian Church:  
13 Christian Education, Board, Compassion and Justice, Permanent Endowment  
14 Foundation, Nominating Committee, Ministry Council, Elders, Choir and I have  
15 taught Sunday School and led the Children's Choir.  
16  
17

18 I was a member when the property located at 3213 Sharon Court, Lafayette CA, was  
19 donated by long-time Lafayette Christian Church member Ann Wolf.  
20

21 The Lafayette Christian Church congregation has used the Sharon Avenue Property  
22 in a variety of ways all of which help the mission and purpose of our church,  
23 including:  
24

25 Home for minister

26 Meetings for church committees

27 Choir Practice  
28

1  
2 Social Events and gatherings of parishioners

3 Storage of furniture, records and Bibles

4 Repair of church furniture in workshop

5 Laundry of church linens  
6

7  
8 I personally attended the following events at the Sharon Court Property:

9 Ice cream social event and several church meetings in 2013 – 2014.

10 I also helped with the cleaning and preparation of the Property, and had several  
11 meetings including one with the cleaning service and one with a contractor to make  
12 various modifications to the property. I did not personally attend all of the meetings  
13 of parishioners held at the Property. However, I am aware of numerous other  
14 meetings there during the period from 2013 to 2014.  
15  
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17 The Sharon Avenue Property has only been used by the Lafayette Christian Church  
18 to further its religious mission and purpose. It has never been used for any  
19 commercial or fundraising purposes or other non-church related purposes.  
20

21 The Lafayette Christian Church is part of the Christian Church (Disciples of Christ)  
22 denomination, a congregationally run church. As such, new ministers are not  
23 appointed to the church but rather the church undergoes a lengthy process of self-  
24 evaluation, discernment, recruitment and interviewing prior to securing new  
25 ministers.  
26  
27  
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1  
2  
3 I have personally served on a Pastoral Search Committee at the Lafayette Christian  
4 Church from early 2009 to April 2011. The process by which our denomination  
5 finds a new minister is an integral part of our denomination's religious practices.  
6 We follow the guidelines prepared by our denomination that provide for a process  
7 of thoughtful reflection by the entire congregation. I have attached a copy of the  
8 materials on pastoral search.  
9

10  
11 The Lafayette Christian Church has been a warm and welcoming community for  
12 decades. The church provides numerous services to Lafayette and the greater  
13 Contra Costa region. We provide a vacation Bible school program each summer and  
14 regularly support homeless and other social outreach programs. We care for the  
15 elderly and disabled and those facing tragic life events. Most importantly, we  
16 provide a place to worship and be in community with others on our faith journeys.  
17  
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20 I declare under penalty of perjury under the laws of the State of California that the  
21 foregoing is true and correct.  
22

23  
24 Dated: Oct. 14, 2015



25 Carol Somerton  
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# SEARCH COMMITTEE PROCEDURES

**The Christian Church of Northern California-Nevada  
(Disciples of Christ)**



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***A Ministry Made Possible by Your Gifts to Disciples Mission Fund***

## **PREFACE and OVERVIEW**

The search process for a new pastor usually has three “normal” phases:

1.       **Securing the interim.** The outgoing pastor sets a date for his or her departure. As called for in the congregation’s Bylaws or Constitution, a Search Committee is appointed. The Moderator/Board Chair of the congregation contacts the Regional Minister to set up an initial orientation meeting and to have initial discussion with the Regional Minister about interim ministry needs. *The Search Committee meets with the Regional Minister one to two months ahead of the outgoing pastor’s departure date for an initial orientation, and to consider the names of potential interim ministers (which the Regional Minister will bring to the meeting). The Committee then works to secure an interim minister.*
  
2.       **Information Gathering and Discernment.** After an interim minister is secured, the Search Committee meets again with the Regional Minister for an orientation to the “information gathering” phase in which the Committee, receiving input from the congregation, decides on proposed “job description” for the new minister, noting the areas of emphasis and special expertise needed in a new pastor. *This “information gathering” culminates in the Committee’s filling out the “Congregational Profile Form” – a sort of “snapshot” of the congregation and what it is looking for – and sends that to the Regional Minister. (During this phase, the Committee also puts together an “informational packet” about the congregation and the community that can be given to potential candidates.)*  
  

*(NOTE: On occasion, orientation to both of these first two phases is done during one visit by the Regional Minister with the Search Committee)*
  
3.       **Consideration of Candidates.** After receiving the “Congregational Profile Form,” the Regional Minister will schedule another visit with the Committee to bring an initial “batch” of names who seem to best fit the criteria and emphases that the church is looking for (and is within the salary range that the church has specified). *The Regional Minister will orient the Committee as to a process for considering candidates in an orderly way and of how to “read” the ministerial Search and Call forms (sometimes known as “resume’s” or “papers”).*

***At any and all points, the Regional Minister is available for ongoing consultation and will meet with the Committee in subsequent sessions if requested by the Committee. Working with Search Committees is a key priority for the Regional Minister; please do not hesitate to call!***

## **PHASE I -- Securing an Interim Minister**

At it the initial meeting with the Search Committee, the Regional Minister will normally a) offer an overview of the entire search process and discuss the nature of the “interim time” in the life of the church, b) answer any questions, c) bring the Committee one to three names of potential interim ministers,<sup>1</sup> and d) help the Committee engage in a “mini-” brainstorming session designed to help identify the leadership needs for the interim time.

### **I. “Mini-” Brainstorming Session**

**What are the strengths of the church at this point in its life? What are the most important concerns at this point?**

**Given those strengths and concerns, what do you want the interim minister’s priorities to be? What should he/she do? Not do? Be very specific.**

### **II. Clarity about the interim minister call procedure: Is the Committee authorized to call the interim minister, or is this a Board function. Financial package for an interim?**

### **III. Next steps: Arrange a next meeting; arrange to make calls to the potential interim candidate(s) and set-up a phone or in-person interview. Develop a list of questions to ask the interim minister candidate.**

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<sup>1</sup>Note: The availability of interim ministers varies greatly at any given time. The Regional Minister will have made contact with potential interims who have both the skills and the availability to serve.

## **PHASE II — Information Gathering and Preparation of Congregational Profile and Congregational Information Packet**

Service on a Pulpit/Search Committee is one of the highest callings in the church. It is a way to show your love for God, the Church and the world. The process of the selection of a spiritual leader for your congregation will engage you in deep levels of sharing and searching. You are not simply engaged in a “personnel decision,” but are seeking to be open to the Spirit of God to engage a pastoral leader who will be the best “fit” for your congregation, it’s mission, and its ministry.

***We no longer live today in a “church culture”; the church has no “privileged place” in society. Eighty to ninety percent of northern Californians report themselves as unchurched***

### **I. A Theological Starting Point — The Church as a “*Missionary Organization*”**

The Church by definition is a *missionary organization*, but the Church in North America has lost much of this consciousness and the practice of being a missionary people has diminished. Never has the need been greater for recovering this sense of vision: the church does not exist simply to maintain itself, or only for the sake of its own members, as important as that is as well. Rather, the church first of all is “*sent*” (the root meaning of “mission”) to proclaim hope and healing to a hurting world which is caught up in secularity. We no longer live today in a “church culture”; the church has no “privileged place” in society. Eighty to ninety percent of northern Californians report themselves as “unchurched,” most often -- they tell researchers -- either because they have experienced church and religion as judgmental or irrelevant! In seeking a minister, you will want to be guided by a sense of the distinctive mission that God is calling your congregation to do in the midst of such challenges and opportunities!

### **II. Key Committee Principles**

A. **Prayer.** Seek the blessing and guidance of the Holy Spirit. Ask yourselves, “*What does God want for our church?*” “*Where is the Holy Spirit leading us?*” Be intentional and persistent in prayer and in discerning the work of the Holy Spirit among you. *Ask*

*the congregation to pray for your work.*

**B. Seek the minister who could best serve the *whole* congregation. *Each of you represent the whole of the church* in your particular role.**

**C. You are set aside: carry the task by yourselves; work in confidentiality!**  
Confidentiality protects the integrity of the process. It avoids campaigning among church members for a "*favorite*" candidate and prevents compromising a minister's confidentiality and possible loss of a candidate.

**D. Work as a unit: meet regularly (weekly is best!) to process candidates; share feelings openly and honestly; major decisions should be by consensus. The decision to call a candidate is to be a unanimous decision of the Committee. Good attendance assists unity and is therefore of the highest importance.**

**E. Make decisions in the meetings, not outside the meetings. Bring concerns into the meetings. Work openly with candor and trust.**

**F. Please use these procedures faithfully. While they are not "writ in stone," they do represent the "*hard lessons*" of hundreds of Pulpit Committees over many years. When variations are being considered, please check with the Regional Church office for feedback.**

**G. The average time of call: 10 months; up to 14 months is not uncommon. This is not a process to rush. Trust God's time.**

### **III. Organizational Basics**

*There are a few, but important, organizational matters to accomplish early in your meetings together.*

**A. Select a chairperson (if this person is not already appointed and is to be elected by the Committee) and secretary.**

**B. Establish a regular (often weekly) meeting pattern for the term of the search.**

**C. Each person maintain a notebook. (*At the end of the process – after your church has successfully called a new minister – these notebooks along with any notes from the Committee secretary need to be destroyed or given to the Regional Church office for confidential safekeeping*)**

**D. Secure authorization from the Church Board for Committee expenses such as duplicating, long distance phone calls, mailing costs, costs for putting together information packets, travel expenses for candidates (and possibly travel expenses for**



the Committee) and estimated moving costs for the new minister.

E. Make periodic reports to the Board and congregation of the progress of your work (see resources for "progress chart.") *Give no information on the disposition of any candidates, and promise no completion time, but give a sense of where you are in the process. This invites support and trust.*

#### IV. Identifying and Confirming Leadership Needs

*This is a most important task. It provides the frame work for the Committee's evaluations of candidates and sets the state for screening and interviews. Develop your list of the top 5-7 leadership needs and the 3-5 most important qualifications.*

A. *Develop a process for discerning leadership needs.* Use a congregational survey instrument -- such as "What Do You Want Your Pastor To Do?" (which will be given to you by the Regional Minister) and/or the "Ministerial Emphases" section of the "Congregational Profile" form to seek the congregation's input about its mission emphases and its leadership needs in light of that mission. If you have recent long-range planning results or congregational mission statements, these too can be good grist for the Committee as it seeks to develop an understanding of the leadership needs of the congregation and the desired qualities in a new pastor. *Do not rush this phase.* It is important that every member of the congregation have an opportunity to feel heard. The Regional Minister can suggest ways to receive the widest input from church members. Discuss with the Regional Minister the best "timing" for seeking this information from the congregation in light of its situation.

B. From this information gathering, the Committee will fill out the "Congregational Profile Form." Send a copy of the completed form to the Regional Church Office and reproduce the form for inclusion in your congregational information packet that is sent to candidates. The "Congregational Profile Form" may also be made available by the Regional Minister to potential candidates upon their request.

*A key part of the "Congregational Profile Form" is the salary and benefits that the church will be offering. Some important things to note in this regard are:*

1. Authorization. The Search Committee needs to secure accurate, full information regarding financial compensation from the Board prior to beginning the interviewing processes. In some instances the Search Committee may operate with *ball park figures* and bring a proposal to the board at the time of their recommendation of the candidate to the board. *It is generally considered advisable to sustain the present compensation levels, or increase them if warranted, to secure the quality of leadership needed for the future development of the church.*

2. Items in compensation package and which will be reflected on your

**"Congregational Profile" form ( note: other items in this list are those that will need to be known at the time a call is offered; these are printed in *italics*):**

- a. *Date of beginning of new ministry*
- b. Amount of moving expenses
- c. *Length of termination (60-90 days is usual)*
- d. Salary base
- e. **Housing (parsonage or housing allowance)**
- f. Pension (14% of salary plus "housing value")
- g. Utilities (a ministerial tax advantage)
- h. Health insurance
- I. Vacation (30 days and 4 Sundays minimum)
- j. Auto (mileage reimbursement monthly at IRS allowable mileage rate or allowance)
- k. Assemblies (Annual Meeting and General Assembly) and a continuing education/spiritual retreat allowance for pastor/and or spouse on a "cost" reimbursement basis.
- l. *Annual salary review (important for congregation and pastor/family)*
- m. Consider providing a sabbatical leave (2-3 months every five years).

#### **V. Congregational Profile Form and Information Packet**

The other component in this phase is the pulling together of the Information Packet which will be sent by the Committee to prospective candidates, so they can have some basic information about the church and the community where it is located. Be creative! Think about the sort of things that you would want to know if you were considering moving to a new community. Your packet should include:

- A. Copy of the *"Congregational Profile Form."*
- B. Copies of your church's history, annual reports, newsletters, bulletins, Bylaws, etc.
- C. Written descriptions and/or pictures of your parsonage and church facilities. (Some churches have prepared short video tapes. This is optional.)
- D. Copies of Chamber of Commerce and other available community materials dealing with educational, medical, cultural, social, festival, family life or recreational opportunities in your area (50-mile radius particularly). Include World Wide Web addresses for community organizations, etc.
- E. Consider including a pictorial directory. Identify the Search Committee members or include a separate listing of the Committee.

***The Final Step in this Phase: Please send your completed "Congregational Profile Form" to the Regional Minister; you are then ready to receive names of potential candidates!***

### **PHASE III — CONSIDERATION OF CANDIDATES**

#### **II. Sources for potential candidates**

***Resumes and Names of Candidates. The Regional Church office is the primary resource for candidates. The regional Church maintains files of ministers from across the country who are seeking relocation and who have an interest in serving in Northern California-Nevada (approximately 350 resumes of candidates are maintained, although not all of these at any given time are interested in Northern California-Nevada) These are ministers with good standing in the Order of Ministry in the Christian Church (Disciples of Christ).***

- A. Regional Selections.** When the Committee is ready, the Regional Minister will forward a group of names to you for consideration. This will constitute about 8-15 "Search and Call" forms prepared by the candidates along with letters of reference. Names sent, insofar as the Regional Church office can determine, should be regarded as good prospects in your general salary range among those interested in your type community (rural, urban, suburban, etc.) It may appear to you that some candidates' credentials, interests and compensation do not match very precisely. Please keep in mind that sometimes pastors are open to situations other than what the papers record.

- B. **Candidate's Initiative.** The group of names will include names selected by the Regional Minister, and possibly ministers who have requested that their name be sent to you for consideration. By action of the General Assembly of the Christian Church (Disciples of Christ), all Regional Ministers are required to send the names of candidates who request that their materials be seen by a particular congregation's Search Committee.
- C. **Congregational Initiative.** Members of the congregation may suggest names; these names should be given to the Search Committee for its consideration. *Advise the church member who suggests a candidate that no report will be given back on the disposition of the candidate.* If the Committee wishes to consider such suggested names, please contact the Regional Minister to see if a) the candidate is currently in the Search and Call process, b) if not in the process, would consider a call to your congregation, and c) the candidate has not been sanctioned for ethical or other violations.

Do not interview, contact or encourage candidates (if they invite themselves by personal appearance, letter or phone call) without the prior agreement of the Pulpit Search Committee and the counsel of the Regional Minister. Always check out "volunteer" candidates with the regional Church office for your protection and to secure full information.

## II. Process for Considering Candidates

### A. **The Clearance Phone Call.**

After the Committee has received a batch of names from the Regional Church office, the first step is for the Chairperson, or another designated Committee member, to make a "clearance call." The sole purpose of the clearance phone call is to ascertain that the candidate is still active in the Search and Call process and is indeed willing to be considered

### Three important "basics" throughout....

.... Don't violate your own search order: 1) get complete written information on each candidate first; 2) Conference call with "top" candidate(s), 3) phone the candidates' references, 4) do face-to-face interviewing and more phoning of references (if needed) as a final stage. Do not invite a candidate for a "face to face" interview prior to the first three steps.

... Conference Phone Set-up. Secure a conference/speaker phone that enables the Committee to listen together to the candidates, and allows various persons to ask questions. Test it ahead of time.

... Use the telephone freely. Telephone the references, the candidate's Regional Minister, Board Chairperson, or other key leaders of the church the candidate is presently serving (provided you have the candidate's permission for persons not listed on the reference list). Never call anyone in the pastor's church without prior permission. Ask the candidate for additional references if you wish.

by your congregation. This call should be very brief and succinct. Following are suggestions for this call:

1. Identify who you are and what church for whom you are calling and ask, *"Are you still actively seeking to relocate? And, would you consider a church in Northern California-Nevada?"* Tell them a few facts about your congregation; the purpose of this call is simply to establish availability and interest (for example, if you're a small-town congregation and the candidate has decided to consider only urban congregations, the "clearance call" will save you from proceeding further).
2. Advise the candidate that he or she will hear from you — either when you decide to discontinue consideration or wish to move forward.
3. After you have completed contacting all the candidates, report to the Committee the "active" names. If you are duplicating the names, only duplicate the names of those persons who have indicated that they are still active in the Search and Call process. If you discover persons who have already re-located or who tell you that under no circumstances would he or she consider a call to California, destroy the "papers" and advise the Regional Church Office concerning these candidates (this will save another congregation's Committee from potentially dealing with names who are not available).
4. Under no circumstances should the person who has done the clearance call give any impressions regarding the candidate that were perceived through the clearance call. Remember, no one is at their best in responding to a "cold call." It is important that the caller report no impressions so as not to inadvertently or unduly influence the consideration of any candidate.

**B. Review and Screening Candidates According to a Leadership Criteria.** After the candidates who are still available and interested in consideration have been determined via the clearance calls, their resumes should be duplicated and distributed to the Committee members. At the following meeting, the Committee should then arrive at a consensus decision as to the top 3 candidates "on paper." This does not mean that all other candidates are being eliminated, but you have selected 3 candidates to move forward in the process. The next step will be to set an appointment for a conference phone call. (NOTE: If you do eliminate a candidate from any possible future consideration, please so advise him or her; a simple note thanking him or her and noting that the Committee is moving in "another direction" is sufficient).

Sometimes Committees find it helpful to do a "paper assessment" of the candidates using a "grid" ranking each candidate according to the congregation's leadership needs and priorities. For example....

	Where the candidates rank themselves on ministerial priorities/emphases			
	Preaching	Home Calling	Evangelism	Etc....
Candidate A	1	2	1	
Candidate B	2	2	2	
Candidate C	1	1	2	

### C. Conference Phone Calls with Candidates

1. This is a critical step in data gathering on your candidate! Always do conference phone calls at Committee sessions. Use a speaker phone hook-up so all the Committee members can hear the call and can participate in asking questions.
2. *Set up your conference phone call in advance.* The Chairperson (or a designated member) can do that. Confirm with the candidate the specific time for the call and send out the congregational information packet to the candidate so that it will arrive in time for him or her to review it before the call. Allow 45-minutes to an hour for the call. *It is difficult to do more than two calls per meeting.*
3. Prior to the call, develop 9-12 questions to ask your candidate(s). *(Even though each call will be different, it will be important to have a common "baseline" of questions that you ask each candidate).* Begin your interview conversationally, seeking personal information about his or her background, call to ministry, etc., before moving onto more detailed questions. *Feel free to use your regional question sheets as a source for development of your interview questions.* Seek to discover the candidate's strengths, weaknesses, interests, motivations and information about his or her family.
4. Be prepared to briefly tell the candidate your thoughts about your church, community and hopes for the future.
5. Allow time for the candidate to ask his or her questions.
6. Salary and benefits ordinarily need not be explored in this initial contact unless the Committee is wanting to be sure that the salary/benefits information is correct and that they are in the "*ball park*."
7. Take notes on each conversation. (Again, you may wish to devise a simple "grid" for quickly noting impressions about the candidate's articulateness, theology, etc., etc.)

8. Advise the candidate near the completion of the call of where you are in the process and the next steps. Be concrete and specific about the time in which you will get back concerning his or her candidacy.
  9. Debriefing. Debrief following the call and decide whether or not to retain or eliminate a person as a continuing candidate. *Often it is better to make that decision at the next meeting of the Committee after members have had a chance to pray and “mull” and reflect on the conversation(s).*
- D. **Calling References.** For those candidates with whom you wish to continue, now is the time to call the references listed on the Search and Call papers. *(The calling of references should take place before any face-to-face interview).* The referencing steps are vital to confirming or exploring different aspects of the candidate's qualifications.
1. Develop a list of 5-7 essential questions you want to ask each reference. (Again, it is important that each reference be asked the same questions so that you have a “baseline” for all candidates). Some general questions might include, for example, *“What are the candidate's strengths?” “What are the candidate's weaknesses?” or “How would you describe the candidate's preaching?”*
  2. Have each reference called by *two* Committee members. This enables a division of labor, and allows for different hearings and perspectives. The caller should maintain notes as to the responses to the questions.
  3. *Call the Regional Minister, Associate Regional Minister, or Area Minister in the locale where the person is presently serving (if they are not already named on the reference list), and, if desired, in previous locales (if they were in a different Region prior to the current ministry.) If you need the names and phone numbers of Regional Ministers, consult the Disciples Yearbook or call the Christian Church of Northern California-Nevada Regional Church office.*
  4. *Please don't call anyone in the candidate's congregation, or any other person, without the permission of the candidate.* This protects the confidentiality of the candidates' relocation interests. *If you become “serious” about a particular candidate, you may request additional references from him or her.*

E. **Sermon Tapes**

If the Committee continues to be positive about the candidate after referencing calls, contact the candidate and ask her or him to send you at least two (2) sermon tapes. Circulate the sermon tapes among the Committee

members for their listening, or listen to the sermon at one of your sessions and do evaluations; the latter is often preferable. (Both video and audio tapes each have their own distinctive good points and bad points; discuss those among yourselves and with the Regional Minister before deciding which sort of tape to request).

**F. The Face-to-Face Interview Step**

***IMPORTANT NOTE: Optimally, Search Committees should conduct more than one face-to-face interview with more than one candidate. This aids the Committee in its discernment. But given that the majority of Disciples ministers live “back east” and given travel costs, it may not be possible to do a face-to-face interview more than once or with more than one candidate. In this situation, great care must be taken that the Committee is very sure that “this” candidate is likely “the one.” In fact, if your Committee anticipates having the resources to only pay for one face-to-face visit, you should arrange the interview on the agreed-upon basis that both you and the candidate understand that “barring a disaster” during the visit, you expect that there is a strong likelihood that a call will be offered. The candidate should only accept the interview on that same basis then. Make sure that the terms of a potential call — salary, etc. — are agreeable prior to the face-to-face interview.***

The face-to-face, or personal interview is a significant step forward in the process. Committees should move forward with the personal interview only with those candidates they feel quite good about and with whom they feel there is a strong reciprocal interest (on the candidate's part) in the congregation. The Committee should have completed the referencing before inviting the candidate in for a personal interview. The Committee needs to take care to schedule the personal interview to make it as productive a meeting as possible. The Committee needs to be creative and tailor the interview to fit the circumstances of the situation. For example, if a candidate is coming from a long distance, it may be wise to be sure to have a candidate's spouse accompany the candidate on the trip. The church is to pay all travel expenses (travel at current IRS allowable rates), meals, airlines, motels, etc. Unless the Committee is following the scenario outlined above concerning having resources to pay for only one candidate's visit (see box on previous page) the Committee needs to make it clear that this initial face-to-face interview is a no-commitment, information and getting further acquainted interview.

1. Prior to the interview, the Committee should develop another list of questions to ask in the course of the interview. Some may overlap or build upon prior questions.
2. Develop a different list of 3-5 questions to submit to the candidate prior to the visit and indicate that he or she is to be prepared to answer these questions. The candidate is not expected to have written answers, but



should be prepared to address questions. These questions might ask the candidate about his or her approaches to evangelism, Christian education, preaching, scriptural authority, understanding of God, and the Church's role in society today. Sometimes a hypothetical or situational question — “How would you respond to this situation as our pastor?” — can be very illuminating. Careful thought should be given to these questions and the same questions should be given to each candidate, if you are doing multiple face-to-face interviews.

3. Develop plans for the entire visit, including possible visits to the parsonage, realtors, school systems, etc. If the spouse will be seeking employment, can you arrange for him or her to visit with persons that might be helpful to that job search?
4. The Committee might wish to ask the candidate to lead the Committee in a brief time of meditation and prayer. If the Committee does this, they should advise the candidate ahead of time and this should be done at the close of the first session with the candidate.
5. As previously noted, it is recommended (if possible) that the Committee have a face-to-face interview with at least two (2) candidates because it enables the Committee to grow and mature in its skills. You will be able to understand more fully the relative strength and weaknesses of candidates. It will boost confidence and judgments and make the candidate of choice more credible to the Board and congregation. However, it is strongly recommended that no more than three (3) candidates be under consideration at any one time. It is hard for the Committee to balance the interests, maintain the current memory of processes when engaging in more than three (3) interviewing processes. When engaging in multiple interviews, the Committee should schedule interviews optimally, no more than a week apart. This keeps the process moving and the impressions and information fresh.

#### **G. On-Site Visitation of the Candidate's Current Place of Ministry**

On-site visitations are not always required. Committees may be satisfied with the information they have gathered about the candidate to move forward with extending a call without doing on-site visitation. However, if the Committee desires an on-site visitation, this should be done only with candidates you have a very strong interest in and should be done judiciously. No more than four (4) persons from the Committee should go to the candidate's church. The Committee should advise the candidate ahead of time they are coming. Every care should be made to be discreet and to remain anonymous. The Committee may, if confidentiality can be maintained, have a meal with the candidate following the on-site worship service visit.

#### **H. Extending the Call**

1. When the Committee is unanimously agreed, the Chairperson contacts the candidate and invites him or her to be your minister (according to the provisions to be specified in the "Letter of Call and Agreement" -- see next item) subject to favorable vote by the Board and Congregation. The Committee needs to allow the candidate up to 72-hours, or a mutually agreed upon response time, to respond to this invitation to serve as the pastor. *At this point, the Committee and the candidate are to work exclusively with one another until the call is completed or considerations are terminated.*
2. **Written Agreement.** Work out the details of the call using the region's *Letter of Call and Agreement* form to assist you in detailing the terms of the call.<sup>2</sup> *Make sure that there is complete written agreement -- pending only the vote of the board and congregation -- by the Committee and candidate on the terms of the call prior to bringing it to the Board and congregation.*

#### **I. Further Considerations**

1. **Courtesy Notes.** Send a note or call a candidate and extend regrets when, at any stage, you discontinue his or her candidacy.
2. **Remember,** all steps are repeatable, the Committee's task is to secure a complete picture of the candidate so that you are confident in the candidate's qualifications and fit with your church.
3. If you do not successfully complete the call of a candidate, return to "Step #1," and possibly secure an additional group of resumes from the regional church office. You (or the Chair of the Search Committee) may wish to have a conversation with the Regional Minister to debrief the process and improve it on the next go-around.

#### **J. Presentation of the Candidate**

When the details of the call are agreed upon, then (and only then) are you ready to present the candidate's name to the board and congregation.

- 1 **Presentation to the Board/Elders.** Some congregations have an additional step in the call process that includes the presentation of the candidate's credentials and qualifications to the elders prior to the board's consideration. Check your congregation's constitution to be sure that you are proceeding properly.
2. **The Search Committee should prepare itself to make a complete report to the elders/board.** *The Committee should review its processes and advise the*

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<sup>2</sup>Committees are reminded that, due to special IRS rules, the church should be open and flexible to a variety of ways of configuring the compensation package. Contact the Regional Minister if questions arise concerning configuration of the compensation and benefits.

*elders/board of how many candidates they considered and the processes that they went through in ascertaining and deciding upon the particular candidate. The Committee may want to share with the board how many hours that they have invested in the process and how thoroughly their work has been.*

3. Then, present a solid, comprehensive picture of the candidate, give snippets of your interviews with the candidate, reports on what references said and why you are in such enthusiastic support of the candidate's promise. The task is to relate to the board sufficient information so they can make an informed decision.
4. A very high percentage (85%) approval is recommended for a good foundation for ministry.
5. Presentation to the Congregation. Following board approval, plan a fellowship occasion (in keeping with the constitution and bylaws for proper notice to the congregation) so that a congregational vote can be taken. Clear the dates with the candidate for his/her visit, along with his/her spouse (if married) and family (if family)

Fellowship Occasion. This event can be a reception and/or a fellowship dinner where the congregation has a chance to meet the pastor and spouse in an informal setting. At the appropriate time in the event, the Search Committee should repeat much of its presentation to the board. (The candidate may be asked to step out of the room while this presentation is made.) Then the candidate is given some time to talk in a fairly informal level to the persons gathered. This should be planned ahead of time. The candidate should be asked possibly to speak of 1) his/her call to ministry; 2) something about his/her past experiences in ministry; and 3) why he/she is looking forward to coming to serve with the congregation. Allow a brief time for questions (this should not be an interrogation of the candidate). After a short time, the candidate should (again) step outside the assembly and a vote is taken.

2. The Vote. Again, there should be a very high endorsement of the candidate. It is rare that there is not this level of endorsement, but if per chance there is, the Regional Minister should be consulted for considerations about the matter.
3. Confidentiality. *The process is still confidential. Remember the candidate has yet to return to his/her situation and inform his/her church of his/her acceptance of another call. Respect the candidate's confidentiality. Hopefully, the candidate can quickly inform his/her church so that the church can celebrate the pastor's coming.*

**One Possible Scenario If You're  
Only Having One Candidate Come for One Visit.....**

The above processes describe a pattern where the Search Committee and congregation can bring the candidate for more than one visit. Again, as anticipated in the box on page 12, sometimes the Committee/congregation will likely only be able to afford one on-site visit by one candidate. *(Again, this would be a situation where you and the candidate -- barring "a disaster" during the visit and subject to favorable Board and congregational approval - intend that this call be offered and accepted.)* In that case, a possible pattern you may wish to use would include a long-weekend visit structured as follows: Friday — candidate meets with Search Committee; Saturday — candidate meets with Board; Sunday — candidate is in worship with the congregation. This pattern obviously also allows time to explore the community, talk with realtors and others if necessary, etc.

The Board may make its vote on the candidate while the candidate is "on-site" (although out of the room, of course). But it is strongly suggested that the congregational vote not be on that same weekend, but follow a week later.

**CODA: Hospitality Matters, Welcoming and Service on the Pastoral Relations Committee, Planning and Installation Service**

The Search Committee needs to make plans, in conjunction with the Board, for the new pastor's move and welcoming the family to the community. Further, it is the practice (in many congregations) that some of the members of the Search Committee will serve as the nucleus for the pastoral relations Committee ("the PRC") for the new pastor for at least a year. This enables the pastor to have some persons who he or she has met and who know him or her. Also, plans should be made in concert with the pastor and appropriate Committees for "*getting acquainted*" with members in small groups, cottage meetings, etc.

Help the pastor and his/her family settle in. Helping them with needed social contacts and counsel regarding schools, medical services, shopping, etc.

**Installation Service.** The board and new pastor need to plan, in conjunction with the new pastor and a Regional Minister, an installation service and reception to welcome and initiate, in a formal way, the new ministry. *A Sunday morning installation service often has a strong chance of better attendance.* Be sure to publish a picture and complete article in the local papers about the pastor's coming to the church. *The Regional Church office has suggested installation services.*

## **SOME FREQUENTLY ASKED QUESTIONS.....**

*“Our previous pastor was a young/older, single/married, man/woman. Shouldn’t we look this time for a young/older, single/married, man/woman?”*

**You are searching for the very best candidate to help lead you in the mission to which God is calling your congregation. Call a *person* not an "age," "male," "female," or a "single," or a "married," or a "location." Look to the person's qualifications. Finding out who the person "is" and what skills and attributes would match with your congregational leadership is your most important task. Remember, you are searching for God's servant and to be responsive to God's bidding. Do not search for a new pastor based on what the previous pastor was or was not.**

*“Are there other things we can do during the search process?”*

**Be sure to see that any parsonage repairs or refurbishing is done before the pastor arrives. Does the pastor’s office need work? Now is a good time to do those items. Be sure that your method for allocating the minister’s compensation is up-to-date with current tax procedures (the Regional Church Office and the Pension Fund of the Christian Church can assist with this).**

*“What role should the Interim Minister play with the Search Committee?”*

**The Interim Minister’s tasks are to lead the congregation through this time of transition, help to work through any grief or conflict, and to help engender a sense of anticipation and excitement for the new pastor. Having the Interim Minister playing a role with the Search Committee can lead to confusion. The Interim Minister should play very little role in the work of the Search Committee. It is particularly important that the Committee not ask, and the Interim Minister not offer, any opinions about any particular candidates under consideration. Two appropriate tasks that the Interim Minister can do: 1) if requested by the Search Committee during the “information gathering” stage of its work, the Interim Minister may give the Committee his or her sense of the situation and needs of the congregation; this “fresh perspective” can be helpful as the Committee writes the Congregational Profile Form; 2) prior to the Committee’s first conference call interview with a candidate, the Committee might wish to conduct a “mock interview” with the Interim Minister. This can help the Committee “practice” and may increase its confidence for the “real thing.” However, the Interim Minister should not meet regularly with the Committee, should not have a “vote” in deciding what questions will be asked of candidates, and should not offer opinions as to how the Committee is conducting its work. These latter tasks are more properly the role of the Regional Minister.**

*“Can the Interim Minister be a candidate for the regular minister’s position?”*



No. Again, the most important reason for this is that the distinctive tasks of the Interim Ministry can sometimes be at odds with that same person's becoming the "regular" pastor. When the Interim Minister becomes a candidate "midstream," there will be those in the congregation who will disapprove and the likely result is conflict — which is not "up-building" of congregational life! Moreover, ministerial ethics forbids the Interim Minister from seeking the "permanent" position. Any Interim Minister-candidate suggested to the Committee by the Regional Minister will have agreed with the Regional Minister not to become a candidate for the permanent position. *(Very, very occasionally, and for very, very unusual reasons, sometimes the Regional Minister will suggest at the very beginning of the process that a certain Interim Minister might be engaged with "privilege of call." This, though, is most unusual and is usually done because of severe financial or geographic challenges.)*

*"Why should we 'limit' ourselves to Disciples ministers?"*

It is hoped that the Committee and congregation will not see this as a "limit," but as a recognition and affirmation of the congregation's history, legacy, and family ties. Your congregation was founded and supported by Disciples families, has had Disciples ministers whose education was made possible by the contributions from your members to Disciples outreach, and is in a historic family relationship with the 60+ other churches in our Northern California-Nevada Regional Church family. Some congregations have found to their dismay that calling a non-Disciple minister has led to that minister's deciding to challenge the congregation's relationship to the Disciples. Whatever the outcome of those challenges, it has made for an extraordinarily painful and conflicted time in the church. Moreover, considering only Disciples minister with current "ministerial standing" is one check on not calling a minister who has had previous ethical, moral, or legal violations. There are no such checks when calling a non-Disciple.

*Know that God is with you as you do this important work; know that your Regional Ministers pray regularly for you; know that we are ever-available for assistance and consultation! May your work be richly blessed by God.*

Dr. Ben Bohren, Regional Minister-President  
Rev. Cliff Cole, Regional Minister of Placement, Training and Care  
Christian Church of Northern California-Nevada  
9260 Alcosta Blvd, C-18  
San Ramon CA 94583  
(925) 556-9900  
(925) 556-9904 Fax

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*These "Procedures" have been gratefully adapted from those used by Ed Weisheimer, Regional Minister, Christian Church in Indiana*

1  
2 Declaration of Frank Scudero  
3

4 I, Frank Scudero, hereby declare:  
5

6  
7 I am a resident of the city of Pleasant Hill.  
8

9 I have been a member of the Lafayette Christian Church for decades.  
10

11 I have served on the following committees of the Lafayette Christian Church: Board  
12 of Directors, Ministry Council, Stewardship and Finance, Compassion and Justice,  
13 Property, Pastoral Search, Personnel, Choir, Sunday School.  
14

15  
16 I was a member when the property located at 3213 Sharon Court, Lafayette  
17 California was donated by long-time Lafayette Christian Church member Ann Wolf.  
18

19 To my knowledge, the Sharon Avenue Property has only been used by the Lafayette  
20 Christian Church to further its religious mission and purpose. It has never been used  
21 for any commercial or fundraising purposes or by any other organizations or  
22 persons not part of the Lafayette Christian Church.  
23

24  
25 I have visited the property numerous times for various meetings. In addition, I have  
26 organized the donated tools that parishioners have given to stock the workshop  
27  
28



1  
2 since our main building has no work area for maintenance except a small shed  
3 behind the building.  
4

5  
6 I am on the current Lafayette Christian Pastoral Search Committee. In addition, I  
7 served on the Regional Disciples search committee for the Regional Transitional  
8 minister about 4 years ago. Each of these search committees have been huge  
9 commitments of time and thoughtful focus. The search is not simply to find a pastor,  
10 but to discern the direction/mission of the church and then find the best fit for the  
11 congregation. This process is part of our religious practices and key to our faith  
12 journey.  
13

14  
15 I was contacted by the Assessor's Office and asked about whether a pastor was  
16 living there. At no point did the Assessor's office ask about the other purposes to  
17 which we used the property, even though I mentioned that we had the property for  
18 a variety of purposes in a letter I submitted. (Letter is attached.) I was not advised  
19 by the Assessor's office that I should seek the assistance of an attorney because my  
20 responses would be the basis for an assessment of almost \$10,000 in taxes. This  
21 amount was a huge amount of the money for outreach and programming of the  
22 church and came as a surprise. We had always used the property for the church in a  
23 variety of ways. At no point was it absolutely empty and vacant.. It had a variety of  
24 church furnishings, equipment, tools, materials, Bibles etc. Although there was a  
25 period when a minister didn't live there, the property was used in a whole variety of  
26 other ways. The property was only used for church purposes and is a key facility  
27  
28

1  
2 for our congregation in support of our religious worship and faith community, by  
3 providing a place for activities of the church in addition to a residence for a minister.  
4

5  
6 I declare under penalty of perjury under the laws of the State of California that the  
7 foregoing is true and correct.

8  
9 Dated:

10 10/18/15

11   
12 \_\_\_\_\_

13 Frank Scudero  
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# Lafayette Christian Church

Pastor

Lafayette Christian Church  
(Disciples of Christ)  
584 Glenside Drive  
Lafayette, CA 94549

Phone: 925-283-8304  
Email: lcc.disciples@gmail.com  
www.lafayettechristianchurch.org  
www.foundersgrove.net

Office of the Assessor  
Contra Costa County

April 22, 2014

This letter is intended to serve as a reconfirmation, as of this date that:

1. Lafayette Christian Church has been blessed by a gift from Ann Wolf of her residence in Lafayette located at 3213 Sharon Court, and the transfer of title was completed on January 28, 2013; and
2. Ann has provided the Board with a note setting forth her wishes and hopes for the use of the house, but which do not constitute deed restrictions or contractual restrictions on the use of the property; it is the desire of the Board to implement Ann's hopes and wishes to the extent feasible to have the property used as a parsonage by our Church, subject to and consistent with the financial needs of the Church, prudent business judgment in management of the Church's affairs, and the other goals and missions of the Church, and to use the property exclusively for religious or charitable purposes; and
3. The Church is now capable of providing a parsonage in close proximity to the Church facilities which permits the Church to attract and retain pastoral staff, and the parsonage can be used from time to time for other purposes such as Board, Elder and Committee meetings, group and individual counseling, educational activities, social interaction with members of the congregation, and fellowship with the parsonage family, all of which uses are necessary to the goals and missions of the Church; and
4. The Church desires to covenant with its present and future pastors and their families to provide housing for their needs and the needs of the Church, and in so doing provide support for the parsonage family and facilitate ministry together;

Lafayette Christian Church dedicated 3213 Sharon Court, Lafayette, California, for use as a parsonage and entered into a covenant or agreement with Steven Moore, Pastor, for his residence in the parsonage, subject to and consistent with the Findings stated above. Pastor Moore resided in the Parsonage through October 2013 when his call to Lafayette Christian Church ended.

The Parsonage has remained empty from that time until this date. We have formed a Pastoral Search Committee and are actively looking for a new Pastor with the intention of using the Parsonage as the residence for that new Pastor.

Frank Scudero

Moderator of the Board  
Lafayette Christian Church

Declaration of Edward DeAtley

I, Edward DeAtley, hereby declare:

I am a resident of the city of Lafayette California.

I have been a member of the Lafayette Christian Church since 1971. My mother is also a member of this church.

I was a member when the property located at 3213 Sharon Court, Lafayette CA, was donated by Lafayette Christian Church member Ann Wolf.

I have served the church in a number of volunteer ways, but primarily I have served on the Property Committee and have done maintenance and repair work on the church buildings, furniture and furnishings.

After the property was donated to the church in early 2013, I was at the property numerous times to assess the needed renovations and repairs.

During 2013, I proceed in subsequent weeks and months to repair a broken pipe, fixed some interior plumbing and lighting, repaired some of the appliances, did general cleaning and yard work, trimmed the junipers, fixed a screen door, fixed the garage door and repaired the heating unit.

1  
2  
3 I attended the ice cream social event with about 40 other parishioners during that  
4 time.  
5

6  
7 I met Pastor Moore there for counseling five times and fellowship on several other  
8 occasions in 2013.  
9

10 From January 8 through January 13, 2014, I worked to repair the Sanctuary chairs  
11 using the workbench and tools in the garage/workshop of 3213 Sharon Court.  
12

13 On February 5 and 6, 2014, I did yard work at the Sharon Court property, trimmed  
14 the hedges, and repaired a leaning fence.  
15

16  
17 On February 26, 2014, I met with members of the Property Committee to discuss  
18 replacement of the fascia boards at the property.  
19

20 On March 2, 2014, I used the washer and dryer at the property to wash church  
21 linens.  
22

23  
24 On March 8 and 9, 2014, I met at the Sharon Court property with the Chair of the  
25 Finance Committee to discuss various church issues.  
26  
27  
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1  
2 These are some of the specific dates I know that I was at the property, but I was  
3 certainly there on other occasions as well. In addition to using the property for  
4 various meetings and for maintenance purposes, the Lafayette Christian Church  
5 congregation has used the Sharon Court Property for storage of furniture, a mural,  
6 records and tools.  
7

8  
9 The Sharon Court Property has only been used to further its religious mission and  
10 purpose. It has never been used for any commercial or fundraising purposes or  
11 other non-church related purposes.  
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13  
14 I declare under penalty of perjury under the laws of the State of California that the  
15 foregoing is true and correct.  
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17 Dated:

18 10-16-15

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Edward DeAtley

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## Declaration of Joe Warren

I, Joe Warren, hereby declare:

I am a resident of the city of Walnut Creek California.

I have been a member of the Lafayette Christian Church since 2000, a member of a Christian Church (Disciples of Christ) congregation since 1973 and have served on numerous committees for the church, mainly Stewardship and Finance.

My education and work experience were finance. In my last 16 years before retirement from a major area corporation, I was in the Tax Department. I did compliance and audit work, for both federal and states; I participated in some weighty legal matters. At LCC, I previously chaired the Finance committee; I arranged several financings and have followed this property tax matter closely.

During 2013 and 2014, I was frequently at the property at 3213 Sharon Court, Lafayette, California and am familiar with the various items of church property which were used there. The property was never vacant, the utilities were always on, the garbage service and grounds maintenance was continuous. People from the church continued to use the property for meetings, choir practice, administrative storage, repair of church furniture using the workshop etc. The property was used for social events and gatherings as well.

1  
2  
3 I am also familiar with the Christian Church (Disciples of Christ) process of pastoral  
4 search and have served on the pastoral search committee. Unlike some protestant  
5 and Catholic churches, the Disciples of Christ churches call their own ministers. The  
6 ministers can and do come and go. The process can be and usually is extensive,  
7 often taking many months. Our pastoral search process is part of our faith and  
8 religious beliefs and practices. Disciples cannot control whether a minister occupies  
9 a parsonage on January 1, but that does not mean the property is any less used by  
10 the church for church purposes. During the interim, between pastors, we utilized  
11 the building for many other church related uses and never used the property for any  
12 non-religious purposes. In the last hearing, the Assessor conceded that they would  
13 overlook the vacancy on Jan 1st if the church had announced a successor to Pastor  
14 Moore or had been close to doing so at that time. Circumstantially, that was not  
15 possible for our congregationally-governed church.  
16  
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18  
19 The County Assessor bases denial of the church exemption on a 1950 legal case.  
20 There, the CA court held narrowly that taxpayer had not yet occupied a facility  
21 under construction and was not entitled to an exemption arising from future  
22 occupation. In LCC's case, the Assessor's office approved the donated property to fall  
23 within the Welfare Exemption; the exemption applied for tax year 2013-14. Later,  
24 the Assessor asserted that the property was "vacant" because it had no "resident" on  
25 the lien date, Jan 1, 2014. The opinion focused largely on a mistaken filing that  
26 stated the house was empty. LCC has provided supplemental materials to correct  
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28

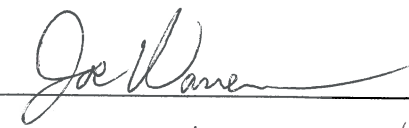
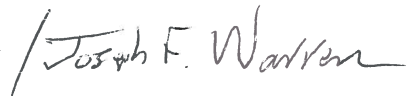


1 the mistake and show that the house was not empty. Substantial personal property  
2 owned by the church has remained at the Sharon Court property from the point the  
3 the property was transferred to the church to the present day.  
4

5  
6 In LCC's case, the exemption had already applied, and nothing had changed as to  
7 how the church used the house as a parsonage - exclusively for religious purposes.  
8 There was no effort to obtain a "future" exemption; rather, it already applied!  
9

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11  
12 I declare under penalty of perjury under the laws of the State of California that the  
13 foregoing is true and correct.  
14

15 Dated:

16   
17 Joe Warren /   
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Lauren W. Cesare, Esq.  
1521 Cherry Valley Dr.  
San Jose, CA 95125  
408.289.1520/fax 408.292.7875  
cesarelaw@att.net

COPY

December 30, 2014

Certified Mail, Return Receipt Requested  
Receipt No. 7014 0510 0000 6400 2792

Ms. Sandra Williams  
Contra Costa County Assessor's Office  
2530 Arnold Dr., Suite 100  
Martinez, CA 94553-4359

**Re: Claim for Welfare Exemption for Lafayette Christian Church,  
Parcel No. 237-022-024-2**

Dear Ms. Williams;

Pursuant to our phone conversation, I am writing to you on behalf of my client, Lafayette Christian Church (the "Church") to provide you with additional information regarding the Church's entitlement to the Welfare Exemption from property taxes for the parcel located at 3213 Sharon Ct., Lafayette, California 94549, Parcel No. 237-022-024-2 (the "Property"). A copy of the Finding Sheet is attached hereto.

**Facts**

The entire Property has been in continuous use by the Church to carry out the Church's exempt activities since it was given to the Church in January of 2013. As you know, the Property was used as a parsonage for the Church's minister, Rev. Moore, from March 1, 2013 through September 30, 2013. In addition, the Church has used the Property for several other purposes to carry out its exempt activities. Since it received the Property, the Church has continuously stored a great deal of furniture, appliances, tools and other property at the Property, through the present time, including a bed with chenille bedspread, a dresser, a mirror, a dining room hutch, a dining room table, dining room chairs, a few side chairs, an antique rocking chair, a large coffee table, a two drawer file cabinet storing Church papers, a freezer, a washing machine and a dryer, a Mixmaster and other appliances, several serving plates, two trays, lamps, a coffee urn, cleaning equipment and cleaning supplies, a large historical mural, an outdoor love seat with two outdoor chairs, an outdoor table, a workbench, a table saw, a lawn mower, garden tools, and miscellaneous other tools. In addition, two bibles and two hymnals are stored in the home.

Not only has the Property been in continuous use to store property of the Church, the Church also used the Property as extra space for its activities including meetings, choir practice and work

space when the minister was not living there. January 8<sup>th</sup> – 13<sup>th</sup>, 2014 a member of the Church Property Committee worked at the Property to repair Sanctuary chairs using the workbench and the tools stored at the Property. February 26, 2014 members of the Property committee met at the Property to discuss replacement of fascia boards. March 2, 2014 a Church member washed the laundry of the Church at the Property using the washer and dryer stored there. March 8<sup>th</sup> and 9<sup>th</sup>, 2014 the Chair of the Finance Committee had meetings with Church members at the Property to discuss Church issues. On March 22, 2014 the Moderator, Vice Moderator, and the Chair of the Pastoral Search Committee held a meeting with Rev. Dr. Martha Williams at the Property. On April 15, 2014 the Choir Director held choir rehearsal at the Property, of course using the furniture kept at the Property. On July 31, 2014, Rev. Williams and the Ministry Council Chair held a meeting with Rev. LaTaunya Bynum, Regional Minister of the Christian Churches of Northern California-Nevada at the Property. On September 13, 2014, the Church moderator and another Church member spent time at the Property using the cleaning equipment and supplies stored at the Property to do some cleaning, sorted through the files stored at the Property, and organized and evaluated tools and other items stored in the garage at the Property.

As further evidence that the Church has continually used the Property, the Church has kept the utilities and water on, continued the garbage service, continued the twice monthly gardener service, and paid the utility, water, garbage, and gardener bills. In addition, on February 5<sup>th</sup> and 6<sup>th</sup>, 2014 a member of the Church Property Committee did additional yard work at the Property, trimmed the hedges, repaired a leaning fence, and picked the oranges, using the tools and equipment stored at the Property. The Church kept the light, heat, water, and garbage and gardener services on because they were continually using the Property; it was not closed down, it was not vacant. The Property was being used by the Church to carry on its various church activities, before, on, and after the January 1, 2014 lien date.

Further still, the Church was using the Property in an additional way. The Church was using the Property to recruit a new pastor for the Church. When a pastor's call to this Church ends, the process to call a new pastor to the Church involves the Congregation searching for and hiring a new pastor. The Church formed a search committee in November, 2013. The Pastoral Search Committee of the Church used the Property as a possible parsonage for a new pastor as a recruiting tool. The Pastoral Search Committee and Stewardship and Finance Committee included the possible use of the Property as a parsonage in determining their compensation parameters. It was included in the job description prepared by the Pastoral Search Committee for the Church's Transitional Pastor Position Description and submitted to the Regional Minister, and likely will be for the permanent pastor position. This can be particularly important to recruiting in the Bay Area where housing can be prohibitively expensive. The facts that the Church kept the Property well maintained and kept the utilities, water, and other services going are also evidence of the Church's use of the Property as a recruiting tool (in addition to needing to do so for the above-described uses.) The candidate for transitional pastor was in fact shown the Property for her consideration as part of the compensation package.

#### Law

There is no question under the law that a property can be used for more than one of the exempt purposes designated in RTC §214 and qualify for the Welfare Exemption. *Attorney General*

*Opinion CV 74-16, 3/6/74.* "§214 states that the use of the property shall be for religious, hospital, scientific or charitable purposes; that is, the property must be used exclusively for any one or more of the designated purposes." *Id.*, *emphasis in original*. The subject of that opinion was a church that was using a portion of its building for a Project Headstart program. The Attorney General opined that a church which uses part of its building for charitable as well as religious purposes can qualify that part of the building for the Welfare Exemption. Furthermore, in *Santa Catalina Island Conservancy v. County of Los Angeles*, 126 Cal. App. 3d 221, the court recognized several charitable purposes with respect to the land that was the subject of the Welfare Exemption, including preservation of the environment and recreational use.

A facility which is incidental to and reasonably necessary for the accomplishment of the charitable purpose, or any facility which is reasonably necessary for the fulfillment of a generally recognized function of a complete modern operation, comes within the Welfare Exemption. *Santa Catalina Island Conservancy, supra*, citing *Cedars of Lebanon Hosp. v. County of L.A.* (1950) 35 Cal.2d 729. In several cases, housing facilities at properties covered by the Welfare Exemption were found to be incidental to and reasonably necessary for the accomplishment of the exempt charitable purposes. *Saint Germain Foundation v. County of Siskiyou* (1963) 212 Cal. App. 2d 911 (residential quarters of caretakers and maintenance workers); and the integrated activities as a whole must be examined in determining the tax status of property for the welfare exemption. *Serra Retreat v. County of Los Angeles* (1950) 35 Cal. 2d 755 (portions of retreat house used for living quarters of priests and lay brothers); *Y.M.C.A. of Los Angeles v. County of Los Angeles* (1950) 35 Cal. 2d. 760 (dormitories); *Cedars of Lebanon Hospital, supra* (housing for nurses); *The Church Divinity School of the Pacific v. County of Alameda* (1957) 152 Cal. App. 2d 496 (housing and parking lots for faculty, students and their families.)

According to the Appraisers Handbook 267 p. 29, the courts have liberally construed what constitutes use in actual operation of an exempt activity, citing *San Francisco Boys' Club, Inc. v. Mendocino County*, (1967) 254 Cal. App. 2d 548 and *Christward Ministry v. County of San Diego*, (1969) 271 Cal. App. 2d 805. Actual physical use of the entire property is not required for qualification under the Welfare Exemption. In *Christward Ministry v. County of San Diego*, land used for trails and religious shrines for meditation around a religious retreat qualified for the exemption when found necessary to assure protection of the religious environment. In determining whether the amount of property used for the retreat site was reasonably necessary, the determination of those carrying out the religious purposes was to be respected.

Further, the property need not be used for the charitable purposes all year-round. In *San Francisco Boys' Club, Inc. v. Mendocino County*, a 2000 acre boys' summer camp was exempt even though 1400 acres were devoted to commercial logging operations in the off-season. The court held that it was sufficient that the property was necessary for and devoted to the charitable purpose during the summer season. In addition, the determination of what acreage was reasonably necessary to provide outdoor recreation for the boys made by those responsible for carrying out the charitable purpose of the organization was to be respected.

### Analysis

Since it received the Property, the Church has made continuous use of the Property to carry out its exempt purposes in different ways. For the entire time it has owned the Property, the Church has stored a great deal of furniture and other property inside the home and in the yard. From March 1, 2013 through September 30, 2013, the Church also used the Property as a Parsonage. From October 1, 2013 to August 31, 2014, when no minister was living there, the Church devoted the Property to other necessary exempt uses: as extra space for its activities including meetings, choir practice, and work space to carry out tasks for the Church. In addition, from that date, the Church has used the Property as a recruitment tool to aid in its search to call a new minister to the Church. Under the Attorney General Opinion and *Santa Catalina Island Conservancy*, cited above, it is permissible to use a property for more than one and/or different exempt purposes under RTC §214 and qualify for the Welfare Exemption. And under *Serra Retreat v. County of Los Angeles*, the integrated activities as a whole must be examined in determining the tax status of property for the Welfare Exemption. Accordingly, all of the uses of the Property by the Church must be considered as a whole, and the Property is eligible for the Welfare Exemption even though the Church has used the Property in different ways over the year in question to carry out its exempt purposes.

As noted above, a facility which is incidental to and reasonably necessary for the accomplishment of the charitable purpose, or any facility which is reasonably necessary for the fulfillment of a generally recognized function of a complete modern operation, comes within the Welfare Exemption. Housing for ministers, space for meetings, choir practice, repair work, laundry of Church linens, and storage of Church files, furniture, tools and equipment, and other property are all uses of a facility which are incidental to and reasonably necessary for the accomplishment of the exempt purposes and functions of the Church. Using the Property as a recruitment tool to attract and retain new transitional and permanent ministers is also a use which is reasonably necessary for the accomplishment of the Church's exempt purposes, and essential, for without a minister, it will not be able to carry out its exempt purposes. Under *Christward Ministry v. County of San Diego*, actual physical use of the entire property is not required for qualification under the Welfare Exemption, thus it is not necessary that one of the uses being made of the Property, as a recruitment tool, is not a physical use. Further, the determination of those carrying out the religious purposes of the Church to so use the Property to carry out those purposes is to be respected.

Finally, under *San Francisco Boys' Club, Inc. v. Mendocino County*, property need not be used for the charitable purposes all year-round to be eligible for the Welfare Exemption. Accordingly, it is sufficient that various uses of the Property have continuously been carried on to fulfill the exempt purposes of the Church since the Property was acquired. The Property need not be used solely or constantly as a parsonage. That is one eligible use. The other uses entitle the Church to the Welfare Exemption as well. Further, the Property does not have to be used every day, or in the same way every day.



Conclusion

In the Findings Sheet that you sent the Church, you checked NEU and VUP, that the requirements of the Welfare Exemption had not been met because the Property was not used exclusively for religious or charitable purposes and was vacant, unused property. You also stated that based on the letter the Church sent, the Pastor, Steven Moore, resided in the Parsonage through Oct 2013, and that the parsonage therefore does not qualify for the 2014 tax year. Based upon our conversation and the information in the Finding Sheet, it appears that you came to your conclusion that the Property no longer qualified for the Welfare Exemption based upon a miscommunication in that letter by the Moderator, Frank Scudero. In the letter, Mr. Scudero said that the Parsonage remained empty from the time Pastor Moore left until the date of the letter, and that they had formed a Pastoral Search Committee and were actively looking for a new Pastor with the intention of using the Property as a residence for the new Pastor. When Mr. Scudero used the word "empty", he only meant no one was living at the Property. He did not mean the Property was not being used for other Church purposes. The confusion stems from the fact that in that letter, he was responding to your questions about use of the Property as living quarters. He had no idea his statement would be interpreted to mean that the Property was not used at all.

However, he also mentioned in the letter that with the gift of the Property, the Church is able to provide a parsonage to attract and retain pastoral staff, and to use the Property from time to time for other Church purposes such as Church meetings, group and individual counseling, educational activities, and fellowship, all of which uses, he said, are necessary to the goals and missions of the Church. As noted above, the Church has used the Property for these purposes.

Based on the additional information that we have provided to you above, we hope that any confusion is now put to rest. The Church has continuously and exclusively used the Property for its exempt purposes, and the Property is clearly not "vacant, unused property". The Church is, therefore, entitled to the Welfare Exemption for the Property for the 2014-2015 year. In September, 2014, the Church rented the Property to the Christian Churches of Northern California-Nevada, of which the Church is a member, for use by the Regional Minister. Accordingly, the Property will continue to qualify for the Welfare Exemption in subsequent years.

In view of the foregoing, we respectfully request that the Assessor approve the Welfare Exemption for the Property, grant a refund for the ad valorem taxes that were already paid in the amount of \$4,903.07, with interest thereon, and cancel all assessments and any additional taxes.

Please contact me at 408.289.1520 if you have any questions, and thank you for your attention to this matter.

Very truly yours,



Lauren Watson Cesare

Cc: Richard Black

1  
2 Declaration of Sherry Hoover  
3  
4  
5

6 I, Sherry Hoover, hereby declare:  
7

8 I am a resident of the city of Lafayette, CA.  
9

10 I have been a member of the Lafayette Christian Church for many, many years.  
11

12 I have served on numerous committees, but mainly have been involved in the  
13 Property Committee.  
14

15  
16 I was a member when the property located at 3213 Sharon Court, Lafayette,  
17 California , was donated by long-time Lafayette Christian Church member Ann Wolf.  
18

19 The Lafayette Christian Church congregation has used the Sharon Court Property in  
20 a variety of ways all of which help the mission and purpose of our church.  
21

22  
23 I personally have been at the Sharon Court property dozens of times.  
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The ~~Sharon Avenue~~ Property has only been used by the Lafayette Christian Church to further its religious mission and purpose. It has never been used for any commercial or fundraising purposes.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated:

Sherry J. Hoover

Sherry Hoover



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Declaration of Ben Fraticelli

I, Ben Fraticelli, hereby declare:

I am a resident of Pleasanton, California.

I have been a member of the Lafayette Christian Church since 1978.

I have served on the Pastoral Search Committee, and have been on Pastoral Relations, World Outreach, Christian Education, Stewardship and Finance, Board of Directors and Elders.

I was a member when the property located at 3213 Sharon Court, Lafayette, California, was donated by long-time Lafayette Christian Church member Ann Wolf.

The Lafayette Christian Church congregation has used the Sharon Court Property in a variety of ways all of which help the mission and purpose of our church.

I personally have been at the Sharon Court Property to attend the choir practice. I have also been there to attend a meeting with Carol Somerton and Pastor Moore regarding the work of the Elders.

1 The Sharon Avenue Property has only been used by the Lafayette Christian Church  
2 to further its religious mission and purpose. It has never been used for any  
3 commercial or fundraising purposes.  
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7 I declare under penalty of perjury under the laws of the State of California that the  
8 foregoing is true and correct.  
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10  
11 Dated:

10/18/15



12 Ben Fraticelli  
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Declaration of Rita Lilly

I, Rita Lilly hereby declare:

I am a resident of El Cerrito, California.

I have been a member of the Lafayette Christian Church since January, 2013. I am also the church choir director.

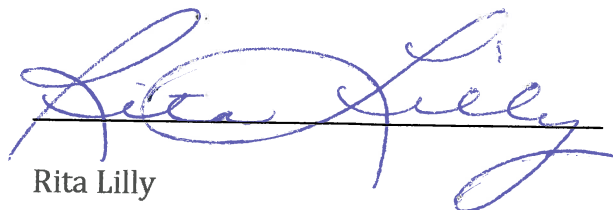
In addition to my service as the choir director, I have also helped with Faith Alive for Homecoming Sunday and have helped with the Mexico Mission program.

I have personally ~~have~~ been at the Sharon Court Property to direct the choir on April 15, 2014. There were approximately 14 choir members who attended that rehearsal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated:

10/18/15

  
Rita Lilly

1  
2 Declaration of Diana Silva  
3  
4  
5

6 I, Diana Silva, hereby declare:  
7

8 I am a resident of Alamo, CA.  
9

10 I have been a member of the Lafayette Christian Church since 1984.  
11

12 I have served on the Worship, and Stewardship and Finance committees and I am  
13 the staff organist and bookkeeper.  
14

15  
16 I was a member when the property located at 3213 Sharon Court, Lafayette,  
17 California , was donated by long-time Lafayette Christian Church member Ann Wolf.  
18

19 The Lafayette Christian Church congregation has used the Sharon Court Property in  
20 a variety of ways all of which help the mission and purpose of our church.  
21

22  
23 I personally have been at the Sharon Court Property to attend the ice cream social  
24 and to attend choir practice.  
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1  
2 The Sharon Avenue Property has only been used by the Lafayette Christian Church  
3 to further its religious mission and purpose. It has never been used for any  
4 commercial or fundraising purposes.  
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8 I declare under penalty of perjury under the laws of the State of California that the  
9 foregoing is true and correct.  
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11 Dated: 10-14-15

Diana Silva

12 Diana Silva  
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Declaration of June Trentacosti

I, June Trentacosti, hereby declare:

I have been a participating non-member since approximately 1979.

I have served on the following committees of the Lafayette Christian Church:

Nominating Committee and Choir.

I personally attended the following events at the Sharon Avenue Property:

I attended choir practice there in April of 2014.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated:

10/14/15

June Trentacosti  
June Trentacosti

June Trentacosti

Printed Name

Declaration of Nancy Vasko

I, Nancy Vasko, hereby declare:

I am a resident of the city of Walnut Creek, California.

I have been a member of the Lafayette Christian Church since 1994 and was a member when Ann Wolf donated the property at 3213 Sharon Court, Lafayette California to the church.

I was Ann Wolf's CPA and successor co-trustee of her trust and helped to clear out some of the personal items with Ann Wolf and Frances DeAtley before the house was donated on January 28, 2013.

The real property was donated by Ann Wolf along with various furniture and furnishings including a bedroom set, dining room set and hutch, some side tables and chairs, a garage full of tools, a washer and drier, patio furniture, lamps, curtains, a file cabinet with various records, trays, vacuum, cooking staples, spices, and a coffee urn, all for the use of the church.

After the property was donated, I went to the property a few times to pick up small items for Ann Wolf, check her residual mail and look at the painting and floor refinishing in order to communicate these improvements to Ann Wolf.

I attended the ice cream social in the spring of 2013.

I went to the property in January 2014 to swap a larger coffee table for a smaller coffee table.

To my knowledge, the Sharon Court Property has only been used to further its religious mission and purpose. It has never been used for any commercial or fundraising purposes or other non-church related purposes.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated:

10-18-2015



Nancy Vasko



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## Declaration of Leanne Stump

I, Leanne Stump, hereby declare:

I am a resident of the city of Walnut Creek, California.

I have been a member of the Lafayette Christian Church since 1979.

I have served on the following committees of the Lafayette Christian Church:

Christian Education, Membership, Worship, Ministry Counsel, Summer Adventures  
in Learning, Pastoral Search and Board of Directors.

I was a member when the property located at 3213 Sharon Court, Lafayette CA, was  
donated by long-time Lafayette Christian Church member Ann Wolf.

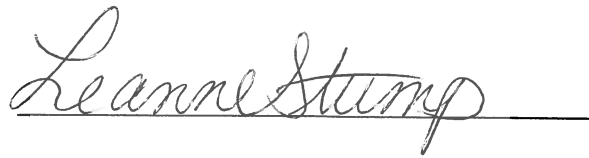
The Lafayette Christian Church congregation has used this property for a variety of  
church-related purposes, including: home for minister, meetings for church  
committees, social events, storage of furniture, repair of furniture in workshop,  
laundry of church linens and choir practice.

I attended choir practice in 2014. In addition, I have worked at the property  
scrapping paint off of outlet covers.

1  
2 In July 2014, I met with the regional minister, LaTaunya Bynum, at the property.  
3

4 I declare under penalty of perjury under the laws of the State of California that the  
5 foregoing is true and correct.  
6

7  
8 Dated: 10/18/15

A handwritten signature in cursive script that reads "Leanne Stump". The signature is written in dark ink and is positioned above a solid horizontal line.

9 Leanne Stump  
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4  
5 Declaration of Connie Coutts  
6  
7

8 I, Connie Coutts, hereby declare:  
9

10 I am a resident of Moraga, California.  
11

12 I have been a member of the Lafayette Christian Church since 1974.  
13

14 I have served on the Stewardship and Finance, Board of Directors, Pastoral  
15 Relations, Compassion and Justice, Habitat for Humanity Group among other  
16 volunteer activities.  
17

18 I was a member when the property located at 3213 Sharon Court, Lafayette,  
19 California, was donated by long-time Lafayette Christian Church member Ann Wolf.  
20

21 The Lafayette Christian Church congregation has used the Sharon Court Property in  
22 a variety of ways all of which help the mission and purpose of our church.  
23

24 I personally have been at the Sharon Court Property to attend the ice cream social  
25 and to attend choir practice. I have also been there to attend a meeting.  
26  
27  
28

1  
2 The Sharon Avenue Property has only been used by the Lafayette Christian Church  
3 to further its religious mission and purpose. It has never been used for any  
4 commercial or fundraising purposes.  
5

6  
7  
8 I declare under penalty of perjury under the laws of the State of California that the  
9 foregoing is true and correct.  
10

11 Dated: 10/18/15

Connie Coutts

12  
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Connie Coutts

1 Declaration of Jacqueline Smith

2  
3  
4  
5 I, Jacqueline, hereby declare:

6  
7 I am a resident of Alamo, California.

8  
9  
10 I have been a member of the Lafayette Christian Church since 1972.

11  
12 I have served on the Stewardship and Finance, Pastoral Relations, Christian  
13 Education, Youth Ministry, Worship, Compassion and Justice and Sanctuary  
14 Refurbishing Committees. I am currently one of the co-chairs of the Elders.

15  
16  
17 I was a member when the property located at 3213 Sharon Court, Lafayette,  
18 California, was donated by long-time Lafayette Christian Church member Ann Wolf.

19  
20 I was involved in a series of meetings at the property both at the beginning when the  
21 property was gifted and also later. I have been there to evaluate, plan and take an  
22 inventory of the furnishings. I have participated in meetings at the property to  
23 determine priorities and arrange repairs.

24  
25  
26 I also met with Pastor Moore at the property on various requests as Chair of the  
27 Elders.  
28

1  
2  
3 I attended the Ice Cream Social.  
4


5 I have used the tools in the workshop.  
6

7 In addition, I am aware that other people at the Lafayette Christian Church have  
8 used the Sharon Court Property in a variety of ways all of which help the mission  
9 and purpose of our church.  
10

11  
12 The Sharon Avenue Property has only been used by the Lafayette Christian Church  
13 to further its religious mission and purpose. It has never been used for any  
14 commercial or fundraising purposes.  
15

16  
17  
18 I declare under penalty of perjury under the laws of the State of California that the  
19 foregoing is true and correct.  
20

21 Dated: 10-18-15

22   
23 Jacqueline Smith  
24  
25  
26  
27  
28

1 Declaration of Richard Black

2  
3  
4 I, Richard Black, hereby declare:

5  
6 I am a resident of the city of Lafayette, CA.

7  
8 I have been a member of the Lafayette Christian Church since 1983.

9  
10 I have served on the following committees of the Lafayette Christian Church:  
11  
12 Compassion and Justice, Stewardship and Finance, taught elementary Sunday  
13 School, Nominating Committee, Personnel Committee and the Board of the church.

14  
15 I was a member when the property located at 3213 Sharon Court, Lafayette,  
16 California , was donated by long-time Lafayette Christian Church member Ann Wolf.

17  
18  
19 The Lafayette Christian Church congregation has used the Sharon Court Property in  
20 a variety of ways all of which help the mission and purpose of our church, including:  
21 home for minister, social events and gatherings of parishioners, meetings for church  
22 committees, choir practice, storage of furniture, records and Bibles, laundry of  
23 church linens, repair of church furniture in workshop.

1 I personally have been the Property on numerous occasions and especially  
2 remember a social event for the church that had approximately 40 people in  
3 attendance.  
4

5  
6 To my knowledge, the Sharon Avenue Court has only been used by the Lafayette  
7 Christian Church to further its religious mission and purpose. It has never been used  
8 for any commercial or fundraising purposes or by any other organizations or  
9 persons not part of church.  
10

11  
12 The Lafayette Christian Church is part of the Christian Church (Disciples of Christ)  
13 denomination, a congregationally run church. As such, new ministers are not  
14 appointed to the church but rather the church undergoes a lengthy process of self-  
15 evaluation, discernment, recruitment and interviewing prior to securing new  
16 ministers. After Pastor Moore left, our congregation started the lengthy and  
17 thoughtful process of a pastoral search. We followed the guidance of our  
18 denomination which believes that this process of discernment is a necessary and  
19 transformative part of our faith journey.  
20

21  
22 The church used the property during the interim for a variety of activities and for  
23 repairs. During the entire time, the church continued all utilities and gardening  
24 services. Statements from East Bay Municipal Utility District, Allied Waste and  
25 PG&E, in addition to the ledger showing payments to Bartolo Juarez Maintenance  
26 (gardener) are attached.  
27  
28



1  
2  
3  
4 I declare under penalty of perjury under the laws of the State of California that the  
5 foregoing is true and correct.  
6

7  
8 Dated:

9/18/15

A handwritten signature in black ink, appearing to read "Richard Black", written over a horizontal line.

Richard Black

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# EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NO. IS:

35221982668

Next Read Date is 04/15/2013

Your Payment is Due by 03/06/2013

Most account requests can be handled faster on-line at [www.ebmud.com](http://www.ebmud.com). Go to "Account Management - Ways to Pay" to see a list of pay station locations, to sign up for Direct Payment, to view and pay your bill online with e-Bill, or to make an immediate payment by credit card.



Lafayette Christian Church  
3213 SHARON CT  
LAFAYETTE, CA 94549-5406

Bill Date: 02/19/13

## Billing Period

From	To
1/25/13	2/13/13

For: 3213 Sharon Ct  
Private Residence

### PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

0.00

0.00

### WATER CHARGES - EBMUD

WATER SERVICE CHARGE

7.75

ACCOUNT ESTABLISHMENT FEE

36.00

WATER FLOW CHARGE 2 UNITS @2.42

4.84

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

1.44

WATER ELEVATION CHARGE 2 UNITS @0.46

0.92

50.95

ok 24247  
3-6-13

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

Please Pay This Amount Now Due

50.95

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,300	1,298	2	1,496	19	79
		LAST	YEAR	NOT	AVAILABLE		



# EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NO. IS:

35221982668

Next Read Date is 06/12/2013

Your Payment is Due by 05/10/2013

Electronic Bill - Do Not Pay

Most account requests can be handled faster on-line at [www.ebmud.com](http://www.ebmud.com). Go to "Account Management - Ways to Pay" to see a list of pay station locations, to sign up for Direct Payment, to view and pay your bill online with e-Bill, or to make an immediate payment by credit card.



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5406

Bill Date: 04/19/13

Billing Period

From

To

2/13/13

4/16/13

For: 3213 Sharon Ct  
Private Residence

AMOUNT

TOTAL

## PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

50.95

FULL PAYMENT - 03/12/13

-50.95

0.00

## WATER CHARGES - EBMUD

WATER SERVICE CHARGE

24.46

WATER FLOW CHARGE 10 UNITS @2.42

24.20

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

4.56

WATER ELEVATION CHARGE 10 UNITS @0.46

4.60

57.82

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		Gal/Day
		Current	Previous		Gallons	Days	
5/8 inch	2	1,310	1,300	10	7,480	62	121
		LAST	YEAR	NOT	AVAILABLE		

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

2/13/13

4/16/13 ACCOUNT NO.: 35221982668

1915

Mail payment to:

TOTAL PREVIOUS  
TOTAL CURRENT

0.00

57.82

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 5/10/13

57.82

352219826687000005782000000000003

**EAST BAY MUNICIPAL UTILITY DISTRICT****EBMUD 1-866-40-EBMUD****YOUR ACCOUNT NO. IS:**

35221982668

Next Read Date is 08/12/2013

Your Payment is Due by 07/05/2013

Electronic Bill - Do Not Pay

In 2012, your drinking water met or surpassed every state and federal public health requirement.  
View the 2012 Annual Water Quality Report at [www.ebmud.com/wqr](http://www.ebmud.com/wqr). To request a copy mailed  
to your home, call 510-986-7555.



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5406

Bill Date: 06/18/13

## Billing Period

From	To
4/16/13	6/13/13

For: 3213 Sharon Ct  
Private Residence

**PREVIOUS CHARGES AND CREDITS**

PREVIOUS AMOUNT DUE

FULL PAYMENT - 05/10/13

**WATER CHARGES - EBMUD**

WATER SERVICE CHARGE

WATER FLOW CHARGE 11 UNITS @2.42

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

WATER ELEVATION CHARGE 11 UNITS @0.46

AMOUNT

TOTAL

57.82

-57.82

0.00

24.46

26.62

4.56

5.06

60.70

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

60.70

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,321	1,310	11	8,228	58	142
		LAST	YEAR	NOT	AVAILABLE		

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

4/16/13

6/13/13 ACCOUNT NO.: 35221982668

1928

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

60.70

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 7/5/13

60.70

352219826687000006070000000000002





# EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NO. IS:

35221982668

entered ✓

Next Read Date is 10/10/2013

Your Payment is Due by 09/06/2013

Electronic Bill - Do Not Pay

New rates go into effect 7/1/2013. Water used before and after this date is prorated between the prior and current rates. For more information on rates and charges, visit [www.ebmud.com](http://www.ebmud.com)



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5406

Bill Date: 08/16/13

Billing Period

From	To
6/13/13	8/12/13

For: 3213 Sharon Ct  
Private Residence

## PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

FULL PAYMENT - 07/05/13

## WATER CHARGES - EBMUD

WATER SERVICE CHARGE

WATER FLOW CHARGE

(06/13/13-06/30/13) 4 UNITS @2.42

(07/01/13-08/12/13) 7 UNITS @2.66

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

WATER ELEVATION CHARGE 4 UNITS @0.46

7 UNITS @0.50

AMOUNT

TOTAL

60.70

-60.70

0.00

26.17

9.68

18.62

4.88

1.84

3.50

64.69

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

64.69

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,332	1,321	11	8,228	60	137
		LAST	YEAR	NOT	AVAILABLE		

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406  
2088

6/13/13

8/12/13 ACCOUNT NO.: 35221982668

Mail payment to:

TOTAL PREVIOUS	0.00
TOTAL CURRENT	64.69

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 9/6/13

64.69

352219826687000006469000000000001



# EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NO. IS:

3522 1982668

Next Read Date is 12/11/2013

Your Payment is Due by 11/01/2013

Electronic Bill - Do Not Pay

Most account requests can be handled faster on-line at [www.ebmud.com](http://www.ebmud.com). Go to "Account Management - Ways to Pay" to see a list of pay station locations, to sign up for Direct Payment, to view and pay your bill online with e-Bill, or to make an immediate payment by credit card.



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5406

Bill Date: 10/16/13

## Billing Period

From	To
8/12/13	10/12/13

For: 3213 Sharon Ct  
Private Residence

AMOUNT

TOTAL

### PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

64.69

FULL PAYMENT - 09/06/13

-64.69

0.00

### WATER CHARGES - EBMUD

WATER SERVICE CHARGE

26.84

WATER FLOW CHARGE 10 UNITS @2.66

26.60

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

5.00

WATER ELEVATION CHARGE 10 UNITS @0.50

5.00

63.44

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

63.44

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,342	1,332	10	7,480	61	123
		LAST	YEAR	NOT	AVAILABLE		

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

8/12/13

10/12/13 ACCOUNT NO.: 35221982668

2137

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

63.44

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 11/1/13

3522198266870000063440000000000002

entered  
✓

63.44

**EAST BAY MUNICIPAL UTILITY DISTRICT****EBMUD 1-866-40-EBMUD****YOUR ACCOUNT NO. IS:**

35221982668

Next Read Date is 02/10/2014

Your Payment is Due by 01/10/2014

Electronic Bill - Do Not Pay

Most account requests can be handled faster on-line at [www.ebmud.com](http://www.ebmud.com). Go to "Account Management - Ways to Pay" to see a list of pay station locations, to sign up for Direct Payment, to view and pay your bill online with e-Bill, or to make an immediate payment by credit card.



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5406

Bill Date: 12/17/13

**Billing Period**

From	To
10/12/13	12/12/13

For: 3213 Sharon Ct  
Private Residence

**PREVIOUS CHARGES AND CREDITS**

PREVIOUS AMOUNT DUE

FULL PAYMENT - 11/01/13

**WATER CHARGES - EBMUD**

WATER SERVICE CHARGE

WATER FLOW CHARGE 6 UNITS @2.66

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

WATER ELEVATION CHARGE 6 UNITS @0.50

**AMOUNT****TOTAL**

63.44

-63.44

0.00

26.84

15.96

5.00

3.00

50.80

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

50.80

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,348	1,342	6	4,488	61	74
		LAST	YEAR	NOT	AVAILABLE		

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

10/12/13

12/12/13 ACCOUNT NO.: 35221982668

2090

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

50.80

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 1/10/14

50.80

352219826687000005080000000000002



**EAST BAY MUNICIPAL UTILITY DISTRICT****EBMUD 1-866-40-EBMUD****YOUR ACCOUNT NO. IS:**

35221982668

Next Read Date is 04/14/2014

Your Payment is Due by 03/07/2014

Electronic Bill - Do Not Pay

There's a drought. Help stretch EBMUD's supply by cutting your water use 10%.

Super-conscientious conservers need only check for leaks. See ebmud.com for latest news and get tips to save your 10%. We guarantee that if mandatory rationing becomes necessary your allocation will not be based on use during this voluntary cutback period.



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5406

Bill Date: 02/18/14

## Billing Period

From	To
12/12/13	2/11/14

For: 3213 Sharon Ct  
Private Residence

**PREVIOUS CHARGES AND CREDITS**

PREVIOUS AMOUNT DUE

50.80

FULL PAYMENT - 01/13/14

-50.80

0.00

**WATER CHARGES - EBMUD**

WATER SERVICE CHARGE

26.84

WATER FLOW CHARGE 1 UNIT @2.66

2.66

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

5.00

WATER ELEVATION CHARGE 1 UNIT @0.50

0.50

35.00

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,349	1,348	1	748	61	12
		LAST	YEAR	2	1,496	19	78

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

12/12/13

2/11/14 ACCOUNT NO.: 35221982668

2196

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

35.00

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 3/7/14

3522198266870000035000000000000009

35.00



**EAST BAY MUNICIPAL UTILITY DISTRICT****EBMUD 1-866-40-EBMUD****YOUR ACCOUNT NO. IS:**

3522 1982668

Next Read Date is 06/11/2014

Your Payment is Due by 05/09/2014

Electronic Bill - Do Not Pay

In 2013, your drinking water met every state and federal public health requirement. View the 2013 Annual Water Quality Report at [www.ebmud.com/wqr](http://www.ebmud.com/wqr). See the enclosed insert for information on how to request a copy to be mailed to you.

-----



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5406

Bill Date: 04/18/14

## Billing Period

From

To

2/11/14

4/14/14

For: 3213 Sharon Ct  
Private Residence

AMOUNT

TOTAL

**PREVIOUS CHARGES AND CREDITS**

PREVIOUS AMOUNT DUE

35.00

FULL PAYMENT - 03/07/14

-35.00

0.00

**WATER CHARGES - EBMUD**

WATER SERVICE CHARGE

26.84

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

5.00

31.84

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION



31.84

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,349	1,349	0	0	62	0
		LAST	YEAR	10	7,480	62	120

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

2/11/14

4/14/14 ACCOUNT NO.: 35221982668

2166

Mail payment to:

TOTAL PREVIOUS  
TOTAL CURRENT

0.00  
31.84

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 5/9/14



31.84

352219826687000003184000000000002



35221982668

3522198266870000047640000000000008



# EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NO. IS:

35221982668

Next Read Date is 10/09/2014

Your Payment is Due by 09/05/2014

Electronic Bill - Do Not Pay

California mandatory outdoor water use restrictions are in effect until further notice.

Water no more than twice per week. Learn more at [www.ebmud.com/watersmart](http://www.ebmud.com/watersmart).

EBMUD thanks you for doing your part during this drought



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5318

Bill Date: 08/15/14

Billing Period

From

To

6/12/14

8/11/14

For: 3213 Sharon Ct  
Private Residence

AMOUNT

TOTAL

## PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

47.64

FULL PAYMENT - 07/04/14

-47.64

0.00

## WATER CHARGES - EBMUD

WATER SERVICE CHARGE

28.62

WATER FLOW CHARGE

(06/12/14-06/30/14) 3 UNITS @2.66

7.98

(07/01/14-08/11/14) 6 UNITS @2.91

17.46

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

5.34

WATER ELEVATION CHARGE 3 UNITS @0.50

1.50

6 UNITS @0.55

3.30

64.20

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION			Gal/Day
		Current	Previous		Gallons	Days		
5/8 inch	2	1,363	1,354	9	6,732	60		112
		LAST	YEAR	11	8,228	60		137

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

6/12/14

8/11/14 ACCOUNT NO.: 35221982668

1482

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

64.20

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 9/5/14

352219826687000006420000000000009





# EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NO. IS:

35221982668

Next Read Date is 12/11/2014

Electronic Bill - Do Not Pay

Short days + cool nights = less thirsty plants.

Cut lawn watering to once a week, hand water shrubs and trees if needed.

When rains begin, turn outdoor watering off.

Visit [ebmud.com/WaterSmart](http://ebmud.com/WaterSmart) for more tips.

Your Payment is Due by 10/31/2014



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5318

Bill Date: 10/15/14

## Billing Period

From	To
8/11/14	10/9/14

For: 3213 Sharon Ct  
Private Residence

### PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

FULL PAYMENT - 09/05/14

### WATER CHARGES - EBMUD

WATER SERVICE CHARGE

WATER FLOW CHARGE 14 UNITS @2.91

3 UNITS @3.60

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

WATER ELEVATION CHARGE 17 UNITS @0.55

AMOUNT

TOTAL

64.20

-64.20

0.00

29.38

40.74

10.80

5.48

9.35

95.75

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

95.75

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,380	1,363	17	12,716	59	216
		LAST	YEAR	10	7,480	61	122

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

8/11/14

10/9/14 ACCOUNT NO.: 35221982668

1286

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

95.75

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

ABP Settlement date is 10/31/14

95.75

3522198266870000095750000000000006

**EAST BAY MUNICIPAL UTILITY DISTRICT****EBMUD 1-866-40-EBMUD****YOUR ACCOUNT NO. IS:**

3522 1982668

Next Read Date is 02/13/2015

Your Payment is Due by 01/09/2015

Electronic Bill - Do Not Pay

Short days + cool nights = less thirsty plants.

Cut lawn watering to once a week; hand water shrubs and trees if needed.

When rains begin, turn outdoor watering off.

Visit ebmud.com/WaterSmart for more tips.

Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5318

Bill Date: 12/17/14

**Billing Period**

From	To
10/9/14	12/12/14

For: 3213 Sharon Ct  
Private Residence**PREVIOUS CHARGES AND CREDITS**

PREVIOUS AMOUNT DUE

FULL PAYMENT - 10/31/14

**WATER CHARGES - EBMUD**

WATER SERVICE CHARGE

WATER FLOW CHARGE 10 UNITS @2.91

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

WATER ELEVATION CHARGE 10 UNITS @0.55

**AMOUNT****TOTAL**

95.75

-95.75

0.00

29.38

29.10

5.48

5.50

69.46

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

69.46

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		
		Current	Previous		Gallons	Days	Gal/Day
5/8 inch	2	1,390	1,380	10	7,480	64	117
		LAST	YEAR	6	4,488	61	73

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

10/9/14

12/12/14 ACCOUNT NO.: 35221982668

1288

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

69.46

EBMUD PAYMENT CENTER  
PO BOX 1000  
OAKLAND CA 94649-0001

Please Do Not Send Payment

69.46

ABP Settlement date is 1/9/15

35221982668700000694600000000004





# EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NO. IS:

3522 1982668

Next Read Date is 04/15/2015

Your Payment is Due by 03/13/2015

Electronic Bill - Do Not Pay

The drought continues. EBMUD needs your help to conserve our precious water supply.

Rain or shine, please cut back your water use 15 percent compared to 2013.

Get tips at ebmud.com/watersmart.

Thank you for saving water.



Lafayette Christian Church  
584 GLENSIDE DR  
LAFAYETTE, CA 94549-5318

Bill Date: 02/20/15

Billing Period

From To

12/12/14 2/11/15

For: 3213 Sharon Ct  
Private Residence

AMOUNT

TOTAL

## PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

FULL PAYMENT - 01/09/15

## WATER CHARGES - EBMUD

WATER SERVICE CHARGE

WATER FLOW CHARGE 10 UNITS @2.91

SEISMIC IMPROVEMENT PROGRAM SURCHARGE

WATER ELEVATION CHARGE 10 UNITS @0.55

69.46

-69.46

0.00

29.38

29.10

5.48

5.50

69.46

PLEASE SEE REVERSE SIDE  
FOR BILLING EXPLANATION

69.46

METER SIZE	ELEV. Band	METER READINGS Current	Previous	UNITS	CONSUMPTION INFORMATION Gallons	Days	Gal/Day
5/8 inch	2	1,400	1,390	10	7,480	61	123
		2013	USAGE	2	1,496	19	78

PLEASE DETACH AND RETURN THIS PAYMENT STUB WITH CHECK OR MONEY ORDER PAYABLE TO EBMUD

3213 Sharon Ct, Lafayette, CA 945495406

12/12/14

2/11/15 ACCOUNT NO.: 35221982668

1330

Mail payment to:

TOTAL PREVIOUS

0.00

TOTAL CURRENT

69.46

EBMUD PAYMENT CENTER

PO BOX 1000

OAKLAND CA 94649-0001

Please Do Not Send Payment

69.46

ABP Settlement date is 3/13/15

352219826687000006946000000000004



**ALLIED WASTE**  
441 N Buchanan Cir  
Pacheco, CA 94553-5119

A division of REPUBLIC SERVICES

### Account Summary

Account Number	3-0210-0083132
Invoice Date	April 30, 2013
Invoice Number	0210-004052036
Previous Balance	\$0.00
Payments/Adjustments	\$0.00
Unpaid Balance	\$0.00
Current Invoice Charges	\$106.70

### Pay This Amount

**\$106.70**

Due By: 05/30/13

### Contact Information

Customer Service (925) 685-4711  
Benicia Customer Service (707) 747-0608

### Important Information

To pay on-line or sign up for  
convenient auto pay, go to:  
[www.disposal.com](http://www.disposal.com)

## LAFAYETTE CHRISTIAN CHURCH



Invoice

Page 1 of 2

### Current Invoice Charges

Lafayette Christian Church 3213 Sharon Ct (L1)  
Lafayette, CA

Contract: 9210336 (C5)

1 - Trash Cart (32 Gallon) Scheduled Service (S1)

Date	Description	Reference	Quantity	Unit Price	Amount
04/30	Residential Service 01/31/13-02/28/13		1.0000	\$79.44	\$26.48
04/30	Residential Service 03/01/13-05/31/13		1.0000	\$80.22	\$80.22

Current Invoice Charges

**\$106.70**

OK 24315  
5-15-13

CURRENT	30 DAYS	60 DAYS	90+ DAYS
106.70	0.00	0.00	0.00

T A

- Visit our website, [www.disposal.com](http://www.disposal.com) to make your payment electronically or to sign up for our convenient automatic payment plan.
- Please see reverse side for terms and conditions



ALLIED WASTE  
441 N Buchanan Cir  
Pacheco, CA 94553-5119

A division of REPUBLIC SERVICES

### Account Summary

Account Number	3-0210-0083132
Invoice Date	May 31, 2013
Invoice Number	0210-004119100
Previous Balance	\$106.70
Payments/Adjustments	-\$106.70
Unpaid Balance	\$0.00
Current Invoice Charges	\$80.22

### Pay This Amount

**\$80.22**

Due By: 06/30/13

### Contact Information

Customer Service (925) 685-4711  
Benicia Customer Service (707) 747-0608

### Important Information

In order to add, remove, or change garbage or recycling services, the person requesting the change must have their name on the account with Allied Waste. Please contact Allied Waste customer service at (925) 603-1144 to add the name of any adult with authority to manage collection services.

To pay on-line or sign up for  
convenient auto pay, go to:  
[www.disposal.com](http://www.disposal.com)

## LAFAYETTE CHRISTIAN CHURCH

Invoice

Page 1 of 2

### Payments/Adjustments

Date	Description	Reference	Amount
05/25	Payment - Thank You	24315	-\$106.70

### Current Invoice Charges

Lafayette Christian Church 3213 Sharon Ct (L1)  
Lafayette, CA

Contract: 9210336 (C5)

1 - Trash Cart (32 Gallon) Scheduled Service (\$1)

Date	Description	Reference	Quantity	Unit Price	Amount
05/31	Residential Service 06/01/13-08/31/13			\$80.22	\$80.22
	Current Invoice Charges				\$80.22

ck 24350  
6-14-13

CURRENT	30 DAYS	60 DAYS	90+ DAYS
80.22	0.00	0.00	0.00

T A

- Visit our website, [www.disposal.com](http://www.disposal.com) to make your payment electronically or to sign up for our convenient automatic payment plan.
- Please see reverse side for terms and conditions





**ALLIED WASTE**  
441 N Buchanan Cir  
Pacheco, CA 94553-5119

A division of REPUBLIC SERVICES

### Account Summary

Account Number 3-0210-0083132  
Invoice Date August 31, 2013  
Invoice Number 0210-004319205  
Previous Balance \$80.22  
Payments/Adjustments -\$80.22  
Unpaid Balance \$0.00  
Current Invoice Charges \$80.22

### Pay This Amount

**\$80.22**

Due By: 09/30/13

### Contact Information

Customer Service (925) 685-4711  
Benicia Customer Service (707) 747-0608

### Important Information

In order to add, remove, or change garbage or recycling services, the person requesting the change must have their name on the account with Allied Waste. Please contact Allied Waste customer service at (925) 603-1144 to add the name of any adult with authority to manage collection services.

To pay on-line or sign up for  
convenient auto pay, go to:  
[www.disposal.com](http://www.disposal.com)

## LAFAYETTE CHRISTIAN CHURCH

Invoice

Page 1 of 2

### Payments/Adjustments

Date	Description	Reference	Amount
06/19	Payment - Thank You	24350	-\$80.22

### Current Invoice Charges

Lafayette Christian Church 3213 Sharon Ct (L1)  
Lafayette, CA

Contract: 9210336 (C5)

1 - Trash Cart (32 Gallon) Scheduled Service (S1)

Date	Description	Reference	Quantity	Unit Price	Amount
08/31	Residential Service 09/01/13-11/30/13			\$80.22	\$80.22
	Current Invoice Charges				\$80.22

ck 24428  
9-18-13

CURRENT	30 DAYS	60 DAYS	90+ DAYS
80.22	0.00	0.00	0.00

T A

- Visit our website, [www.disposal.com](http://www.disposal.com) to make your payment electronically or to sign up for our convenient automatic payment plan.
- Please see reverse side for terms and conditions

## LAFAYETTE CHRISTIAN CHURCH

3213 SHARON CT  
LAFAYETTE CA 94549

## Telephone Assistance

1-800-743-5000

Assistance is available by  
telephone 24 hours per day,  
7 days per week.

## Local Office Address

1030 DETROIT AVE  
CONCORD CA 94518

## Account Number

1252835653-3

February 2013

## ACCOUNT SUMMARY

Service	Service Dates	Amount
Gas	01/26/2013 To 02/06/2013	\$14.22
Electric	01/26/2013 To 02/06/2013	3.31
Energy Commission Tax		0.01
Gas PPP Surcharge		0.98
TOTAL CURRENT CHARGES		\$18.52
TOTAL AMOUNT DUE		\$18.52
DUE DATE - 02/28/2013		

ck 24230  
2-16-13

Your bill includes a Gas Public Purpose Program (PPP) Surcharge, which is used to fund state-mandated gas assistance programs for low-income customers, energy efficiency programs, and public-interest research and development.

The FERA Program provides a monthly discount on electric bills for low- to middle-income households of three or more persons. To see if you qualify, please call **1-800-PGE-5000** or apply online at [www.pge.com/fera](http://www.pge.com/fera).

El Programa FERA ofrece ahorros mensuales sólo en las facturas de electricidad a hogares de ingresos económicos bajos y medianos con tres o más personas. Para determinar si califica, por favor llame al **1-800-PGE-5000** o puede aplicar a través de nuestra página web [www.pge.com/fera](http://www.pge.com/fera).

You may qualify for a monthly discount with the CARE Program. Apply online at [www.pge.com/care](http://www.pge.com/care).

Always play it safe around power lines. Keep yourself, tools, equipment and antennas at least 10 feet away from overhead lines. If you see a downed wire, keep yourself and others away and then call PG&E or 9-1-1 immediately. Keep off utility poles and towers.

For your convenience, PG&E offers four-hour appointment scheduling for service visits. If you have special scheduling needs, be sure to let us know when you call.



LAFAYETTE CHRISTIAN CHURCH  
3213 SHARON CT  
LAFAYETTE CA 94549

**Telephone Assistance**

1-800-743-5000

Assistance is available by  
telephone 24 hours per day,  
7 days per week.

**Local Office Address**

1030 DETROIT AVE  
CONCORD CA 94518

**Account Number**

1252835653-3

March 2013

**ACCOUNT SUMMARY**

<u>Service</u>	<u>Service Dates</u>	<u>Amount</u>
Gas	02/07/2013 To 03/08/2013	\$50.03
Electric	02/07/2013 To 03/08/2013	23.28
Energy Commission Tax		0.05
Gas PPP Surcharge		3.41
<b>TOTAL CURRENT CHARGES</b>		<b>\$76.77</b>
Previous Balance		18.52
02/28 Payment - Thank You		18.52
<b>TOTAL AMOUNT DUE</b>		<b>\$76.77</b>
<b>DUE DATE - 04/01/2013</b>		

ck 24264  
3-18-13

This is your last paper bill. With e-Bills, you can now view and pay your bills at [www.pge.com](http://www.pge.com).

Your bill includes a Gas Public Purpose Program (PPP) Surcharge, which is used to fund state-mandated gas assistance programs for low-income customers, energy efficiency programs, and public-interest research and development.

You may qualify for a monthly discount with the CARE Program. Apply online at [www.pge.com/care](http://www.pge.com/care).

Did you know it's FREE to pay your PG&E bill at any of our 600 Authorized Neighborhood Payment Centers? Payments made by 5pm will post to your account the same day. Locations and times of operation may be more convenient for your schedule - call 1-888-743-0011 to find a location near you.





99901252835653300000079370000007937

Account Number	Bill Date	Amount Due	Due Date	Amount Enclosed
1252835653-3	05/09/2013	\$79.37	05/30/2013	

LAFAYETTE CHRISTIAN CHURCH  
584 GLENSIDE DR  
LAFAYETTE CA 94549-5318

PG&E  
BOX 997300  
SACRAMENTO CA  
95899-7300

210.0110

Please return this portion with your payment. Thank you.

\*

## Telephone Assistance

1-800-743-5000  
Assistance is available by  
telephone 24 hours per day,  
7 days per week.

## Local Office Address

1030 DETROIT AVE  
CONCORD CA 94518

## Account Number

1252835653-3

May 2013

## ACCOUNT SUMMARY

Service	Service Dates	Amount
Gas	04/09/2013 To 05/08/2013	\$37.91
Electric	04/09/2013 To 05/08/2013	39.29
Energy Commission Tax		0.08
Gas PPP Surcharge		2.09
TOTAL CURRENT CHARGES		\$79.37
Previous Balance		4.07
05/01 Payment - Thank You		4.07-

**TOTAL AMOUNT DUE \$79.37**  
**DUE DATE - 05/30/2013**

Pay to  
Steve

Your bill includes a Gas Public Purpose Program (PPP) Surcharge, which is used to fund state-mandated gas assistance programs for low-income customers, energy efficiency programs, and public-interest research and development.

The summer electric baseline season began on May 1. Your total electric baseline quantities shown were calculated using your daily summer electric baseline quantities starting May 1 and your daily winter electric baseline quantities for any days in your billing period prior to May 1.

The FERA Program provides a monthly discount on electric bills for low- to middle-income households of three or more persons. To see if you qualify, please call **1-800-PGE-5000** or apply online at [www.pge.com/fera](http://www.pge.com/fera).

El Programa FERA ofrece ahorros mensuales sólo en las facturas de electricidad a hogares de ingresos económicos bajos y medianos con tres o más personas. Para determinar si califica, por favor llame al **1-800-PGE-5000** o puede aplicar a través de nuestra página web [www.pge.com/fera](http://www.pge.com/fera).

You may qualify for a monthly discount with the CARE Program. Apply online at [www.pge.com/care](http://www.pge.com/care).

For your convenience, PG&E offers four-hour appointment scheduling for service visits. If you have special scheduling needs, be sure to let us know when you call.



99901252835653300000065380000006538

Account Number	Bill Date	Amount Due	Due Date	Amount Enclosed
1252835653-3	06/09/2013	<b>\$65.38</b>	07/01/2013	

LAFAYETTE CHRISTIAN CHURCH  
584 GLENSIDE DR  
LAFAYETTE CA 94549-5318

PG&E  
BOX 997300  
SACRAMENTO CA  
95899-7300

210.0156

Please return this portion with your payment. Thank you.

## Telephone Assistance

1-800-743-5000  
Assistance is available by  
telephone 24 hours per day,  
7 days per week.

## Local Office Address

1030 DETROIT AVE  
CONCORD CA 94518

## Account Number

1252835653-3

June 2013

## ACCOUNT SUMMARY

<u>Service</u>	<u>Service Dates</u>	<u>Amount</u>
Gas	05/09/2013 To 06/07/2013	\$26.35
Electric	05/09/2013 To 06/07/2013	37.44
Energy Commission Tax		0.08
Gas PPP Surcharge		1.51
<b>TOTAL CURRENT CHARGES</b>		<b>\$65.38</b>
Previous Balance		79.37
06/05 Payment - Thank You		79.37-

<b>TOTAL AMOUNT DUE</b>	<b>\$65.38</b>
<b>DUE DATE - 07/01/2013</b>	

Your bill includes a Gas Public Purpose Program (PPP) Surcharge, which is used to fund state-mandated gas assistance programs for low-income customers, energy efficiency programs, and public-interest research and development.

Your gas is being billed on a rate for either a single-family home or common-use area of a multifamily complex. If this account does not supply a residence or common-use area, please call us at 1-800-PGE-5000 to determine your correct rate.

You may qualify for a monthly discount with the CARE Program. Apply online at [www.pge.com/care](http://www.pge.com/care).

## Energy Savings Assistance Program

PG&E's Energy Savings Assistance Program provides income-qualified renters and homeowners with easy, free solutions to help manage their energy use and save money on their monthly energy bills.

Visit [www.pge.com/energysavings](http://www.pge.com/energysavings) or call 1-800-989-9744.

## El Energy Savings Assistance Program

El Energy Savings Assistance Program de PG&E provee a los inquilinos y a los propietarios de viviendas que reúnan los requisitos de ingresos, soluciones gratuitas para ayudarles a manejar su consumo de energía y ahorrar dinero en sus facturas mensuales.

Visite [www.pge.com/espanol/energysavings](http://www.pge.com/espanol/energysavings) o llame al 1-800-989-9744.



Diana Silva <diana.l.silva@gmail.com>

---

## Fwd: PG&E Recurring Payment Approved

1 message

---

**Lafayette Christian Church** <lcc.disciples@gmail.com>  
To: Diana Silva <diana.l.silva@gmail.com>

Thu, Dec 5, 2013 at 11:21 AM

----- Forwarded message -----

From: <CustomerServiceOnline@pge.com>  
Date: Thu, Nov 28, 2013 at 1:19 AM  
Subject: PG&E Recurring Payment Approved  
To: lcc.disciples@gmail.com

Dear Valued Customer,

We are pleased to let you know that your previously scheduled recurring payment for Pacific Gas and Electric Company (PG&E) account \*\*\*\*\*56533 has been processed. Thank you for your payment.

Confirmation Number: 1311082227018

Date of Payment: 11/27/2013

Payment Amount: \$15.91

Payment Account: \*\*\*\*\*1364

We thank you for being a valued PG&E customer.

Sincerely,  
Customer Care  
Pacific Gas and Electric Company

Please do not reply to this message as the response will not be delivered to the originator.

--

Kelley Lawton

Office Administrator

Lafayette Christian Church

Founders Grove

925-283-8304 ext 10



Diana Silva <diana.l.silva@gmail.com>

---

## Fwd: PG&E Recurring Payment Approved

1 message

---

Lafayette Christian Church <lcc.disciples@gmail.com>

Thu, Jan 2, 2014 at 12:46 PM

To: Diana Silva <diana.l.silva@gmail.com>

----- Forwarded message -----

From: <CustomerServiceOnline@pge.com>

Date: Tue, Dec 31, 2013 at 12:03 AM

Subject: PG&E Recurring Payment Approved

To: lcc.disciples@gmail.com

Dear Valued Customer,

We are pleased to let you know that your previously scheduled recurring payment for Pacific Gas and Electric Company (PG&E) account \*\*\*\*\*56533 has been processed. Thank you for your payment.

Confirmation Number: 1312104312898

Date of Payment: 12/30/2013

Payment Amount: \$15.00

Payment Account: \*\*\*\*\*1364

We thank you for being a valued PG&E customer.

Sincerely,  
Customer Care  
Pacific Gas and Electric Company

Please do not reply to this message as the response will not be delivered to the originator.

--

Kelley Lawton

Office Administrator

Lafayette Christian Church

Founders Grove

925-283-8304 ext 10

----- Forwarded message -----

From: <CustomerServiceOnline@pge.com>  
Date: Thu, Jan 30, 2014 at 12:06 AM  
Subject: PG&E Recurring Payment Approved  
To: lcc.disciples@gmail.com

Dear Valued Customer,

We are pleased to let you know that your previously scheduled recurring payment for Pacific Gas and Electric Company (PG&E) account \*\*\*\*\*56533 has been processed. Thank you for your payment.

Confirmation Number: 1401102293834

Date of Payment: 1/29/2014

Payment Amount: \$27.52

Payment Account: \*\*\*\*\*1364

We thank you for being a valued PG&E customer.

Sincerely,  
Customer Care  
Pacific Gas and Electric Company

Please do not reply to this message as the response will not be delivered to the originator.

--

Kelley Lawton

Office Administrator

Lafayette Christian Church

Founders Grove

925-283-8304 ext 10



**Office Administrator**

**Lafayette Christian Church**

**Founders Grove**

**925-283-8304 ext 10**

----- Forwarded message -----

From: <CustomerServiceOnline@pge.com>

Date: Wed, Apr 2, 2014 at 12:07 AM

Subject: PG&E Recurring Payment Approved

To: lcc.disciples@gmail.com

Dear Valued Customer,

We are pleased to let you know that your previously scheduled recurring payment for Pacific Gas and Electric Company (PG&E) account \*\*\*\*\*56533 has been processed. Thank you for your payment.

Confirmation Number: 1403132255022

Date of Payment: 4/1/2014

Payment Amount: \$32.98

Payment Account: \*\*\*\*\*1364

We thank you for being a valued PG&E customer.

Sincerely,

Customer Care

Pacific Gas and Electric Company

Please do not reply to this message as the response will not be delivered to the originator.

**Lafayette Christian Church** <lcc.disciples@gmail.com>  
To: Diana Silva <diana.l.silva@gmail.com>

Tue, Jun 3, 2014 at 3:14 PM

**Kelley Lawton**

**Office Administrator**

**Lafayette Christian Church**

**Founders Grove**

**925-283-8304 ext 10**

----- Forwarded message -----

From: <CustomerServiceOnline@pge.com>  
Date: Mon, Jun 2, 2014 at 12:03 AM  
Subject: PG&E Recurring Payment Approved  
To: lcc.disciples@gmail.com

Dear Valued Customer,

We are pleased to let you know that your previously scheduled recurring payment for Pacific Gas and Electric Company (PG&E) account \*\*\*\*\*56533 has been processed. Thank you for your payment.

Confirmation Number: 1405122518186

Date of Payment: 5/30/2014

Payment Amount: \$9.53

Payment Account: \*\*\*\*\*1364

We thank you for being a valued PG&E customer.

Sincerely,  
Customer Care  
Pacific Gas and Electric Company  
77 Beale St., San Francisco, CA 94105

---

PG&E is committed to protecting our customers' privacy.  
To learn more, please visit <http://www.pge.com/about/company/privacy/customer/>

---

You are receiving this email because of your notifications preferences associated with billing and payments. To stop receiving these emails, you may log into MyEnergy and manage your preferences.

Please do not reply to this message as the response will not be delivered to the originator.

**Lafayette Christian Church** <lcc.disciples@gmail.com>  
To: Diana Silva <diana.l.silva@gmail.com>

Thu, Jul 3, 2014 at 4:14 PM

**Kelley Lawton**  
**Office Administrator**  
**Lafayette Christian Church**  
**Founders Grove**  
**925-283-8304 ext 10**

----- Forwarded message -----  
From: <CustomerServiceOnline@pge.com>  
Date: Wed, Jul 2, 2014 at 12:14 AM  
Subject: PG&E Recurring Payment Approved  
To: lcc.disciples@gmail.com

Dear Valued Customer,

We are pleased to let you know that your previously scheduled recurring payment for Pacific Gas and Electric Company (PG&E) account \*\*\*\*\*56533 has been processed. Thank you for your payment.

Confirmation Number: 1406122235274

Date of Payment: 7/1/2014

Payment Amount: \$19.82

Payment Account: \*\*\*\*\*1364

We thank you for being a valued PG&E customer.

Sincerely,  
Customer Care  
Pacific Gas and Electric Company  
77 Beale St., San Francisco, CA 94105

---

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To learn more, please visit <http://www.pge.com/about/company/privacy/customer/>

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Please do not reply to this message as the response will not be delivered to the originator.

**Lafayette Christian Church** <lcc.disciples@gmail.com>  
To: Diana Silva <diana.l.silva@gmail.com>

Fri, Aug 1, 2014 at 10:47 AM

**Kelley Lawton**

**Office Administrator**

**Lafayette Christian Church**

**Founders Grove**

**925-283-8304 ext 10**

----- Forwarded message -----

From: <CustomerServiceOnline@pge.com>  
Date: Fri, Aug 1, 2014 at 12:12 AM  
Subject: PG&E Recurring Payment Approved  
To: lcc.disciples@gmail.com

Dear Valued Customer,

We are pleased to let you know that your previously scheduled recurring payment for Pacific Gas and Electric Company (PG&E) account \*\*\*\*\*5653-3 has been processed. Thank you for your payment.

Confirmation Number: 1407142324273

Date of Payment: 07/31/2014

Payment Amount: \$19.17

Payment Account: \*\*\*\*\*1364

We thank you for being a valued PG&E customer.

Sincerely,  
Customer Care  
Pacific Gas and Electric Company  
77 Beale St., San Francisco, CA 94105

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PG&E is committed to protecting our customers' privacy.  
To learn more, please visit <http://www.pge.com/about/company/privacy/customer/>

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You are receiving this email because of your notifications preferences associated with billing and payments. To stop receiving these emails, you may log into MyEnergy and manage your preferences.

Please do not reply to this message as the response will not be delivered to the originator.

**Lafayette Christian Church**  
**Transaction Detail Report**  
**For the Period From Jan 1, 2013 to Oct 18, 2015**

Filter Criteria includes: 1) All Transaction Types; 2) GL Accounts from 5461 to 5461; 3) Vendor Names from Bartolo Juarez Maintenance to Bartolo Juarez Maintenance. Report order is by Date.

Date	Transacti	Refere	ID Name	Line Description	Accoun	Amount
6/8/13	Payment	24341	bartolo Bartolo Juarez Maintenance	May & June yard Sharon Ct.	5461	210.00
				Bartolo Juarez Maintenance	1101	-210.00
7/20/13	Payment	24389	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Yard services-Parsonage	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
8/23/13	Payment	24417	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Yard Services Parsonage	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
9/20/13	Payment	24435	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Yard-Parsonage	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
11/20/1	Payment	24482	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				gardener	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
12/22/1	Payment	24507	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Gardener	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
1/25/14	Payment	24535	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Yard Services	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
2/21/14	Payment	24559	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Yard Services	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
3/26/14	Payment	24575	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Parsonage expenses	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
4/19/14	Payment	24598	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Parsonage expenses	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
5/21/14	Payment	24615	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Yard	5461	105.00
				Bartolo Juarez Maintenance	1101	-455.00
6/21/14	Payment	24636	bartolo Bartolo Juarez Maintenance	yard	5461	105.00
				Custodial & Yard Services	5480	350.00
				Bartolo Juarez Maintenance	1101	-455.00
7/25/14	Payment	24655	bartolo Bartolo Juarez Maintenance	Custodial & Yard Services	5480	350.00
				Parsonage expenses	5461	105.00
				Bartolo Juarez	1101	-455.00

**Lafayette Christian Church**  
**Transaction Detail Report**  
**For the Period From Jan 1, 2013 to Oct 18, 2015**

Filter Criteria includes: 1) All Transaction Types; 2) GL Accounts from 5461 to 5461; 3) Vendor Names from Bartolo Juarez Maintenance to Bartolo Juarez Maintenance. Report order is by Date.

Date	Transacti	Refere	ID Name	Line Description	Accoun	Amount
8/22/15	Payment	24944	bartolo Bartolo Juarez Maintenance	yard Custodial & Yard Services Bartolo Juarez Maintenance	5461 5480 1101	108.15 367.50 -475.65
9/18/15	Payment	24960	bartolo Bartolo Juarez Maintenance	yard Custodial & Yard Services Bartolo Juarez Maintenance	5461 5480 1101	108.15 367.50 -475.65
Report Total:						12,201.95
Number of Transactions:						27