

## Vestry Agenda for April 16, 2015

I. Opening Prayers :: Communion from reserved Sacrament

II. Consideration of Agenda & Minutes

III. Reports

Senior Warden

Junior Warden

Treasurer -

Closing year; annual report to diocese & national church; audit

Other committee reports: CAC, CF, PL, PC, etc.

Interim Pastor

✘ Bishop's Visit came and went tranquilly.

✘ May 3 – Christ. Formation recognition Sunday – Forum

IV. Old Business

- The matter of criteria for vestry candidacy
- CAC and Otey finance synchronization

V. New Business

- Sub-committee to arrange process to move on candidates when submitted to you in six weeks:: appointees

V. Benediction

Next meeting: May 21, 2015

## MINUTES OF THE VESTRY

Otey Memorial Parish Church

April 16, 2015 6:30 PM

Present: Larry Barker; Alex Bruce; Pam Byerly; Dorothy Gates; Ken Taylor Laura Willis; Doug Seiters, Jr. Warden; Jess Reeves, Interim Priest; Ann Aitken, Clerk

Absent: Steve Ford, Sr. Warden; Carol Sampson; Beth Wiley; Treasurer

Visitors: None

The meeting began at 6:30 PM with communion from reserved Sacrament and prayer

### APPROVAL OF MARCH 19 AND MARCH 26 MEETING MINUTES

**Motion: Laura moved that the March 19 meeting minutes be approved as amended.** Pam seconded the motion, and it was unanimously approved.

**Motion: Alex moved that the March 26 meeting minutes be approved.**

Larry seconded the motion, and it was unanimously approved.

### TREASURER'S REPORT – Beth Wiley (See report Attached)

**Motion: Laura moved that the Vestry accept the Treasurer's reports.** Pam seconded the motion. The motion was unanimously approved.

### INTERIM PASTOR'S REPORT

1. *Christian Formation Recognition:* Recognition Sunday is May 3, with recognition planned for those participating and teaching this year. (See Christian Formation Report)

2. *Parochial Report:* Jess reported that the final report is to be prepared next week and that it will be distributed to the Vestry by email. The Vestry agreed to comment and approve by e-mail so that it can be timely submitted to the Diocese.

4. *Bishop Visit:* Bishop Bauershmids's visit to Otey April 12, 2015 went well.

### SENIOR WARDEN'S REPORT - Steve Ford (No Report)

1. Jess reported on Steve's behalf, that Steve will draft a letter to the parish reporting on the year end financial statement and the 2015 final budget.

### JR. WARDEN'S REPORT- (Report Attached)

1. *Stained Glass Windows:* Chris Botti will submit a written report to the parish with recommendations for stained glass window repairs.
2. *Landscape Plan:* The landscape plan is completed and is displayed in the Parish Hall.
3. *SCC Garden Project:* Doug reported that the SCC has proposed to build a garden on the property behind the children's playground, and has asked the Vestry for its support.

**Motion: Ken moved that the Vestry support the Sewanee Children's Center's intention to build a garden behind the playground which will be coordinated with the CAC garden project.** Alex seconded the motion. The motion was unanimously approved.

#### COMMITTEES (ATTACHMENTS)

1. *Search Committee-* (No Report)

The Search Committee's news is on the Otey website at <[www.oteyparish.org](http://www.oteyparish.org)> Click on the Search link at the top left of the page.

2. *Sewanee Children's Center:* Ann Aitken reported that Harriet Runkle has been selected as the new Children's Center director and will begin work during May.

3. *Parish Life-* Ken Taylor (No Report). Ken suggested beginning a Sunday morning breakfast. Leah Rhys will be the bereavement liaison who will work with families. She is preparing a report outlining the work entailed.

4. *CAC – Larry Barker* (Report Attached) The CAC 2014 financial report was discussed. Larry reported that the 2014 financial information has been submitted to Diane Fielding and that the report will be completed next week.

5. *Christian Formation:* Alex Bruce. (Report Attached)

1. The Christian Formation program year is coming to a close May 3<sup>rd</sup> with a reception and teacher recognition.

2. Alex raised the question of whether 1 staff position to support the youth programs is more appropriate than 2 positions. Alex noted that the Vestry voted during Joe Ballard's tenure to have one staff position; he will bring copies of the notes prepared then for Vestry review.

#### NEW BUSINESS

1. *Candidate Interview Process:* The Search Committee requests that the Vestry form a committee to adopt a process for candidate visits and voting for the new priest. Pam agreed to chair the committee; Laura and Dorothy will serve with her.

#### CONTINUING BUSINESS

1. *1. Vestry Qualifications Committee:* (Report Attached) Jess, Laura, and Alex presented the results of their survey of other parishes' policies regarding qualifications to serve on the Vestry. The Otey policy will be:

- a. Age 18 or older
- b. Confirmed
- c. Have received Holy Communion in this Church at least 3 times during the preceding year
- d. Have made an annual pledge
- e. Have completed or be willing to complete the "Prevention of Sexual Misconduct" training

2. *Vestry of the Day:* (Report attached) Dorothy presented the checklist for Sunday vestry of the day. Making coffee was discussed and the Vestry agreed to prepare a pot. Vestry assigned each Sunday will wear a nametag and serve as a greeter during the service that he or she attends.

Dorothy will prepare a list of emergency contacts and post it in the pantry.

OLD BUSINESS

The meeting closed with prayer at 8:20 pm.

THE NEXT MEETING WILL BE MAY 17, WITH CANON SNARE, TO PREPARE FOR THE INTERVIEW PROCESS

Respectfully submitted,  
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Review the Parochial Report	All
Reconstitute the Finance Committee	Steve
Vestry nametags	Steve
Emergency Contact list	Dorothy
Operation Pass Along	All
Consider whether one position for youth programs is appropriate	All

ACTIONS TO ACCEPT THE PAROCHIAL REPORT  
and to  
EXTEND THE INTERIM PRIEST'S CONTRACT UNTIL JUNE 30 2015.

1. *Interim Priest Contract Extension* Steve proposed that the Vestry offer to extend Jess' contract through June 30, 2015. The Vestry approved the proposal unanimously on May 24, 2015.
  
2. *Parish Parochial Report:* The Vestry, having received the final Parish Parochial Report by email, approved the report unanimously on May 24, 2015.

**MINUTES OF THE VESTRY**

Otey Memorial Parish Church  
February 1, 2015

Present:; Alex Bruce; Steve Ford; Pam Byerly; Laura Willis; Ken Taylor; Dorothy Gates; Larry Barker; Carol Sampson; Doug Seiters, Sr. Warden; Clerk Ann Aitken; Beth Wiley, Treasurer

Absent: Jess Reeves, Interim Priest

Visitors: None

Steve Ford called the meeting to order at 6.30pm.

THE MEETING IS FOR THE PURPOSE OF DISCUSSING AND APPROVING THE 2015 BUDGET AND OTHER MATTERS

- 1. *2015 Budget*: Beth explained the current budget draft by line item, and pointed out the adjustments made since the last Vestry review, which included revenue adjustments for the Clergy, CAC Director, and Christian Formation and their benefits, as well as the Gas and Audit accounts. After discussion, the Vestry agreed upon a final 2015 Budget, which includes the amendments to the draft budget set out below:

Line item:	4131	Pledge Payments to \$330,700
	4551	changed from \$5,000 to \$7,500
	5411	reduced by \$3,500
	5415	increased by \$500
	5461	reduced by \$1,000
	5921	reduced by \$1,500

**Motion: Laura moved that the amended 2015 Budget be approved.** Doug seconded the motion, and the motion was approved by acclamation.

- 2. *Search Committee Report*: Laura set out the Search Committee’s proposed schedule so that the Vestry could assess whether current funding is adequate.

**Motion: Doug moved that the Vestry ask Pratt Patterson to go forward with additional fundraising to support the search process.** Ken seconded the motion and the motion was approved by acclamation.

- 3. *Fundraising for Church Projects*: The Vestry raised concerns about project fundraising outside the authorized Otey Stewardship effort and budget. Issues include prioritizing projects, encouraging parish involvement in Otey life, limiting

multiple requests for money, and the importance of supporting the main church budget. The Vestry agreed to consider the topic at the April meeting.

4. *Phone Service:* Charter has made a proposal to Otey to assume the phone service at a much reduced monthly rate.

***Motion: Steve moved that Drew Sampson, Ann Aitken and Frieda Gipson talk with Charter about moving the phone service.*** Larry seconded the motion and the motion was approved by acclamation.

5. *CAC and Betty's Salary:* Steve asked whether the CAC has a minimum reserve policy for its funds. Larry suggested that CAC keeps enough funds to cover operations, but has additional funds currently from weather related slowdown in client visits and from University student contributions. Whether CAC can assume Betty's salary or pension will be discussed at the April Vestry meeting.
6. *Claiborne Parish Hall Note:* Steve asked whether principal paydowns on the Claiborne note will also reduce the monthly payments. Beth was not certain, so Beth and Steve will ask First Tennessee Bank.

The meeting was adjourned at 7:20 p.m. with prayer.

After reviewing the areas of responsibility for the Buildings and Grounds Committee, the Committee is now making plans for a variety of improvements. Because this is a tight budget year, we are thinking of multi-year phases for projects that are beyond our normal budget capacity. Although the list will continue to grow, listed below are the projects we are currently planning or considering.

**1. Protective barriers (bollards) around the transformer behind Claiborne**

Duck River has requested that bollards be placed around the transformer to protect it from the traffic behind Claiborne. This is a relatively inexpensive item and will be completed as soon as possible.

**2. Landscaping**

The Grounds sub-committee under Betty Barton Blythe's direction has developed a phased plan for landscaping around Claiborne Parish House to be completed as funds become available. Detailed drawings of the phases have been on display in St. Mark's Hall.

**3. Stained Glass Repair**

The stained glass windows in the Church are beginning to show wear, especially the Rose Window. Ann Millar has been gathering information and arranged for an expert on stained-glass windows, Chris Botti, to investigate our needs and to advise us on what should be done. Mr Botti spent the morning of 4-13-15 examining the windows in the Church and will submit a written report. Although this situation needs attention as soon as reasonably possible, it is our hope that we can phase the work to fit our available funding.

**4. Claiborne Furnishings**

Barbara Prunty has led an effort to find appropriate hangings to place on the walls in Claiborne. This effort will proceed slowly and carefully to assure that the decorations in the building reflect the purposes and activities of Otey and are attractive and uncluttered in appearance. We are also beginning to talk about appropriate signage in and around the Parish House.

**5. Telephone and Internet Connections**

We are investigating a change from AT&T to Charter Communications for our phone and computer needs. If all aspects of the Charter coverage adequately replace the AT&T service, we will proceed with the switch to Charter and will realize a significant price advantage. Thanks to Frieda, Drew, and Ann (Aitkin) for their work on the possibility of this money saving change.

**6. Thurmond Memorial Library**

Thurmond Library is now nicely furnished and open for business. We look forward to having this attractive facility up and running and are excited about services Thurmond can offer the community in the future.



**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to March 2015**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$479.24	\$500.00	\$1,350.94	\$1,500.00	22.52 %	\$6,000.00
4115 - 1/4th Plate to Rector's Discr Fd	(\$337.73)	(\$125.00)	(\$337.73)	(\$375.00)	0.00 %	(\$1,500.00)
4131 - Pledge Payments	\$29,988.50	\$27,558.33	\$67,144.50	\$82,674.99	20.30 %	\$330,700.00
4151 - Non-Pledge Gifts	\$2,730.00	\$1,666.67	\$5,975.00	\$5,000.01	29.88 %	\$20,000.00
4191 - Other Outside Support Revenues	\$1,396.56	\$1,666.67	\$1,981.56	\$5,000.01	9.91 %	\$20,000.00
<b>Total Support From Outside Sources</b>	<u>\$34,256.57</u>	<u>\$31,266.67</u>	<u>\$76,114.27</u>	<u>\$93,800.01</u>	<u>20.29 %</u>	<u>\$375,200.00</u>
<b>Support From Internal Sources</b>						
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$910.79	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$141.00	\$625.00	\$1,391.00	\$1,875.00	18.55 %	\$7,500.00
<b>Total Support From Internal Sources</b>	<u>\$141.00</u>	<u>\$625.00</u>	<u>\$2,301.79</u>	<u>\$1,875.00</u>	<u>30.69 %</u>	<u>\$7,500.00</u>
<b>Total Revenues</b>	<u>\$34,397.57</u>	<u>\$31,891.67</u>	<u>\$78,416.06</u>	<u>\$95,675.01</u>	<u>20.49 %</u>	<u>\$382,700.00</u>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$0.00	\$2,083.33	\$0.00	\$6,249.99	0.00 %	\$25,000.00
<b>Total Work Outside Congregation</b>	<u>\$0.00</u>	<u>\$2,083.33</u>	<u>\$0.00</u>	<u>\$6,249.99</u>	<u>0.00 %</u>	<u>\$25,000.00</u>
<b>Work Within Congregation</b>						
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	\$30.00	\$145.83	\$337.39	\$437.49	19.28 %	\$1,750.00
<b>Total Christian Education</b>	<u>\$30.00</u>	<u>\$145.83</u>	<u>\$337.39</u>	<u>\$437.49</u>	<u>19.28 %</u>	<u>\$1,750.00</u>
<b>Parish Life</b>						
5331 - Parish Life	(\$104.84)	\$83.33	\$63.95	\$249.99	6.40 %	\$1,000.00
<b>Total Parish Life</b>	<u>(\$104.84)</u>	<u>\$83.33</u>	<u>\$63.95</u>	<u>\$249.99</u>	<u>6.40 %</u>	<u>\$1,000.00</u>
<b>Worship</b>						
5351 - Altar Supplies	\$10.80	\$83.33	\$346.04	\$249.99	34.60 %	\$1,000.00
5355 - Music	\$0.00	\$58.33	\$0.00	\$174.99	0.00 %	\$700.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$0.00	\$24.99	0.00 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$83.33	\$0.00	\$249.99	0.00 %	\$1,000.00
5398 - Pastoral Care	\$0.00	\$12.50	\$0.00	\$37.50	0.00 %	\$150.00
<b>Total Worship</b>	<u>\$10.80</u>	<u>\$245.82</u>	<u>\$346.04</u>	<u>\$737.46</u>	<u>11.73 %</u>	<u>\$2,950.00</u>
<b>Youth</b>						
5371 - Youth Ministry	\$112.69	\$166.67	\$135.60	\$500.01	6.78 %	\$2,000.00
<b>Total Youth</b>	<u>\$112.69</u>	<u>\$166.67</u>	<u>\$135.60</u>	<u>\$500.01</u>	<u>6.78 %</u>	<u>\$2,000.00</u>
<b>Total Programs</b>	<u>\$48.65</u>	<u>\$641.65</u>	<u>\$882.98</u>	<u>\$1,924.95</u>	<u>11.47 %</u>	<u>\$7,700.00</u>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						
5411 - Clergy	\$4,354.17	\$3,810.00	\$13,062.51	\$11,430.00	28.57 %	\$45,720.00

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to March 2015**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
5415 - Supply Clergy	\$0.00	\$125.00	\$300.00	\$375.00	20.00 %	\$1,500.00
5421 - Youth Minister	\$416.67	\$416.67	\$1,250.01	\$1,250.01	25.00 %	\$5,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$2,343.75	\$2,343.75	25.00 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$50.00	\$0.00	\$150.00	0.00 %	\$600.00
5451 - Child Care	\$356.00	\$404.17	\$1,344.08	\$1,212.51	27.71 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$606.67	\$3,105.51	\$1,820.01	42.66 %	\$7,280.00
5471 - CAC Director (Otey)	\$1,916.66	\$1,916.67	\$5,791.65	\$5,750.01	25.18 %	\$23,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$8,000.01	\$8,000.01	25.00 %	\$32,000.00
5486 - Financial Staff	\$916.67	\$916.67	\$2,750.01	\$2,750.01	25.00 %	\$11,000.00
5493 - Otey Notes	\$266.67	\$266.67	\$800.01	\$800.01	25.00 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$12,709.93</b>	<b>\$11,960.44</b>	<b>\$38,747.54</b>	<b>\$35,881.32</b>	<b>27.00 %</b>	<b>\$143,525.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$950.42	\$0.00	\$2,851.26	0.00 %	\$11,405.00
5521 - Clergy Insurance	\$1,913.30	\$923.75	\$3,170.10	\$2,771.25	28.60 %	\$11,085.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,093.75	\$3,750.00	\$3,281.25	28.57 %	\$13,125.00
5531 - Clergy - SECA Payments	\$434.32	\$375.00	\$1,302.96	\$1,125.00	28.95 %	\$4,500.00
5551 - Staff Payroll Taxes	\$639.20	\$686.67	\$1,947.58	\$2,060.01	23.64 %	\$8,240.00
5561 - Staff Pension	\$0.00	\$306.67	\$825.00	\$920.01	22.42 %	\$3,680.00
5571 - Staff Insurance	(\$38.50)	\$632.08	\$1,246.30	\$1,896.24	16.43 %	\$7,585.00
<b>Total Employee Benefits</b>	<b>\$4,198.32</b>	<b>\$4,968.34</b>	<b>\$12,241.94</b>	<b>\$14,905.02</b>	<b>20.53 %</b>	<b>\$59,620.00</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$0.00	\$666.67	\$0.00	\$2,000.01	0.00 %	\$8,000.00
5631 - Workers Compensation	(\$218.00)	\$101.25	(\$218.00)	\$303.75	0.00 %	\$1,215.00
<b>Total Insurance</b>	<b>(\$218.00)</b>	<b>\$767.92</b>	<b>(\$218.00)</b>	<b>\$2,303.76</b>	<b>0.00 %</b>	<b>\$9,215.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$140.00	\$166.67	\$140.00	\$500.01	7.00 %	\$2,000.00
5731 - Equipment Purchases	\$0.00	\$41.67	\$0.00	\$125.01	0.00 %	\$500.00
5751 - Contracted Services	\$1,310.00	\$1,166.67	\$3,328.20	\$3,500.01	23.77 %	\$14,000.00
5761 - Furnishings	\$0.00	\$41.67	\$0.00	\$125.01	0.00 %	\$500.00
5771 - Supplies	\$0.00	\$83.33	\$148.89	\$249.99	14.89 %	\$1,000.00
5781 - Electricity	\$1,414.59	\$783.33	\$4,024.47	\$2,349.99	42.81 %	\$9,400.00
5783 - Gas	\$527.14	\$350.00	\$2,145.38	\$1,050.00	51.08 %	\$4,200.00
5785 - Water & Sewer	\$124.28	\$216.67	\$458.90	\$650.01	17.65 %	\$2,600.00
5790 - Grounds Maintenance	\$800.00	\$291.67	\$1,585.00	\$875.01	45.29 %	\$3,500.00
<b>Total Facilities Expenses</b>	<b>\$4,316.01</b>	<b>\$3,141.68</b>	<b>\$11,830.84</b>	<b>\$9,425.04</b>	<b>31.38 %</b>	<b>\$37,700.00</b>
<b>Office Services</b>						
5811 - Audit	\$0.00	\$500.00	\$0.00	\$1,500.00	0.00 %	\$6,000.00
5821 - Computer Expenses	\$166.75	\$208.33	\$646.96	\$624.99	25.88 %	\$2,500.00
5831 - Copying expenses	\$344.34	\$208.33	\$830.37	\$624.99	33.21 %	\$2,500.00
5841 - Office Supplies	\$126.47	\$125.00	\$301.42	\$375.00	20.09 %	\$1,500.00

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to March 2015**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$150.07	\$125.01	30.01 %	\$500.00
5861 - Postage	\$0.00	\$41.67	\$101.36	\$125.01	20.27 %	\$500.00
5871 - Telephone	\$0.00	\$508.33	\$1,528.62	\$1,524.99	25.06 %	\$6,100.00
5891 - Miscellaneous Expense	(\$10.94)	\$41.67	\$0.00	\$125.01	0.00 %	\$500.00
<b>Total Office Services</b>	<u>\$626.62</u>	<u>\$1,675.00</u>	<u>\$3,558.80</u>	<u>\$5,025.00</u>	<u>17.71 %</u>	<u>\$20,100.00</u>
<b>Organizational Expenses</b>						
5911 - Clergy Car Expense	\$0.00	\$83.33	\$180.81	\$249.99	18.08 %	\$1,000.00
5913 - Clergy Expense Allowance	\$0.00	\$41.67	\$0.00	\$125.01	0.00 %	\$500.00
5921 - Continuing Education	\$33.12	\$41.67	\$554.72	\$125.01	110.94 %	\$500.00
5922 - Continuing Education - Other	\$0.00	\$41.67	\$78.00	\$125.01	15.60 %	\$500.00
5931 - Convention & Travel	\$0.00	\$62.50	\$99.00	\$187.50	13.20 %	\$750.00
5941 - Ministering to New Members	\$0.00	\$16.67	\$0.00	\$50.01	0.00 %	\$200.00
5961 - Publications	\$6.95	\$62.50	\$6.95	\$187.50	0.93 %	\$750.00
5971 - Communications	\$0.00	\$16.67	\$0.00	\$50.01	0.00 %	\$200.00
5981 - Stewardship	\$0.00	\$33.33	\$144.00	\$99.99	36.00 %	\$400.00
5999 - Vestry	\$56.00	\$8.33	\$56.00	\$24.99	56.00 %	\$100.00
<b>Total Organizational Expenses</b>	<u>\$96.07</u>	<u>\$408.34</u>	<u>\$1,119.48</u>	<u>\$1,225.02</u>	<u>22.85 %</u>	<u>\$4,900.00</u>
<b>Total Operating Expenses</b>	<u>\$21,728.95</u>	<u>\$22,921.72</u>	<u>\$67,280.60</u>	<u>\$68,765.16</u>	<u>24.46 %</u>	<u>\$275,060.00</u>
<b>Total Work Within Congregation</b>	<u>\$21,777.60</u>	<u>\$23,563.37</u>	<u>\$68,163.58</u>	<u>\$70,690.11</u>	<u>24.11 %</u>	<u>\$282,760.00</u>
<b>Total Expenses</b>	<u>\$21,777.60</u>	<u>\$25,646.70</u>	<u>\$68,163.58</u>	<u>\$76,940.10</u>	<u>22.15 %</u>	<u>\$307,760.00</u>
<b>Net Total</b>	\$12,619.97	\$6,244.97	\$10,252.48	\$18,734.91	13.68 %	\$74,940.00
<b>Other Expenses</b>						
7711 - Debt Service Provision	\$9,428.89	\$4,745.00	\$14,252.09	\$14,235.00	25.03 %	\$56,940.00
<b>Special expenses</b>						
7400 - Search/Transition	\$0.00	\$1,500.00	\$225.40	\$4,500.00	1.25 %	\$18,000.00
<b>Total Special expenses</b>	<u>\$0.00</u>	<u>\$1,500.00</u>	<u>\$225.40</u>	<u>\$4,500.00</u>	<u>1.25 %</u>	<u>\$18,000.00</u>
<b>Total Other Expenses</b>	<u>\$9,428.89</u>	<u>\$6,245.00</u>	<u>\$14,477.49</u>	<u>\$18,735.00</u>	<u>19.32 %</u>	<u>\$74,940.00</u>
<b>Net Operating Total</b>	\$3,191.08	(\$0.03)	(\$4,225.01)	(\$0.09)	0.00 %	\$0.00

## Otey Memorial Parish Church Investments and Restricted Accounts Information

**Report Date: April 9, 2015**

	<u>Amounts</u> 2/16/15	<u>Amounts</u> 3/16/15
<b>Regions Operations Checking Account:</b>	\$123,493	\$128,698
		<u>-\$40,000*</u>
		<b>\$ 88,698</b>
<b>Investments:</b>		
Vanguard	\$162,170	\$184,497
Regions Money Market	<u>\$ 13,423</u>	<u>\$ 13,424</u>
<b>Total</b>	<b>\$175,593</b>	<b>\$197,921</b>
<b>Minus Reserve</b>	<u>-\$100,000</u>	<u>-\$100,000</u>
<i>(Stock gift received into Vanguard)</i>	<b>\$ 75,593</b>	<b>\$ 97,921</b>

**Restricted Accounts/Committed: (balance) – as of April 5, 2015**

<b>Buildings Repair (8751)</b>	\$0	\$ 0
<b>Memorials (8951)</b>	\$6,455	\$ 6,480
<b>CAC (8111)</b>	\$7,203	\$ 7,388
<b>Other</b>		
<b>Sacristy (8351)</b>	\$ 890	\$ 0
<b>ECW (8987)</b>	\$ 420	\$ 420
<b>EYC Fundraiser (8155)</b>	\$ 1,085	\$ 1,085
<b>Flowers (8911)</b>	\$ 2,343	<b>\$ 2,863</b>
<b>Shrove Tuesday (8920)</b>	\$ 1,065	\$ 979
<b>Misc Restricted (8991)</b>	<u>\$ 2,421</u>	<u>\$ 2,921</u>
<b>Total</b>	<b>\$21,882</b>	<b>\$22,136</b>

<b>Investments Available for Parish Use</b>	\$ 97,921
	<u>-\$22,136</u>
	<b>\$75,785</b>

*(Approximately \$20,000 is an operations pledge payment which will be transferred to checking)*

**2014 financial info is due to the auditor at the end of this month. We will ask for early verification of total for Phase II gifts in order to make a principal payment as soon as possible.**

Community Action Committee  
Director's Report  
March 2015

Planning meetings for the "Hunger Walk" set for April 25 continued throughout March with a wide representation of individuals from the community, seminary, Vista, Morton Memorial, CAC, the Outreach office and campus organizations in attendance.

John Goodson President of Sewanee/Monteagle Rotary has done an excellent job of taking a vision of hunger awareness and bringing it into reality. Please thank him for his vision and willingness to help those in need.

The work on the community garden commenced and is well underway with leadership from Bonner Scholars Louie Messina and Abby Moore. The frames are up and in place. Although we did not receive the grant to enhance the garden space behind Brooks Hall, the decision was made to proceed being mindful to keep the cost down. Lack of funding has not dampened enthusiasm for this worthwhile project.

The date for our next Community Meal sponsored by Food with Friends will be April 21 in St. Mark's Hall beginning at 11:00. Everyone is invited and publicity will go out in early April.

I attended a planning meeting to discuss the possibility of participation in a summer feeding program for school children. Otey will be one of the distribution sites with details to be determined by Chef Rick Wright and a Vista volunteer. There will be a follow-up meeting. This program is made possible through a USDA Grant. Ongoing conversation continue in regard to other times of the school year and it is our goal to have a master plan in place by September.

.....  
Individuals who came to CAC-113 Families Served-48>369 people

Grocery Bags Distributed-82

Medical-Dental-0 Housing-1 Education-0

Referrals to other agencies-8

Home Visits-2

Volunteers-39

*assist*

*27 with utilities*

.....  
Faithfully,  
Betty Carpenter

Christian Formation Committee  
Thursday, April 9  
NOTES

Nursery: Jennifer Michael and Jeff Frazier

Jennifer noted that she and Jeff are prepared to check in, monitor time with Sheila

Children's Ed/Godly Play: Jeannie Babb

To our knowledge GP will occur on April 12 (Bishop's visit) at about 11:00

Youth/FotM: Neil

Neil reminded us of dates: introducing silent auction 4/12, auction itself 4/19. Mission trip at end of July.

Adult Forum: Brown and Virginia

4/19 Mila Dragojevic: post-war reconciliation in Croatia. Amy to introduce her.

4/26 Cassie Meyer: Inter-faith Youth Core. Amy to introduce her.

May: May 3 is recognition Sunday, May 10 and 17 have graduations, May 24 is Memorial Day weekend, then May 31. We will recommend to Jess and to the Search Committee that they claim one or two Sundays as desired. Otherwise, we are effectively done for the next months. We did wonder about an occasional adult forum in the summer but had other ideas about summer activities (below).

In thinking about next academic year: generally thought a thematic approach was good, but in smaller amounts (that is, not an annual theme but smaller units that could follow the liturgical calendar, the academic calendar as appropriate—unit on saints, another on literature, etc.). We thought about "faith into practice" topics. More to be considered here.

Lectionary: Alex

Course moving along fine. Alex checking in with Pete.

Faith and Film: Shelley

Did not discuss. Ideas for a May event?

Communication to Frieda, Otey office: Amy Patterson

Looking ahead:

April 12: Bishop

May 3: recognize SS teachers

Alex will confirm plan with Jess: recognize in the service? At a reception?

Jennifer will get about 40 Otey cards for us to write "thank you."

Alex will pursue Blue Chair gift cards for regular teachers

Jennifer will ask Godly Play teachers if they would prefer a reception between services or after 11:00.

CF committee will plan reception (help and ideas, please!)

June: VBS. Kathryn Bruce assisting. Check has been sent to St. James for 400.00 this week. We will ask Kathryn to confirm the dates of Sunday School and how Otey can help.

Note on summer activities: the CF committee endorses the idea of summer community-building activities, such as Sunday night family worship with dinner and Sunday morning breakfasts. Alex will share with Jess and Vestry.

From: Alexander Bruce <[ambruce@sewanee.edu](mailto:ambruce@sewanee.edu)>  
To: Jess Reeves <[jessreevesjr@aol.com](mailto:jessreevesjr@aol.com)>  
Sent: Mon, Apr 13, 2015 3:14 pm  
Subject: RE: red reply

Jess,

Regarding the Vestry req's.

- A. 18 years old
- B. confirmed
- C. active communicant on official roll of parish
- D. willingness to complete the educational module about preventing sexual misconduct
- E. . . . and something concerning financial support

So it's really about the giving: annual pledge vs. "giver of record" (like a check each year—documented) vs. "known giver" (observed giving money into the collection plate) vs. not a factor.

I endorse your point that someone who is managing a budget ought to show a commitment to that budget. For me, that's an annual pledge. I'll add that a pledge is an outward indicator of commitment to the whole mission of the church—and in a broad way. Someone might show a commitment to a particular ministry within the church through participation in that ministry. But giving money on a predictable, regular schedule demonstrates a commitment to all the programs in the church.

I'd advocate that our requirement be something like "contributes to the ministries and operation of Otey through an annual pledge."

--Alex

**From:** Jess Reeves [mailto:[jessreevesjr@aol.com](mailto:jessreevesjr@aol.com)]  
**Sent:** Friday, April 10, 2015 9:43 AM  
**To:** [ambruce@sewanee.edu](mailto:ambruce@sewanee.edu)  
**Subject:** red reply

Jess L. Reeves  
Otey Parish located at UOTS/Sewanee

-----Original Message-----

From: Alexander Bruce <[ambruce@sewanee.edu](mailto:ambruce@sewanee.edu)>  
To: Jess Reeves <[jessreevesjr@aol.com](mailto:jessreevesjr@aol.com)>  
Sent: Fri, Apr 10, 2015 10:13 am  
Subject: Christian formation and Vestry qualifications

Jess,

Two different subjects.

First, some items from our Christian Formation committee meeting on 4/9/15:



Plans for May:

May is a busy month: May 3 is recognition Sunday, May 10 and 17 have graduations, May 24 is Memorial Day weekend, then May 31.

The CF committee recommends that you and the Search Committee claim one or two Sundays in May as desired. Otherwise, adult forum has ended for the year.

Regarding recognition Sunday: what is your preference—to recognize our Sunday School teachers (36 of them!) at a service (8:50 or 11:00?) or at the planned reception? (Note: we are asking the Godly Play teachers if they prefer a reception between services or after 11:00. They represent the bulk of the teachers.) CF committee will plan the reception.

**Either service or both suit me. Do we have a way we can ask them their pref?**

Also, the CF committee endorses the idea of summer community-building activities, such as Sunday night family worship with dinner and Sunday morning breakfasts. I'd like to share that with the Vestry.

Now the other topic: vestry qualifications.

Thank you for asking for examples. To reflect what I'm sure you noted in the three responses:

A. 18 years old (3)

B. confirmed (3)

C. on official roll of parish (2)

D. received communion three times in last year (2)

E. "giver of record": 1 said pledge required, 1 said "giver of record" (which I guess means a documented gift, like a check, not anonymous cash in the collection plate), 1 said "either pledge or on record"

F. willingness to complete the educational module about preventing sexual misconduct (1)

Not great enlightenment here, except to know that others have wrestled with the question too! Seems like A and B (and F) are straightforward. I'd be inclined to include C but not necessarily D simply because C is readily documented and D is not. E is up to the Vestry to decide!

**As you noticed from the background info accompanying these resources, being a parishioner in good standing does name D. and that is not negotiable. So only verifiable if priest in charge claims that the presenting person has not received three times in a year.**

**It essentially leaves only E. for Vestry to refine, but as cited by one of our resources, the TEC definitions say that such are to "work, pray, and give," so verifiable giver is appropriate.**

**We just need to sort which Vestry has to decide upon. Communicant in good standing status is base line, but how to define, or not, "work, pray, give" is the only question.**

**So let construct a motion with this supporting paperwork and submit that to the Vestry's pleasure.**

--Alex

Alexander M. Bruce, Ph.D.

Associate Dean of Students

Sewanee: The University of the South

735 University Ave.

### Other Churches Requirements

Our Bylaws for Church of the Advent state as follows:

The Vestry shall consist of confirmed Communicants in good standing in the parish not less than eighteen (18) years of age. The Communicant in Good Standing refers to such person defined in title I, Canon 17 of the Canons of the General Church. The wording is as follows:

Sec. 2 (a) All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church.

Sec. 3. All communicants of this Church, who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

They must also be confirmed and this year we had a lengthy discussion about giving or pledging and although it is not stated in our Bylaws we came to an agreement that to be a candidate for the vestry they need to be either a pledger or a giver of record.

I hope this helps in some way..

Hunter McCarty

\*\*\*\*\*

Dear Rev. Jess,

Following is the nomination form we use at St. Mark's.

Peace,

Pat Worsley

#### VESTRY ELECTION & MEMBERSHIP AT ST. MARK'S

There are several important criteria for people to be nominated and elected to our Vestry:

- Be at least 18 years of age,
- Have received the Sacrament of Confirmation,
- Be a communicant of St. Mark's (having been either confirmed or received at St. Mark's or enrolled as a communicant by Letter of Transfer from another parish),
- Be a "giver of record" (The person must submit a pledge card – the amount does not matter, but the fact of making a written commitment matters a lot.)
- Have completed - or agree to attend the first available "Prevention of Sexual Misconduct" training,
- Attend the Vestry Retreat.

Vestry members are expected to be actively involved in the activities and spiritual life of the parish. Members should regularly attend worship services, monthly Vestry meetings, and be willing to serve as a member of at least one other committee.

If you wish to nominate someone for the Vestry, please discuss it with the person to determine their willingness to serve and their eligibility. A list of all persons meeting the basic eligibility requirements is posted in Reynolds Hall.

I nominate: \_\_\_\_\_

Nominee's phone number: \_\_\_\_\_

My name is: \_\_\_\_\_

My phone number: \_\_\_\_\_

\*\*\*\*\*

Hi, Jess,

My secretary, Janet, forwarded me your request for info about our rules for who's eligible to stand for election. Here's what our By-Laws say:

"The temporal affairs of the parish shall be administered by the Vestry, ... registered Communicants of the parish who are in good standing and are eighteen (18) years of age or older." Earlier in the By-laws: "Communicants in good standing are those members who have been confirmed by a Bishop of The Protestant Episcopal Church or a Bishop of a Church in communion with the Protestant Episcopal Church or have been received into this Church by a Bishop of The Protestant Episcopal Church and who shall, unless for good cause presented, have received Holy Communion at least three (3) times during the preceding year."

The unwritten rule we've observed since I've been here has also been to stipulate that anyone being considered as a nominee be a "regular" attend-er of church - that is, 3 or more Sundays per month, and one who is a giver of record. The Catechism gives direction about this last in its answer about the duty of all Christians on p. 856: "The duty of all Christians is to follow Christ; to come together week by week for corporate worship; and to work, pray, and give for the spread of the kingdom of God."

Hope this helps, Jess -  
Vicki+

The Rev. Vicki T. Burgess, Rector  
St. Philip's Episcopal Church  
85 Fairway Drive  
Nashville, Tennessee 37214

\*\*\*\*\*

Dear Jess,

I'm responding to your request about vestry member requirements. You should know that the canons of the diocese (Canon 15.9) require that vestry members be confirmed and at least 18 years old. At St. Paul's, we also require that those standing for vestry make a pledge to the parish. The rector has the authority to remove anyone from the list of nominees for pastoral reasons. We have an open nomination process. Every baptized member is given the

opportunity to nominate up to three people over a four week period. We then take the twice the number of folks as there are open seats (with the highest number of nominations) and put them on the ballot.

Hope this is helpful.

Easter Blessings,

Polk+

[rector@stpaulsmboro.org](mailto:rector@stpaulsmboro.org)

## **SEARCH COMMITTEE UPDATE April 15, 2015**

The Search Committee is in the process of conducting phone interviews a number of candidates. We expect this to take a few weeks to complete. After this, members of the Search Committee will make visits to meet with candidates and hear them preach in their own church. The committee will also be contacting references for the candidates.

The committee hopes it will be able to make a recommendation of two-to-four candidates to the Vestry in early summer. After that time, it is the Vestry's responsibility to schedule meetings and conduct the final interviews.

Otey is following the Diocesan guidelines about process for this search (for more information see "Vacancy and Search Procedures" on the Diocesan website).

We place the utmost importance on confidentiality to protect the candidates and to protect the process. We continue to seek your prayers, patience, and trust. Thank you.