

## Vestry Agenda for April 24, 2014

I. Opening Prayers :: Communion from reserved Sacrament

II. Consideration of Agenda & Minutes

III. Reports

Senior Warden

Junior Warden

Treasurer -

Finance Admin. Assist. hiring progress

Construction Committee

Parish Life

Submitted staff or committee reports

Interim Pastor

✕ Mediation report and Dan Scott

✕ Bishop's Visit

✕ May:

May 4 – Christ. Formation event

May 11 – missionaries visit

May 18 – 5pm, Family Eucharist

May 25 – EFM class recognition; May 26 Memorial Day –  
office closed

IV. Old Business

- Claiborne House: portrait (Sr. Warden's report) & plaque reinstall
- CAC by-law changes for approval
- **Otey Notes** position to start after June issue now;
- F@H & space allocation for Parish HOUSE;

V. New Business

V. Benediction

Next meeting: May 15, 2014

MINUTES OF THE VESTRY  
Otey Memorial Parish Church  
April 24, 2014, 6:30 PM

Present: Doug Seiters, Sr. Warden; Alex Bruce; Karen Keele; Carol Sampson; Laura Willis; Steve Ford; Pratt Paterson; Larry Barker; Jess Reeves, Interim Priest, Roy Millar, Treasurer;

Absent: Amy Burns, Jr. Warden; Ann Aitken, Clerk  
Visitors: None

The meeting began at 6:35 PM with opening prayer

APPROVAL MARCH 27, 2014 MEETING MINUTES

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

INTERIM PASTOR'S REPORT

1. *Folks at Home:* Folks at Home will be taking space at 141 University Ave in the SOCB building and will not occupy space in the Claiborne Parish House.
2. *Staff Requests:* 1. The staff has asked to meet with the new Vestry members; the Vestry pushed this meeting out until the Financial Administrative Assistant is added this summer. 2. The staff has asked to have a cookout or luncheon with the entire Vestry as a fellowship event. The Current staff is Robin, Betty, Kathy, Frieda and the part-time youth minister, with a Financial Administrative Assistant coming this summer.
3. *Mediation Report for Past Rector:* Jess has drafted a report listing recommendations for the Vestry and pastoral search committee going forward, which report is based on an analysis of issues identified during conversations with Dan Scott and a number of parish members.
4. *Bishop's Visit:* Bishop Bauerschmidt will be honored along with the confirmands and those reaffirmed this Sunday at a 10:00 service. The Bishop will make a presentation on the diocesan mission and ministry in progress after the service.
5. *May Schedule:* May 4 Christian Formation event  
May 11 Missionaries visit  
May 18 5 pm, Family Eucharist  
May 25 EFM class recognition;  
May 26 Office closed for Memorial Day

SENIOR WARDEN'S REPORT - Doug Seiters

1. *Portrait of Archdeacon Claiborne:* Doug has been approached by John Bratton who offered to Otey, on behalf of the Sewanee Trust, a portrait of Archdeacon Claiborne for the new Claiborne Parish House. The Vestry assigned the Construction Committee's Interior Design subcommittee to work out with John Bratton issues of size, placard and location in the building.
2. *Vestry Work Day:* Doug offered a commendation for the Vestry work day, and challenged the Vestry to move forward from this beginning. Laura's notes have been published in the Sunday leaflet and will also be sent to each Vestry member.
3. *Vestry of the Day Duties:* Doug noted that the current Vestry of the Day duties are listed in the Senior Warden's Report. The Vestry tabled review of the duties until after the new Parish Hall is open. The Vestry affirmed that the announcements and Vestry greeting will continue to be at the Sunday services' end.

#### JR. WARDEN'S REPORT- Amy Burns

1. *Organ Cleaning Completed:* The organ has been cleaned, and Kathy Sturgis is satisfied with the organ's performance.
2. *New Nave Lights:* Roy reported on Amy's behalf that Joseph Sumpter Solutions will install the nave lights after Lawson replaces the defective module in the dimmer panel.
3. *Building Use Policy:* Tabled until the May Vestry meeting.

#### TREASURER'S REPORT – Roy Millar

1. *Roy summarized the monthly report.* Long form financial report shows 34% of revenues received, 29% of annual expenditures made. Parish hall construction costs are \$1.7 million to date; \$341,000 has been borrowed to date.
2. *Auditor:* The auditors will be on site at the church next week.
3. *Financial Administrator:* Roy has received four applications for the financial administrator position to date. The advertisement will run in the Messenger for one additional week.

#### CONTINUING BUSINESS

#### COMMITTEES (ATTACHMENTS)

1. *Parish Life/Newcomer* - Karen Keele Claudia Porter and Ann Seiters will chair the weekly coffee hour after the 11am service. Lynn Stubblefield will initiate the special events.
2. . *CAC* – Larry Barker CAC has sufficient inventory; visits to the food pantry

are down slightly, a seasonal fluctuation. The CAC bylaws will be considered by the Vestry in June, after the CAC board meeting.

3. *Christian Ed. & Youth* – Alex Bruce The Sunday School survey is forthcoming in May. A sample survey will be distributed to the vestry prior to its issuance to the parish.

4. *Construction*- Steve Ford:, 1. Discussion continues concerning whether a 3<sup>rd</sup> wheelchair ramp is required for the Parish Hall. 2. Discussion of the final costs, and a decision by the Vestry to summarize for the parish the total cost of construction when the project is completed. Completion date remains May 31.

5. *Stewardship* – Pratt Patterson Plans are ongoing to initiate a more casual family eucharist and cookout summer service for the months of May through August.

NEW BUSINESS

1. *Otey Notes Editor Position:* Two candidates have applied. Vestry will select one person to begin work in June.

OLD BUSINESS

1. *Ballard Letter of Appreciation:* Doug reported that he had contacted Joe Ballard and discussed a May 18 reception date, but that Joe declined, stating that the date will not work with his schedule. Doug proposed that, rather than a reception, the Vestry send to the Ballards the letter of appreciation drafted earlier this year.

***Motion:*** Carol moved that the Vestry send to the Ballards a letter of appreciation as well as the gift of an icon, and that Doug deliver them to Joe. A copy of the letter, which was drafted earlier this year, is to be distributed to the Vestry for review and comment during the next 2 days. Laura seconded the motion. It was unanimously approved.

With no additional business to discuss, the meeting was adjourned with a benediction. The time was approximately 8:00 p m.

**NEXT MEETING IS MAY 17 at 6:30 PM**

Respectfully submitted,  
Ann Aitken, Clerk of the Vestry

<b>ACTION ITEMS</b>	<b>LEAD</b>
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Prepare for Bishop Bauerschmidt visit April 27.	Vestry
Deliver to the Ballards a letter of appreciation and Icon	Doug
Christian Education Survey	Alex
CAC Bylaws	Larry
Otey Notes Editor position	Jess
EFM recognition	Jess

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to April 2014**

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

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$496.33	\$583.33	\$1,808.01	\$2,333.32	25.83 %	\$7,000.00
4115 - 1/4th Plate to Rector's Discr Fd	(\$327.92)	(\$145.83)	(\$327.92)	(\$583.32)	0.00 %	(\$1,750.00)
4131 - Pledge Payments	\$20,226.25	\$26,666.67	\$108,496.24	\$106,666.68	33.91 %	\$320,000.00
4151 - Non-Pledge Gifts	\$1,563.48	\$1,500.00	\$6,968.87	\$6,000.00	38.72 %	\$18,000.00
4191 - Other Outside Support Revenues	\$20.00	\$1,166.67	\$4,128.46	\$4,666.68	29.49 %	\$14,000.00
<b>Total Support From Outside Sources</b>	<b>\$21,978.14</b>	<b>\$29,770.84</b>	<b>\$121,073.66</b>	<b>\$119,083.36</b>	<b>33.89 %</b>	<b>\$357,250.00</b>
<b>Support From Internal Sources</b>						
4511 - Checking Account Interest	\$0.00	\$0.00	\$17.18	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$0.01	\$0.00	\$0.97	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$269.12	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$100.00	\$0.00	\$100.00	\$0.00	0.00 %	\$0.00
<b>Total Support From Internal Sources</b>	<b>\$100.01</b>	<b>\$0.00</b>	<b>\$387.27</b>	<b>\$0.00</b>	<b>0.00 %</b>	<b>\$0.00</b>
<b>Total Revenues</b>	<b>\$22,078.15</b>	<b>\$29,770.84</b>	<b>\$121,460.93</b>	<b>\$119,083.36</b>	<b>34.00 %</b>	<b>\$357,250.00</b>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$3,122.25	\$3,122.25	\$12,489.00	\$12,489.00	33.33 %	\$37,467.00
5121 - Seminary Gift	\$0.00	\$269.75	\$0.00	\$1,079.00	0.00 %	\$3,237.00
5171 - Stephen Ministry Expenses	\$0.00	\$41.67	\$0.00	\$166.68	0.00 %	\$500.00
<b>Total Work Outside Congregation</b>	<b>\$3,122.25</b>	<b>\$3,433.67</b>	<b>\$12,489.00</b>	<b>\$13,734.68</b>	<b>30.31 %</b>	<b>\$41,204.00</b>
<b>Work Within Congregation Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	(\$36.00)	\$191.67	\$481.66	\$766.68	20.94 %	\$2,300.00
<b>Total Christian Education</b>	<b>(\$36.00)</b>	<b>\$191.67</b>	<b>\$481.66</b>	<b>\$766.68</b>	<b>20.94 %</b>	<b>\$2,300.00</b>
<b>Parish Life</b>						
5331 - Parish Life	\$10.06	\$166.67	\$325.31	\$666.68	16.27 %	\$2,000.00
<b>Total Parish Life</b>	<b>\$10.06</b>	<b>\$166.67</b>	<b>\$325.31</b>	<b>\$666.68</b>	<b>16.27 %</b>	<b>\$2,000.00</b>
<b>Worship</b>						
5351 - Altar Supplies	\$0.00	\$83.33	\$443.12	\$333.32	44.31 %	\$1,000.00
5353 - Communion Prep. & Confirmation	\$0.00	\$16.67	\$0.00	\$66.68	0.00 %	\$200.00
5355 - Music	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
5357 - Prayer Books and Materials	\$69.05	\$8.33	\$97.23	\$33.32	97.23 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$116.67	\$0.00	\$466.68	0.00 %	\$1,400.00
5398 - Pastoral Care	\$0.00	\$20.83	\$0.00	\$83.32	0.00 %	\$250.00
<b>Total Worship</b>	<b>\$69.05</b>	<b>\$329.16</b>	<b>\$540.35</b>	<b>\$1,316.64</b>	<b>13.68 %</b>	<b>\$3,950.00</b>
<b>Youth</b>						

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to April 2014**

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

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
5371 - Youth Ministry	\$45.00	\$250.00	\$354.00	\$1,000.00	11.80 %	\$3,000.00
<b>Total Youth</b>	<b>\$45.00</b>	<b>\$250.00</b>	<b>\$354.00</b>	<b>\$1,000.00</b>	<b>11.80 %</b>	<b>\$3,000.00</b>
<b>Total Programs</b>	<b>\$88.11</b>	<b>\$937.50</b>	<b>\$1,701.32</b>	<b>\$3,750.00</b>	<b>15.12 %</b>	<b>\$11,250.00</b>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						
5411 - Clergy	\$4,354.17	\$4,354.17	\$17,416.68	\$17,416.68	33.33 %	\$52,250.00
5415 - Supply Clergy	\$0.00	\$145.83	\$150.00	\$583.32	8.57 %	\$1,750.00
5421 - Youth Minister	\$833.33	\$833.33	\$3,333.32	\$3,333.32	33.33 %	\$10,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$3,125.00	\$3,125.00	33.33 %	\$9,375.00
5432 - Supply Organ	\$150.00	\$50.00	\$300.00	\$200.00	50.00 %	\$600.00
5451 - Child Care	\$500.00	\$404.17	\$1,670.00	\$1,616.68	34.43 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$4,140.68	\$4,140.68	33.33 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$5,666.68	\$5,666.68	33.33 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$10,666.68	\$10,666.68	33.33 %	\$32,000.00
5486 - Financial Staff	\$0.00	\$458.33	\$0.00	\$1,833.32	0.00 %	\$5,500.00
5493 - Otey Notes	\$266.67	\$266.67	\$1,066.68	\$1,066.68	33.33 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$12,003.93</b>	<b>\$12,412.26</b>	<b>\$47,535.72</b>	<b>\$49,649.04</b>	<b>31.91 %</b>	<b>\$148,947.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$1,085.92	\$0.00	\$4,343.68	0.00 %	\$13,031.03
5521 - Clergy Insurance	\$0.00	\$632.00	\$6,319.60	\$2,528.00	83.33 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$5,000.00	\$5,000.00	33.33 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.72	\$1,737.28	\$1,714.88	33.77 %	\$5,144.63
5551 - Staff Payroll Taxes	\$573.73	\$601.46	\$2,269.68	\$2,405.84	31.45 %	\$7,217.55
5561 - Staff Pension	\$240.00	\$240.00	\$960.00	\$960.00	33.33 %	\$2,880.00
5571 - Staff Insurance	(\$38.50)	\$632.00	\$3,365.90	\$2,528.00	44.38 %	\$7,584.00
<b>Total Employee Benefits</b>	<b>\$2,459.55</b>	<b>\$4,870.10</b>	<b>\$19,652.46</b>	<b>\$19,480.40</b>	<b>33.63 %</b>	<b>\$58,441.21</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$0.00	\$583.33	\$0.00	\$2,333.32	0.00 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.08	\$0.00	\$404.32	0.00 %	\$1,213.00
<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$684.41</b>	<b>\$0.00</b>	<b>\$2,737.64</b>	<b>0.00 %</b>	<b>\$8,213.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$0.00	\$208.33	\$189.95	\$833.32	7.60 %	\$2,500.00
5751 - Contracted Services	\$1,125.00	\$1,166.67	\$4,510.00	\$4,666.68	32.21 %	\$14,000.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$666.68	0.00 %	\$2,000.00
5771 - Supplies	\$0.00	\$62.50	\$79.64	\$250.00	10.62 %	\$750.00
5781 - Electricity	\$0.00	\$600.00	\$1,815.31	\$2,400.00	25.21 %	\$7,200.00
5783 - Gas	\$0.00	\$266.67	\$1,604.11	\$1,066.68	50.13 %	\$3,200.00
5785 - Water & Sewer	\$0.00	\$216.67	\$299.07	\$866.68	11.50 %	\$2,600.00
5790 - Grounds Maintenance	\$0.00	\$291.67	\$1,250.00	\$1,166.68	35.71 %	\$3,500.00

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to April 2014**

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

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
<b>Total Facilities Expenses</b>	\$1,125.00	\$2,979.18	\$9,748.08	\$11,916.72	27.27 %	\$35,750.00
<b>Office Services</b>						
5811 - Audit	\$0.00	\$416.67	\$0.00	\$1,666.68	0.00 %	\$5,000.00
5821 - Computer Expenses	\$161.50	\$266.67	\$586.79	\$1,066.68	18.34 %	\$3,200.00
5831 - Copying expenses	\$154.81	\$258.33	\$831.25	\$1,033.32	26.81 %	\$3,100.00
5841 - Office Supplies	\$44.06	\$175.00	\$611.36	\$700.00	29.11 %	\$2,100.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$0.00	\$166.68	0.00 %	\$500.00
5861 - Postage	\$0.00	\$37.50	\$88.85	\$150.00	19.74 %	\$450.00
5871 - Telephone	\$0.00	\$508.33	\$1,662.48	\$2,033.32	27.25 %	\$6,100.00
5891 - Miscellaneous Expense	\$0.00	\$41.67	\$31.65	\$166.68	6.33 %	\$500.00
<b>Total Office Services</b>	<u>\$360.37</u>	<u>\$1,745.84</u>	<u>\$3,812.38</u>	<u>\$6,983.36</u>	<u>18.20 %</u>	<u>\$20,950.00</u>
<b>Organizational Expenses</b>						
5911 - Clergy Car Expense	\$209.14	\$208.33	\$406.94	\$833.32	16.28 %	\$2,500.00
5913 - Clergy Expense Allowance	\$100.00	\$83.33	\$100.00	\$333.32	10.00 %	\$1,000.00
5921 - Continuing Education	\$0.00	\$166.67	\$573.94	\$666.68	28.70 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$56.25	\$0.00	\$225.00	0.00 %	\$675.00
5931 - Convention & Travel	\$0.00	\$83.33	\$266.81	\$333.32	26.68 %	\$1,000.00
5941 - Ministering to New Members	\$0.00	\$25.00	\$65.00	\$100.00	21.67 %	\$300.00
5961 - Publications	\$0.00	\$83.33	\$330.87	\$333.32	33.09 %	\$1,000.00
5971 - Communications	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
5981 - Stewardship	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
5999 - Vestry	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
<b>Total Organizational Expenses</b>	<u>\$309.14</u>	<u>\$956.23</u>	<u>\$1,743.56</u>	<u>\$3,824.92</u>	<u>15.19 %</u>	<u>\$11,475.00</u>
<b>Total Operating Expenses</b>	<u>\$16,257.99</u>	<u>\$23,648.02</u>	<u>\$82,492.20</u>	<u>\$94,592.08</u>	<u>29.07 %</u>	<u>\$283,776.21</u>
<b>Total Work Within Congregation</b>	<u>\$16,346.10</u>	<u>\$24,585.52</u>	<u>\$84,193.52</u>	<u>\$98,342.08</u>	<u>28.54 %</u>	<u>\$295,026.21</u>
<b>Total Expenses</b>	<u>\$19,468.35</u>	<u>\$28,019.19</u>	<u>\$96,682.52</u>	<u>\$112,076.76</u>	<u>28.75 %</u>	<u>\$336,230.21</u>
<b>Net Total</b>	\$2,609.80	\$1,751.65	\$24,778.41	\$7,006.60	117.88 %	\$21,019.79
<b>Other Expenses</b>						
7711 - Debt Service Provision	\$0.00	\$1,666.67	\$523.08	\$6,666.68	2.62 %	\$20,000.00
<b>Special expenses</b>						
7400 - Search/Transition	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
<b>Total Special expenses</b>	<u>\$0.00</u>	<u>\$83.33</u>	<u>\$0.00</u>	<u>\$333.32</u>	<u>0.00 %</u>	<u>\$1,000.00</u>
<b>Total Other Expenses</b>	<u>\$0.00</u>	<u>\$1,750.00</u>	<u>\$523.08</u>	<u>\$7,000.00</u>	<u>2.49 %</u>	<u>\$21,000.00</u>
<b>Net Operating Total</b>	\$2,609.80	\$1.65	\$24,255.33	\$6.60	122563.57 %	\$19.79



				<b>Otey Memorial Parish Church</b>			
				<b>Investments and Restricted Accounts Information</b>			
				<b>Report Date: April 24, 2014</b>			
					<u>Amounts</u>	<u>Amounts</u>	
					<u>3/27/14</u>	<u>4/23/14</u>	
<b>Investments:</b>							
	Vanguard				\$251,513	\$254,593	
	Regions Money Market				\$12,961	\$12,961	
	First Tennessee				\$50,017	\$50,018	
				<b>Total</b>	<b>\$314,491</b>	<b>\$317,572</b>	
<b>Restricted Accounts/Committed: (balance)</b>							
	Phase II Construction				-\$160,966	-\$591,398 *	
	Buildings Repair				\$2,640	\$2,987	
	Memorials				\$10,165	\$10,165	
	CAC				\$5,051	\$4,928	
	Other				\$1,850	\$1,850	
				<b>Total*</b>	<b>\$19,706</b>	<b>\$19,930</b>	
<b>Capital Campaign Pledge Payments and Gifts: \$1,125,430*</b>							
<b>Expenses - Phase II Design/Construction - To Date: \$1,716,828*</b>							
<b>Regions Checking account as of Mar 26th = \$87,364</b>							
<b>Investments available for PH Construction:</b>					<b>\$317,572</b>		
				<b>Minus Reserve</b>	<b>-\$100,000</b>		
				<b>Minus Restricted</b>	<b>-\$19,930</b>		
				<b>Total Available</b>	<b>\$197,642 *</b>		
	<b>* PH Construction Funds</b>						
<b>First Draw on 1st Tennessee Bank Construction Loan made on Feb 18, 2014 = \$109,845</b>							
<b>Second Draw on 1st Tennessee Bank Construction Loan made on Mar 17, 2014 = \$51,121</b>							
<b>Third Draw on 1st Tennessee Bank Construction Loan made on April 23, 2014 = \$180,485.36</b>							
					<b>Total Construction Loan = \$341,451</b>		
<b>First Payment of Interest Only - March 31, 2014 = \$523.08</b>							

**Senior Warden's Report**  
**April 24, 2014 Vestry Meeting**

**Ballard Reception.** The date for the reception honoring Joe Ballard and his retirement was set for May 18; however, Joe has asked that the event be cancelled because of schedule complications. May 18 was the last open date before the summer break begins in June, and it appears that we shall be unable to reschedule. I suggest that we now send the letter thanking Joe for his service to Otey.

**Portrait of Archdeacon Claiborne.** John Bratton has generously offered to provide Otey with a portrait of Archdeacon Claiborne to be placed in the new Claiborne Parish House. The artist is a University of the South graduate, Claude Buckley. All funding will be provided by the Sewanee Trust and has been approved by that organization. Claude has recommended that the portrait be 24 x 30, but writes that it could be 18 x 24, if we prefer. John is trying to locate an appropriate picture of Claiborne from the University Archives or other sources. John (and Claude) should be able to give us a date by our May Vestry meeting for the completion of the painting.

**Vestry Work Day.** Thanks to all who helped put our Vestry Work Day together. We should all keep a copy of Laura's notes so that we have a record of what was done and said. Now we need to follow our words with actions.

**Vestry of the Day duties.** Several of you have asked that we review the Vestry of the Day duties. Here (below) is a description of what we are asked to do when we serve as Vestry of the Day. If time permits, perhaps we can discuss at our April Vestry meeting.

- Arrive at Brooks at 8:15-8:20. Get checklist from mailbox and do quick inspection of Brooks (Bathrooms clean, toilets flushed, toilet paper in place; rooms all generally clean; heat set as per instructions on check list).
- Do a quick walk around the grounds to make sure that roads and walkways are clear.
- Check the church to make certain the thermostat is correctly set (it always is).
- Attend the first service and make the short welcoming speech. (Welcome all; special welcome to visitors/newcomers; invite visitors fill out card.)
- Time off between services or go to adult class.
- Attend the second service and make the short welcoming speech. (Some leave after announcements).
- Serve as teller with another person appointed from the teller list.
- Make sure the kitchen is in order after coffee hour. (The check list gives info on what to do in kitchen before leaving.)
- I have rarely had to do much from the check list. Everything has been in good shape, but it is necessary to make sure. I have picked up limbs from the driveway and once had to throw away paper hand towels that someone had left on the floor in one of the bathrooms. The tasks are not onerous, but it is a time commitment to be there from 8:15 AM-about 1:00PM. Vestry of the Day assignments generally occur once every two months.