

Vestry Agenda for February 20, 2014

I. Opening Prayers:: Communion from reserved Sacrament

II. Consideration of Agenda & Minutes

III. Reports

Senior Warden

Vestry retreat day April 5

Junior Warden

Fee schedules reconsidered

Treasurer

Audit recommendation

Stewardship

Submitted staff or committee reports

Interim Pastor

- Mediation report
- Lenten liturgy: 8 am? Rite ____? Reconciliation prologues from BCP: Penitential rite; Exhortation; Reconciliation of a penitent.
- Announcements at conclusion.

III. Old Business

Farewell reception/diocesan guidance

Diocesan procedure for retired clergy

IV. New Business

Vestry retreat day – April 5

Folks at Home relocation: information gathering commission of Karen Keele, Drew Sampson, Doug Seiters.

Hethcock and others proposals on naming: Otey Mem. Parish HOUSE; Saint Mark's Parish Hall; St. Paul's Chapel.

C.A.C. – additional Vestry rep.?

Budget Committee Redux - Treasurer

V. Benediction

Next meeting: March 20, 2014; Ash Wednesday: 12:25pm, 7 pm

MINUTES OF THE VESTRY
Otey Memorial Parish Church
February 20, 2014, 6:30 PM

Present: Doug Seiters, Sr. Warden; Amy Burns, Jr. Warden; Alex Bruce; Karen Keele; Carol Sampson; Laura Willis; Larry Barker; Steve Ford; Jess Reeves, Interim Priest, Roy Millar, Treasurer; Ann Aitken, Clerk

Absent: Pratt Paterson;
Visitors: None

The meeting began at 6:35 PM with Communion from reserved Sacrament.

APPROVAL JANUARY 16, 2014 MEETING MINUTES

Motion: Laura moved that the January meeting minutes be approved as submitted. Amy seconded the motion, and it was unanimously approved.

INTERIM PASTOR'S REPORT

Mediation Report for Past Rector: Jess has begun a dialogue with Dan Scott asking Scott to give Otey the material that he developed and any perspectives he may have.
Liturgy Committee: A committee is under consideration by the clergy. Jess proposed Lenten liturgy of Rite I at the 11 a.m. service and Rite II at the 8:50 a.m.
During Lent, announcements will be moved to the conclusion of the service.

SENIOR WARDEN'S REPORT - Doug Seiters

1. REMINDER: VESTRY RETREAT April 5

Discussion: Thanks to Alex and Laura for setting up the meeting. Location is to be worked out. Cost is \$10 per person. Kim will not charge for leading. Tentative agenda is to have Kim's program in the morning and to work on the mission statement in the afternoon.

2. Event for Ballards: Doug and Joe Ballard have talked about a reception to recognize Joe's service to Otey Parish. Reception is considered under Old Business.

JR. WARDEN'S REPORT- Amy Burns

TREASURER'S REPORT – Roy Millar

First draw on the construction loan this week was \$109,844. Roy noted that pledge payments are short for January and improving for February to date. 2013 closed out with \$8,100 remaining after all were expenses paid.

Roy recommended that the vestry select auditors for the 2013 audit.

Roy proposed that the Winchester firm of Bean, Rhoton and Kelley Pllc be retained to conduct the 2013 audit. The proposal was approved by the vestry by acclamation.

CONTINUING BUSINESS - FOCUS AREA REPORTS (ATTACHMENTS)

COMMITTEES

Christian Ed. & Youth – Alex Bruce

Parish Life/Newcomer - Karen Keele

Request all to sign-up to work the Shrove Tuesday pancake supper.

Stewardship – Laura Willis 2014 budget is \$320,000. Pledges to date are \$305,000. Committee proposes to contact parishioners who have pledged in the past but not yet pledged this year through calls and letters.

CAC – Larry Barker

The CAC facility is now without plumbing and heat. No repair is planned since CAC will move to the new parish house in May.

Budget – Pratt Patterson

Buildings and Grounds – Amy Burns

Construction- Steve Ford

NEW BUSINESS

1 Naming Dining Room in new Parish House in honor of St. Mark's Parish:

Motion: Alex moved that the large dining and meeting room in the new parish house be named and known as the Saint Mark's Parish Hall of the Otey Memorial Parish House, and that an appropriate memorial be placed on a wall recalling the historic moment of the joining of St. Marks congregation with the Otey congregation. Karen Seconded the motion . Motion was approved by acclamation.

2. Folks at Home:

Folks at Home has outgrown its home in the Blue House and will need new space by June 2014 as the University will be using F at H's current space by summer. On behalf of the construction committee, Steve proposes that Folks at Home be moved into the Thurmond Library space in the new parish hall, and that the adult portion of the

Thurmond Library be housed in Brooks Hall. A discussion of current space designations for Brooks and the new Parish Hall by Laura, Steve, Jess and others followed, assessing the size of the available spaces and daily flow of clients who may use the library.

Motion: Jess moved that the vestry support the designation of the Thurmond Library space in the new parish hall for Folks and Home and the allocation of a space in Brooks Hall for the Library. The construction committee will have the responsibility to consult with Folks at Home and the Thurmond Library. Steve seconded the motion. Motion was approved by acclamation.

3. Fee Schedules for use of Church Facilities Amy will make up new fee schedules for the use of Otey’s physical facilities which will be introduced when the new Parish Hall is completed.

OLD BUSINESS

1. The vestry determined by consensus that an event honoring Joe Ballard, first proposed on 09/19/2013, be scheduled for March 30, after the 11:00 am service in Brooks Hall. The vestry will give Joe an icon. Doug will contact Joe to arrange the event.

With no additional business to discuss, the meeting was adjourned. The time was approximately 8:00.

NEXT MEETING IS MARCH 27 at 6:30 PM

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Invite Bishop Bauerschmidt to participate in dedication of new Parish House	Vestry
Contact the Ballards and arrange a farewell reception for the Ballards	Doug
VESTRY RETREAT APRIL 5	Doug
Review fee schedules for Otey facilities	Amy

Senior Warden's Report
February 20, 2014 Vestry Meeting

Otey Vestry Retreat: Our Vestry Retreat/Workday is scheduled for April 5. Kim Heitzenrater has agreed to provide the Strengthsquest Program and to lead us in a discussion about our strengths. We shall need to decide on the location, exact hours, and details of the schedule. My thanks to Alex Bruce and Laura Willis for getting the date set and contacting Kim Heitzenrater.

Event honoring Joe Ballard: There has been some indication that Joe and Bobbye Ballard may be prepared to participate in the retirement event first considered by the Vestry on September 19, 2013. We need to discuss what we think would be an appropriate way to honor the Ballards and determine the timing of such an occasion.

Naming the new Parish Hall: Bill Hethcock has proposed that we name the new Parish Hall (great room in the refurbished Otey Memorial Parish House) St. Mark's Hall. Please read the proposal (below), and be prepared to discuss it at our Vestry meeting.

*A RESOLUTION PROPOSED TO THE VESTRY
OF OTEY MEMORIAL PARISH CHURCH*

WHEREAS in 1968 the congregation of Saint Mark's Episcopal Church in Sewanee, a mission of the Diocese of Tennessee created for the use of African American Episcopalians, under the leadership of the clergy and well-intended lay persons, gave up their church, its building, and its appointments and other properties, and joined the congregation of Otey Memorial Parish Church, and

WHEREAS no visible sign or remembrance of this significant event exists on or within the property of Otey Memorial Parish Church, and

WHEREAS as time passes fewer church and community members remain who now remember or who will in the future remember this action of Saint Mark's Church, and

WHEREAS Otey Memorial Parish Church is at present building a parish house to accommodate its own programs and activities as well as those of all the Sewanee community,

THEREFORE BE IT RESOLVED that this new parish house will continue to be named and known, as it has been in the past, as the Bishop Otey Memorial Parish House,

AND ALSO BE IT FURTHER RESOLVED that the large dining and meeting room within this parish house, used for parish and community activities, be named and known as the Saint Mark's Hall of the Otey Memorial Parish House,

AND, ALSO BE IT FURTHER RESOLVED that some fitting and appropriate memorial or remembrance be placed on a wall of the newly designated Saint Mark's Parish Hall recalling the historic moment of the joining of these two congregations.

Jr. Warden's Report
February 2014

The annual Facilities budget is \$35,750; the treasurer's report includes detailed information by account for year-to-date expenditures. Electricity and gas are running a bit higher than budget due to extreme winter temperatures.

Buildings reserve remains at \$1,640 after the purchase of new lights for the church; the remaining balance is earmarked for installation of the lights.

Last meeting of the Buildings Committee (BC) was Wednesday, February 12, 2014. Attendees were Jess Reeves, Roy Millar, Ann Millar, Karen Keele, Cal Winton, Louise Irwin, and Amy Burns. Members Drew Sampson and Ann Aitken were absent.

Presently facilities repairs and maintenance items are the primary focus for the BC.

Lights - After discussion with Joseph Sumpter regarding installation of the ten new LED lights purchased for the church, more troubleshooting is required to determine the compatibility between the new lights and the dimmer panel. Joseph will help develop alternatives and costs for the overall lighting in the church.

Organ piping space - The most recent organ pipe tuning identified two issues in the piping area; one is an infestation of ladybugs and the other is leakage of water around the Rose window. There are also other windows, which need caulking and painting. Timing of these repairs will be coordinated with warmer weather and organ pipe bi-annual tuning schedule.

Friday guys, aka Roy Millar and Drew Sampson, are the current means to routine repairs to Otey buildings. They work on repairs as they are identified. The BC is glad to have the benefit of the Friday guys and will work to enhance the team with more workers.

The thermostat for Brooks Hall has been reprogrammed to 66 degrees for the regular routine setting.

The table in Brooks Hall conference room is being repaired by the Gnarled Oak near Tracy City.

Other repairs on the "list" include lamp repairs, repointing the church foundation, toilets, and light bulbs.

New ideas for ice treatment are being considered including the type of material and the personnel involved.

The future structure of the BC and buildings' policies are topics for future discussion.

**Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to December 2013**

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
Revenues						
Support From Outside Sources						
4111 - Plate Offerings	\$1,215.37	\$1,391.01	\$6,916.15	\$8,000.00	86.45 %	\$8,000.00
4115 - 1/4th Plate to Rector's Discr Fd	(\$530.66)	(\$627.20)	(\$1,729.04)	(\$2,000.00)	0.00 %	(\$2,000.00)
4131 - Pledge Payments	\$28,860.11	\$36,676.97	\$305,075.16	\$307,400.00	99.24 %	\$307,400.00
4151 - Non-Pledge Gifts	\$2,653.00	\$2,118.21	\$14,495.75	\$31,000.00	46.76 %	\$31,000.00
4191 - Other Outside Support Revenues	\$4,160.12	\$1,178.99	\$16,852.42	\$16,000.00	105.33 %	\$16,000.00
Total Support From Outside Sources	<u>\$36,357.94</u>	<u>\$40,737.98</u>	<u>\$341,610.44</u>	<u>\$360,400.00</u>	<u>94.79 %</u>	<u>\$360,400.00</u>
Support From Internal Sources						
4511 - Checking Account Interest	\$10.18	\$0.00	\$74.47	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$1.20	\$0.00	\$4,322.08	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	(\$440.09)	\$0.00	(\$431.39)	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	<u>(\$428.71)</u>	<u>\$0.00</u>	<u>\$3,965.16</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
Total Revenues	<u><u>\$35,929.23</u></u>	<u><u>\$40,737.98</u></u>	<u><u>\$345,575.60</u></u>	<u><u>\$360,400.00</u></u>	<u><u>95.89 %</u></u>	<u><u>\$360,400.00</u></u>
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$4,166.00	\$2,083.37	\$24,996.00	\$25,000.00	99.98 %	\$25,000.00
5121 - Seminary Gift	\$750.00	\$750.00	\$1,500.00	\$1,500.00	100.00 %	\$1,500.00
5171 - Stephen Ministry Expenses	\$0.00	\$83.37	\$431.57	\$1,000.00	43.16 %	\$1,000.00
Total Work Outside Congregation	<u>\$4,916.00</u>	<u>\$2,916.74</u>	<u>\$26,927.57</u>	<u>\$27,500.00</u>	<u>97.92 %</u>	<u>\$27,500.00</u>
Work Within Congregation						
5211 - Work Within Congregation	\$0.00	\$41.63	\$324.47	\$500.00	64.89 %	\$500.00
Programs						
Christian Education						
5311 - Christian Education	(\$54.00)	(\$117.05)	\$1,390.60	\$1,500.00	92.71 %	\$1,500.00
5317 - Discernment	\$950.00	\$16.63	\$950.00	\$200.00	475.00 %	\$200.00
Total Christian Education	<u>\$896.00</u>	<u>(\$100.42)</u>	<u>\$2,340.60</u>	<u>\$1,700.00</u>	<u>137.68 %</u>	<u>\$1,700.00</u>
Parish Life						
5331 - Parish Life	\$247.42	\$26.18	\$979.79	\$1,000.00	97.98 %	\$1,000.00
Total Parish Life	<u>\$247.42</u>	<u>\$26.18</u>	<u>\$979.79</u>	<u>\$1,000.00</u>	<u>97.98 %</u>	<u>\$1,000.00</u>
Worship						
5351 - Altar Supplies	\$413.92	\$0.00	\$1,135.08	\$900.00	126.12 %	\$900.00
5353 - Communion Prep. & Confirmation	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
5355 - Music	\$0.00	\$0.00	\$457.63	\$1,000.00	45.76 %	\$1,000.00
5357 - Prayer Books and Materials	\$0.00	\$0.00	\$25.95	\$300.00	8.65 %	\$300.00
5359 - Organ and Piano Maintenance	\$710.00	\$0.00	\$1,310.00	\$1,800.00	72.78 %	\$1,800.00
5398 - Pastoral Care	\$0.00	\$0.00	\$162.05	\$750.00	21.61 %	\$750.00
Total Worship	<u>\$1,123.92</u>	<u>\$0.00</u>	<u>\$3,090.71</u>	<u>\$4,950.00</u>	<u>62.44 %</u>	<u>\$4,950.00</u>

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to December 2013

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
Youth						
5371 - Youth Ministry	(\$396.93)	\$12.79	\$1,110.84	\$3,000.00	37.03 %	\$3,000.00
Total Youth	(\$396.93)	\$12.79	\$1,110.84	\$3,000.00	37.03 %	\$3,000.00
Total Programs	\$1,870.41	(\$61.45)	\$7,521.94	\$10,650.00	70.63 %	\$10,650.00
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$4,354.17	\$4,780.88	\$47,382.44	\$57,371.00	82.59 %	\$57,371.00
5413 - Seminarian	\$0.00	\$250.00	\$0.00	\$500.00	0.00 %	\$500.00
5415 - Supply Clergy	\$75.00	\$0.00	\$3,075.00	\$2,000.00	153.75 %	\$2,000.00
5421 - Youth Minister	\$1,485.42	\$1,464.23	\$17,825.03	\$17,825.00	100.00 %	\$17,825.00
5431 - Organ & Choir	\$686.67	\$686.63	\$8,240.03	\$8,240.00	100.00 %	\$8,240.00
5432 - Supply Organ	\$0.00	\$50.00	\$600.00	\$600.00	100.00 %	\$600.00
5451 - Child Care	\$327.24	\$473.58	\$3,742.03	\$5,000.00	74.84 %	\$5,000.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.13	\$12,422.03	\$12,422.00	100.00 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.63	\$17,000.04	\$17,000.00	100.00 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.63	\$32,000.04	\$32,000.00	100.00 %	\$32,000.00
5486 - Financial Staff	\$0.00	\$1,048.00	\$7,336.00	\$12,576.00	58.33 %	\$12,576.00
5493 - Otey Notes	\$266.67	\$266.63	\$3,200.04	\$3,200.00	100.00 %	\$3,200.00
Total Salaries & Wages	\$12,313.68	\$14,138.34	\$152,822.68	\$168,734.00	90.57 %	\$168,734.00
Employee Benefits						
5511 - Clergy Pension	\$0.00	\$0.00	\$12,557.88	\$16,750.00	74.97 %	\$16,750.00
5521 - Clergy Insurance	\$1,228.00	\$1,183.37	\$14,626.18	\$14,200.00	103.00 %	\$14,200.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$2,500.00	\$24,061.94	\$30,000.00	80.21 %	\$30,000.00
5531 - Clergy - SECA Payments	\$434.32	\$583.37	\$5,538.22	\$7,000.00	79.12 %	\$7,000.00
5551 - Staff Payroll Taxes	\$603.17	\$691.63	\$7,785.09	\$8,300.00	93.80 %	\$8,300.00
5561 - Staff Pension	\$240.00	\$416.63	\$2,880.00	\$5,000.00	57.60 %	\$5,000.00
5571 - Staff Insurance	\$1,134.80	\$691.63	\$8,531.60	\$8,300.00	102.79 %	\$8,300.00
Total Employee Benefits	\$4,890.29	\$6,066.63	\$75,980.91	\$89,550.00	84.85 %	\$89,550.00
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$0.00	\$11,642.00	\$6,500.00	179.11 %	\$6,500.00
5631 - Workers Compensation	(\$224.00)	\$0.00	\$566.00	\$2,000.00	28.30 %	\$2,000.00
Total Insurance	(\$224.00)	\$0.00	\$12,208.00	\$8,500.00	143.62 %	\$8,500.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$42.99	\$208.37	\$1,899.31	\$2,500.00	75.97 %	\$2,500.00
5751 - Contracted Services	\$840.00	\$1,214.24	\$12,612.80	\$13,500.00	93.43 %	\$13,500.00
5761 - Furnishings	\$299.64	\$166.63	\$299.64	\$2,000.00	14.98 %	\$2,000.00
5771 - Supplies	\$86.96	\$203.06	\$462.50	\$750.00	61.67 %	\$750.00
5781 - Electricity	\$973.28	\$468.41	\$5,099.46	\$7,700.00	66.23 %	\$7,700.00
5783 - Gas	\$636.59	\$262.88	\$2,444.58	\$3,000.00	81.49 %	\$3,000.00

Otey Memorial Parish
Vestry Long Form
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January to December 2013

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
5785 - Water & Sewer	\$177.11	\$44.15	\$1,723.33	\$2,500.00	68.93 %	\$2,500.00
5790 - Grounds Maintenance	\$465.00	\$0.00	\$3,165.00	\$3,000.00	105.50 %	\$3,000.00
Total Facilities Expenses	\$3,521.57	\$2,567.74	\$27,706.62	\$34,950.00	79.28 %	\$34,950.00
Office Services						
5811 - Audit	\$0.00	\$0.00	\$5,500.00	\$4,900.00	112.24 %	\$4,900.00
5821 - Computer Expenses	\$530.36	\$250.00	\$3,023.61	\$3,000.00	100.79 %	\$3,000.00
5831 - Copying expenses	\$569.07	\$250.00	\$2,955.41	\$3,000.00	98.51 %	\$3,000.00
5841 - Office Supplies	\$141.97	\$208.37	\$1,337.85	\$2,500.00	53.51 %	\$2,500.00
5851 - Office Equipment Purchases	\$531.82	\$41.63	\$555.82	\$500.00	111.16 %	\$500.00
5861 - Postage	\$239.20	\$52.84	\$650.38	\$600.00	108.40 %	\$600.00
5871 - Telephone	\$920.36	\$500.00	\$6,080.31	\$6,000.00	101.34 %	\$6,000.00
5891 - Miscellaneous Expense	\$145.66	\$41.63	\$969.64	\$500.00	193.93 %	\$500.00
Total Office Services	\$3,078.44	\$1,344.47	\$21,073.02	\$21,000.00	100.35 %	\$21,000.00
Organizational Expenses						
5911 - Clergy Car Expense	\$0.00	\$511.18	\$2,004.20	\$2,500.00	80.17 %	\$2,500.00
5913 - Clergy Expense Allowance	\$0.00	\$83.37	\$0.00	\$1,000.00	0.00 %	\$1,000.00
5921 - Continuing Education	\$574.52	\$296.65	\$1,179.82	\$2,000.00	58.99 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$56.25	\$0.00	\$675.00	0.00 %	\$675.00
5931 - Convention & Travel	\$150.00	\$0.00	\$1,172.51	\$1,500.00	78.17 %	\$1,500.00
5941 - Ministering to New Members	\$0.00	\$0.00	\$15.00	\$300.00	5.00 %	\$300.00
5961 - Publications	\$294.24	\$628.35	\$1,154.87	\$1,000.00	115.49 %	\$1,000.00
5971 - Communications	\$0.00	\$83.37	\$843.25	\$1,000.00	84.32 %	\$1,000.00
5981 - Stewardship	\$46.00	\$26.41	\$876.48	\$1,500.00	58.43 %	\$1,500.00
5999 - Vestry	\$0.00	\$0.00	\$427.46	\$1,000.00	42.75 %	\$1,000.00
Total Organizational Expenses	\$1,064.76	\$1,685.58	\$7,673.59	\$12,475.00	61.51 %	\$12,475.00
Total Operating Expenses	\$24,644.74	\$25,802.76	\$297,464.82	\$335,209.00	88.74 %	\$335,209.00
Total Work Within Congregation	\$26,515.15	\$25,782.94	\$305,311.23	\$346,359.00	88.15 %	\$346,359.00
Total Expenses	\$31,431.15	\$28,699.68	\$332,238.80	\$373,859.00	88.87 %	\$373,859.00
Net Total	\$4,498.08	\$12,038.30	\$13,336.80	(\$13,459.00)	0.00 %	(\$13,459.00)
Other Expenses						
7311 - Sabbatical Reserve Provision	\$600.00	\$600.00	\$600.00	\$600.00	100.00 %	\$600.00
7711 - Debt Service Provision	\$0.00	\$416.63	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Special expenses						
7400 - Search/Transition	\$4,413.03	\$0.00	\$5,188.86	\$0.00	0.00 %	\$0.00
Total Special expenses	\$4,413.03	\$0.00	\$5,188.86	\$0.00	0.00 %	\$0.00
Total Other Expenses	\$5,013.03	\$1,016.63	\$5,788.86	\$5,600.00	103.37 %	\$5,600.00

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to December 2013

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
Net Operating Total	(\$514.95)	\$11,021.67	\$7,547.94	(\$19,059.00)	0.00 %	(\$19,059.00)

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Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
Revenues						
Support From Outside Sources						
4111 - Plate Offerings	\$630.44	\$583.33	\$630.44	\$583.33	9.01 %	\$7,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$145.83)	\$0.00	(\$145.83)	0.00 %	(\$1,750.00)
4131 - Pledge Payments	\$19,191.25	\$26,666.67	\$19,191.25	\$26,666.67	6.00 %	\$320,000.00
4151 - Non-Pledge Gifts	\$2,384.01	\$1,500.00	\$2,384.01	\$1,500.00	13.24 %	\$18,000.00
4191 - Other Outside Support Revenues	\$1,000.13	\$1,166.67	\$1,000.13	\$1,166.67	7.14 %	\$14,000.00
Total Support From Outside Sources	\$23,205.83	\$29,770.84	\$23,205.83	\$29,770.84	6.50 %	\$357,250.00
Support From Internal Sources						
4511 - Checking Account Interest	\$10.72	\$0.00	\$10.72	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$41.15	\$0.00	\$41.15	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	\$51.87	\$0.00	\$51.87	\$0.00	0.00 %	\$0.00
Total Revenues	\$23,257.70	\$29,770.84	\$23,257.70	\$29,770.84	6.51 %	\$357,250.00
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$3,122.25	\$3,122.25	\$3,122.25	\$3,122.25	8.33 %	\$37,467.00
5121 - Seminary Gift	\$0.00	\$269.75	\$0.00	\$269.75	0.00 %	\$3,237.00
5171 - Stephen Ministry Expenses	\$0.00	\$41.67	\$0.00	\$41.67	0.00 %	\$500.00
Total Work Outside Congregation	\$3,122.25	\$3,433.67	\$3,122.25	\$3,433.67	7.58 %	\$41,204.00
Work Within Congregation						
Programs						
Christian Education						
5311 - Christian Education	\$510.75	\$191.67	\$510.75	\$191.67	22.21 %	\$2,300.00
Total Christian Education	\$510.75	\$191.67	\$510.75	\$191.67	22.21 %	\$2,300.00
Parish Life						
5331 - Parish Life	\$25.19	\$166.67	\$25.19	\$166.67	1.26 %	\$2,000.00
Total Parish Life	\$25.19	\$166.67	\$25.19	\$166.67	1.26 %	\$2,000.00
Worship						
5351 - Altar Supplies	\$54.65	\$83.33	\$54.65	\$83.33	5.46 %	\$1,000.00
5353 - Communion Prep. & Confirmation	\$0.00	\$16.67	\$0.00	\$16.67	0.00 %	\$200.00
5355 - Music	\$0.00	\$83.33	\$0.00	\$83.33	0.00 %	\$1,000.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$0.00	\$8.33	0.00 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$116.67	\$0.00	\$116.67	0.00 %	\$1,400.00
5398 - Pastoral Care	\$0.00	\$20.83	\$0.00	\$20.83	0.00 %	\$250.00
Total Worship	\$54.65	\$329.16	\$54.65	\$329.16	1.38 %	\$3,950.00
Youth						
5371 - Youth Ministry	\$30.84	\$250.00	\$30.84	\$250.00	1.03 %	\$3,000.00
Total Youth	\$30.84	\$250.00	\$30.84	\$250.00	1.03 %	\$3,000.00

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

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
Total Programs	\$621.43	\$937.50	\$621.43	\$937.50	5.52 %	\$11,250.00
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$4,354.17	\$4,354.17	\$4,354.17	\$4,354.17	8.33 %	\$52,250.00
5415 - Supply Clergy	\$0.00	\$145.83	\$0.00	\$145.83	0.00 %	\$1,750.00
5421 - Youth Minister	\$833.33	\$833.33	\$833.33	\$833.33	8.33 %	\$10,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$781.25	\$781.25	8.33 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$50.00	\$0.00	\$50.00	0.00 %	\$600.00
5451 - Child Care	\$540.00	\$404.17	\$540.00	\$404.17	11.13 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$1,035.17	\$1,035.17	8.33 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$1,416.67	\$1,416.67	8.33 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$2,666.67	\$2,666.67	8.33 %	\$32,000.00
5486 - Financial Staff	\$0.00	\$458.33	\$0.00	\$458.33	0.00 %	\$5,500.00
5493 - Otey Notes	\$266.67	\$266.67	\$266.67	\$266.67	8.33 %	\$3,200.00
Total Salaries & Wages	\$11,893.93	\$12,412.26	\$11,893.93	\$12,412.26	7.99 %	\$148,947.00
Employee Benefits						
5511 - Clergy Pension	\$0.00	\$1,085.92	\$0.00	\$1,085.92	0.00 %	\$13,031.03
5521 - Clergy Insurance	\$2,246.00	\$632.00	\$2,246.00	\$632.00	29.61 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	8.33 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.72	\$434.32	\$428.72	8.44 %	\$5,144.63
5551 - Staff Payroll Taxes	\$576.79	\$601.46	\$576.79	\$601.46	7.99 %	\$7,217.55
5561 - Staff Pension	\$240.00	\$240.00	\$240.00	\$240.00	8.33 %	\$2,880.00
5571 - Staff Insurance	\$1,134.80	\$632.00	\$1,134.80	\$632.00	14.96 %	\$7,584.00
Total Employee Benefits	\$5,881.91	\$4,870.10	\$5,881.91	\$4,870.10	10.06 %	\$58,441.21
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$583.33	\$0.00	\$583.33	0.00 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.08	\$0.00	\$101.08	0.00 %	\$1,213.00
Total Insurance	\$0.00	\$684.41	\$0.00	\$684.41	0.00 %	\$8,213.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$40.00	\$208.33	\$40.00	\$208.33	1.60 %	\$2,500.00
5751 - Contracted Services	\$1,130.97	\$1,166.67	\$1,130.97	\$1,166.67	8.08 %	\$14,000.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$166.67	0.00 %	\$2,000.00
5771 - Supplies	\$26.66	\$62.50	\$26.66	\$62.50	3.55 %	\$750.00
5781 - Electricity	\$741.71	\$600.00	\$741.71	\$600.00	10.30 %	\$7,200.00
5783 - Gas	\$524.50	\$266.67	\$524.50	\$266.67	16.39 %	\$3,200.00
5785 - Water & Sewer	\$58.78	\$216.67	\$58.78	\$216.67	2.26 %	\$2,600.00
5790 - Grounds Maintenance	\$250.00	\$291.67	\$250.00	\$291.67	7.14 %	\$3,500.00
Total Facilities Expenses	\$2,772.62	\$2,979.18	\$2,772.62	\$2,979.18	7.76 %	\$35,750.00
Office Services						

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

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
5811 - Audit	\$0.00	\$416.67	\$0.00	\$416.67	0.00 %	\$5,000.00
5821 - Computer Expenses	\$90.00	\$266.67	\$90.00	\$266.67	2.81 %	\$3,200.00
5831 - Copying expenses	\$251.82	\$258.33	\$251.82	\$258.33	8.12 %	\$3,100.00
5841 - Office Supplies	\$344.61	\$175.00	\$344.61	\$175.00	16.41 %	\$2,100.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$0.00	\$41.67	0.00 %	\$500.00
5861 - Postage	\$85.07	\$37.50	\$85.07	\$37.50	18.90 %	\$450.00
5871 - Telephone	\$553.87	\$508.33	\$553.87	\$508.33	9.08 %	\$6,100.00
5891 - Miscellaneous Expense	\$30.65	\$41.67	\$30.65	\$41.67	6.13 %	\$500.00
Total Office Services	<u>\$1,356.02</u>	<u>\$1,745.84</u>	<u>\$1,356.02</u>	<u>\$1,745.84</u>	<u>6.47 %</u>	<u>\$20,950.00</u>
Organizational Expenses						
5911 - Clergy Car Expense	\$0.00	\$208.33	\$0.00	\$208.33	0.00 %	\$2,500.00
5913 - Clergy Expense Allowance	\$0.00	\$83.33	\$0.00	\$83.33	0.00 %	\$1,000.00
5921 - Continuing Education	\$0.00	\$166.67	\$0.00	\$166.67	0.00 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$56.25	\$0.00	\$56.25	0.00 %	\$675.00
5931 - Convention & Travel	\$25.00	\$83.33	\$25.00	\$83.33	2.50 %	\$1,000.00
5941 - Ministering to New Members	\$0.00	\$25.00	\$0.00	\$25.00	0.00 %	\$300.00
5961 - Publications	\$145.65	\$83.33	\$145.65	\$83.33	14.56 %	\$1,000.00
5971 - Communications	\$0.00	\$83.33	\$0.00	\$83.33	0.00 %	\$1,000.00
5981 - Stewardship	\$0.00	\$83.33	\$0.00	\$83.33	0.00 %	\$1,000.00
5999 - Vestry	\$0.00	\$83.33	\$0.00	\$83.33	0.00 %	\$1,000.00
Total Organizational Expenses	<u>\$170.65</u>	<u>\$956.23</u>	<u>\$170.65</u>	<u>\$956.23</u>	<u>1.49 %</u>	<u>\$11,475.00</u>
Total Operating Expenses	<u>\$22,075.13</u>	<u>\$23,648.02</u>	<u>\$22,075.13</u>	<u>\$23,648.02</u>	<u>7.78 %</u>	<u>\$283,776.21</u>
Total Work Within Congregation	<u>\$22,696.56</u>	<u>\$24,585.52</u>	<u>\$22,696.56</u>	<u>\$24,585.52</u>	<u>7.69 %</u>	<u>\$295,026.21</u>
Total Expenses	<u>\$25,818.81</u>	<u>\$28,019.19</u>	<u>\$25,818.81</u>	<u>\$28,019.19</u>	<u>7.68 %</u>	<u>\$336,230.21</u>
Net Total	(\$2,561.11)	\$1,751.65	(\$2,561.11)	\$1,751.65	0.00 %	\$21,019.79
Other Expenses						
7711 - Debt Service Provision	\$0.00	\$1,666.67	\$0.00	\$1,666.67	0.00 %	\$20,000.00
Special expenses						
7400 - Search/Transition	\$0.00	\$83.33	\$0.00	\$83.33	0.00 %	\$1,000.00
Total Special expenses	<u>\$0.00</u>	<u>\$83.33</u>	<u>\$0.00</u>	<u>\$83.33</u>	<u>0.00 %</u>	<u>\$1,000.00</u>
Total Other Expenses	<u>\$0.00</u>	<u>\$1,750.00</u>	<u>\$0.00</u>	<u>\$1,750.00</u>	<u>0.00 %</u>	<u>\$21,000.00</u>
Net Operating Total	(\$2,561.11)	\$1.65	(\$2,561.11)	\$1.65	0.00 %	\$19.79

Stewardship Report to the Vestry
February 20, 2014

As of the middle of February, our pledge total for 2014 is just north of \$305,000, \$15,000 of our budgeted goal of \$320,000. We have identified several giving units that have a history of giving that we believe can/would be willing to pledge again. We will contact them each personally in the coming weeks to ask for their continued support. Hopefully, this final effort will get us closer to the budgeted \$320,000. This past summer, the committee intended to set the Otey website up for online giving. Jeff Frazier and I were going to do that through PayPal, but we discovered that it might be better through ACS. I lost sight of this over the course of the last few months, but it's still something I think we should do.

--

CAC Report to the Vestry
February 20, 2014

The month of January was somewhat atypical due to the inclement weather, The office had to be closed for snow and for frozen pipes and lack of electricity on several occasions. Despite being closed on those snow days we had a steady stream of clients and were able to meet the needs and stay current with requests.

During the month of January CAC had:

- 95 requests for assistance
- 97 Bags of groceries were distributed
- \$1,743.30 was spent on total assistance which included:
 - Utilities
 - Medical/Dental/Employment Assistance

Due to the unusually cold winter and the poor insulation of clients' homes we expect the requests to be much higher for the next reporting period.

The water remains cut off until better weather and the heat is problematic.

DATE: February 17, 2014
TO: Alex Bruce
FROM: Robin A. Reed
RE: January Vestry Update

Alex:

The Christian Formation Committee met in January and will meet again this Friday, February 21, 2014. Here is a summary of the Christian Formation Committee work this month.

- 1) Nursery. The Nursery is running well on Sunday mornings thanks to our two regular staffers, Stephanie Faxon and Sheila Layne, and Fr. Jess Reeves. Jess has graciously shared his office space on busy Sunday mornings. We are currently using a CD player that was sitting unused in the Sacristy and kindly loaned by George Dick. We have a new potential nursery worker, Morgan Hodges. If we hire her, we will have four Nursery Workers on our ROTA.
- 2) Godly Play. Numbers continue to be low. We have a wonderful team in place. We hope with better weather and Lenten offerings more children will attend.
- 3) Adult Sunday School. We continue to be very pleased with this year's "Hunger: Faith in Action series." The conference room continues to be full each week and at times, some of the participants are youth. We find the intergenerational format to be enlightening and energizing. Attached is a copy of the rest of the year's programs.
- 4) Faith and Film series." Carol Sampson hosted a very successful showing of the "King's Speech" in January. The series continues to have 12-15 people attend, and there are different groups each time--(and a few regular attendees!). Fr. Jess Reeves will host "Amazing Grace" at 6:30 PM February 28th. We have submitted proposed films to Jess for his approval for March 28, 2014 and May 30, 2014. The Committee welcomes your movie suggestions.
- 5) The Epiphany Pageant. Mary Beth Williams led a whole committee of helpers, musicians, and costumers in the Pageant this year. With over 20 of our children participating, many have said it was the "Best Ever!" There were no surprises! Kelly Black and Jill Mollica prepared a lovely reception for all in Brooks Hall afterwards. Since Mary Beth will be moving to Pennsylvania in May, we will be looking for a new Director next year.
- 6) Lent. This year, we will be offering three different Lenten disciplines. Lenten calendars, similar to our Advent calendars, will be available for each family. We are inviting the whole parish to participate in a new program, "Two Cents a Meal." Each family/child/unit will be able to get a savings can(donated by Regions Bank). The

children will decorate their cans in Godly Play and talk about the program. At each meal, each person puts their "two cents" into the can. A prayer can be said or a gratitude for the day be given at this time as well. On April 27th, at the Bishop's visit, Jess has approved our having an "ingathering" of all the change. The Youth will roll the coins and then get a total. The children will choose a charity for the offering to be given.

- 7) During the Sunday School hour, the "Hunger: Faith in Action" series will offer "Lent 4.5." Lent 4.5 is a seven-session series that looks at how we might live more simply with compassion, gratitude, and generosity. Five of the sessions examine daily issues all of us face: food, consumption, energy, transportation, and water. A workbook is available for purchase and will be ordered for all interested. Each week we will have summary handouts for each issue available at each service. Please encourage folks to take these handouts and attend our classes!

- 8) Easter, Eastertide, and Pentecost. On Easter Sunday, we hope to have, with the Rector's approval, our annual "Otey Eggstravaganza." At this week's meeting, we will examine whether we want to add a "Gentleman's Bow-Tie" and "Ladies' Hat Contest" to the morning's festivities. We would welcome Vestry input on these ideas. At this week's meeting, we will examine whether we might offer a book and/or class on Eastertide readings. On May 18, we will welcome Mark and Susan Powell from "Teach Beyond" who will share during the Sunday School hour about their experience as missionaries who provide support to missionary families. Pentecost Sunday is June 8, 2014. We will talk at this week's meeting about a possible program for that special day. Suggestions are always welcome.

Thank you to the Vestry for their support of our ministry.

Faithfully,

Robin

Dr. Robin A. Reed

EASTER SEMESTER 2014

Hunger for Esteem, Love, Dignity, justice

- Jan 5 **Right Relationships--Evidence in CPE--** Ms. Lea Colvill, SofT' 15
[Franklin Co returns Jan. 7; SAS, Jan 6.](#)
- Jan 12 **Hunger for Clean Water---** Mr. Ben Beavers, Sewanee Utility District
[S of T resumes January 13](#)
[Jan 14 University starts](#)
[Vestry installation](#)
- Jan 19 **Panel on legal justice for the marginalized—**
Mr. Steve Blount, Esq.; Ms. Iska Hoole, Esq.; Mr. Pete Trenchi
- January 19 [Reception for Segregation of Sewanee School\(1964\)](#)
- Jan 24, 25 Diocese meeting: Murfreesboro, St. Paul's Episcopal Church
Reception for The Rev. Betty Carpenter, 11:15 AM
- **Jan 26 **Update and Comments**
 -- Senior Delegate from Convention--Karen Keele
 -- Update from the Rector
(Church Reception for Rev. Carpenter after second service)
- Jan 31 [Faith and Film: The King's Speech, 6:30 PM --Carol Sampson](#)
- Feb. 2 **What is happening in Lent at Otey Parish?**
Lent 4.5 and 2 Cents/meal--Christian Formation Committee
- Feb. 9 **Anti-bullying training**
Sheri Smith, Franklin County Schools Trainer
- Feb. 16 **Hunger for Social Justice among LGBTQ persons**
Caroline Roberts and friends, GSA
- Feb 23 **LENT 4.5 Begins**

How do we as Christians put our faith into action?
Chapter 1: Christian Simplicity, Compassionate Living
Sr. Madeleine Mary, CSM
- February 28 [Faith and Film: Amazing Grace \(Fr. Jess Reeves\)](#)

EASTER SEMESTER 2014

- March 2 **Putting Faith into Action, Lent 4.5 book—**
Chapter 2: Food: Buying & Eating are Moral Acts, Laura Willis
- March 4 Fat Tuesday/Mardi Gras/Pancake Supper
- March 5 ASH WEDNESDAY
- March 8-23—SAS spring break
- March 9 **Putting Faith into Action, Lent 4.5**
Chapter 3: Consumption: Buying Less, Wasting Less--Aaron Elrod
- March 13-23 University Spring Break
- March 16 **Putting Faith into action, Lent 4.5**
Chapter 5 & 6: Transportation and Energy:
Choosing Efficient and Clean---Randy Peterson
- March 23 **Rector's Open Forum**
- March 28 Faith and Film: to be approved by Jess
- March 30 **Putting faith into action, Lent 4.5**
Water: conserving and protecting--Martin Knoll
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-

- April 6 **Putting faith into action, Lent 4.5**
Chapter 7: Gratitude and Generosity: Becoming Involved- Carol Sampson
- April 12-20—Franklin Co spring break
- April 13 Palm Sunday; no Sunday school
- April 20 Easter; Eggstravaganza Easter Egg Hunt
- April 27 **Bishop's Visit--Ingathering of "Two Cents a Meal"**
Bishop's Sunday School class....
-
-

- May 5 **Sunday school teacher Celebration--after second service??**
(Proposed Wrap-Up of Hunger: Faith in Action)

EASTER SEMESTER 2014

Developing an Action Plan)--need to look at this date?

Last day of class?

May 18 **Visit from Mark and Susan Powell**
 “Teach Beyond”
 Care for Missionary families

May 30 Faith and Film: to be approved by Jess



June 8, 2014 Pentecost

Parish Life Committee Report to the Vestry
February 20, 2014 -

January and February

Present leadership of the Parish Life Committee consists of Karen Keele (vestry liaison), Claudia Porter and Ann Seiters (both heading up the 11:00 coffee hour and details of running the kitchen), and Lynn Stubblefield (heading up special events). We are very appreciative of Frieda Gipson's keeping a watchful eye on needed supplies and doing things behind the scene like keeping hot coffee going throughout the day for various meetings.

We have had a coffee hour or special event most every Sunday since August. The logistics of doing these things will be much easier when our new facility is open. We cannot wait! Three recent special events have been: 1- Assisting with the huge 50th year celebration of desegregation in the Sewanee Public School.
2- Betty Carpenter's Sunday Ordination Party honoring her and her work with the young people of our parish.
3-The yearly reception celebrating Bishop Otey.

Although our committee was not involved, I would like to acknowledge the contribution to parish life by the newcomer party event. It was a lovely parish life happening hosted by Julie and Aaron Elrod and Carol and Drew Sampson. I hope this event continues yearly.

An exciting upcoming event we've been working on is the Pancake Supper March 4. If you haven't signed up to help, please do. It takes many workers.

Also, please sign up for hosting a coffee hour. Simple food is encouraged...we think it's not about the food...it's a time to greet each other and visit. We're encouraging church groups/committees to host coffee hour on a selected Sunday, or individuals with experience in hosting to team up with a newcomer to host one Sunday. Claudia and I will be glad to help answers questions.

We are pleased to have a budget of \$2,000 to work with this year. Individuals fund much of what we regularly do as they graciously cook or bring food. We consider the whole congregation to be members of our working committee.