

All "attachments" referred to in the minutes follow the last page of the minutes.

MINUTES OF THE VESTRY
Otey Memorial Parish Church
July 18, 2013, 6:30 PM
Brooks Hall

Present: Joe Ballard, Rector; Ann Millar, Sr. Warden; Amy Burns, Jr. Warden; Roy Millar, Treasurer; Steve Blount; Alex Bruce; Pratt Paterson; Dave Spaulding; Beth Wiley, Clerk

Absent: Karen Keele; Carol Sampson; Theresa Shackelford

The meeting began at 6:30 PM with the Holy Eucharist

The May 2013 meeting minutes were approved with one adjustment. The title "Father" was removed from reference to Dan Scott and replaced with his first name since he is not an Episcopal Priest.

RECTOR'S REPORT

Joe handed out copies of a proposed job description for the Youth Director, the latest installment from the Personnel committee. Pratt felt there should be more focus on service projects and Alex asked that the bullets be ordered by importance. Several specific suggestions were made. Joe asked for further recommendations via email. He will revise the description with these comments.

Joe shared a new "request for information" form to be completed by college student volunteers/workers before working with Otey's youth. The form asks applicants to disclose their college disciplinary records. Joe and Ann agreed earlier this month that the form is ready to be used in the fall.

Following an overview of pastoral care, Joe opened the floor to Dave Spaulding to share the result of his conversation with Dan Scott, potential process coordinator for Otey. Dave had two basic questions for Dan, "what should we expect to get out of this?" and "how much will the exercise cost?" Dave passed out a written synopsis of his discussion with Dan Scott. Dan would have conversations with Joe (done), Ann as Sr. Warden, Amy as Jr. Warden, Rachel Suarez as past Sr. Warden, Betty Carpenter as a staff member and Bill Hethcock as a male parishioner. The cost would be \$300 for this phase with no obligation to contract further. Dave recommended that we go forward with the consultation.

Pratt noted that whether the wardens and Joe were getting along or not was not at the top of his list of priorities for Otey. He didn't think this process could hurt, but we need to be doing something other than just this process consultation alone to address our lowering rates of attendance and decrease in annual giving.

At this point Ann announced that Theresa Shackelford resigned today from the Vestry. She called Ann to convey her decision and Ann thought that from their conversation, Theresa would echo much of what Pratt had just said. Ann reiterated Canon Snare's assurance that if we chose not to work with a process consultant, Bishop Baurerschmidt would not hold it against us, but Ann agrees with Pratt that this initial exercise, at least, cannot hurt.

Amy offered that she has been thinking about this process and our problems a lot and she really likes the idea of involving a neutral party who could put a framework around the issues for everyone. She shared that she, also, has considered resigning from the Vestry due to the emotional burden of these problems.

Motion: Steve moved that we engage Dan Scott as process consultant for Otey for conversations with the identified individuals at \$300. Ann seconded the motion. Pratt asked for more discussion. He wondered if other people shouldn't be spoken with as well. Someone inquired as to how Bill Hethcock's name and Betty Carpenter's name came to be on the list. Dave offered that Dan wanted to be sure to talk with a male. Bill's name had been suggested to Dan and Dave agreed that Bill would be a good choice. Dan also mentioned that a staff member was desirable as well. Since neither of these individuals is on the Vestry and the Bishop's message noted problems between the Rector and the Vestry, and since Pratt was willing to talk with him, Bill's name was replaced with Pratt's name and Betty's name was removed.

Motion: Steve's revised motion with Ann's second stated: Otey will engage Dan Scott as process consultant to hold conversations with Joe Ballard (done), Ann Millar, Amy Burns, Rachel Suarez and Pratt Paterson for the offered fee of \$300. The vote was unanimous.

Motion: Dave made a new motion that we increase Dan's compensation to \$500. He would make a gift of the extra \$200. Steve noted that we have just decreased the number of individuals he will need to talk with and Alex suggested waiting for the outcome of the arrangement. We can always offer more compensation later. The group was in agreement.

Alex suggested that we also reflect more upon Pratt's comments at a later, more appropriate time. It was decided that Ann should call Dan to make the meeting arrangements.

Ann shared a few more of Theresa's comments. She is very concerned that we are keeping all of this so quiet. She feels it is immoral to keep these issues from the parish. Alex noted that this is a difficult situation and ethically challenging. He feels it will be better to share that there are issues once the issues are identified and are being positively addressed. Ann offered that both she and Amy have had to have many difficult conversations with parishioners. Pratt agreed that there should be plenty of respect for the challenges going on in the lives of others. However, he noted that he has had to correct several misconceptions on the part of other parishioners as well.

SENIOR WARDEN'S REPORT - Ann Millar (ATTACHMENT)

Ann's report stated that all Vestry members and parishioners working with children and our youth must take the on-line version of "Safeguarding God's Children." She will get a username and password for everyone and share that via email. This training must be completed before our August meeting.

Ann passed around a sign-up sheet for leading committees for our Kick-off Picnic on August 18.

Since several key Stewardship committee members could not be present for the Saturday August 10 workday, it was changed to Monday night, August 19 from 5:00 – 8:00.

Everyone agreed that we should host the Diocesan program, “Back to Church Sunday” on Sunday, September 15. All parishioners will be asked to invite someone they know who does not regularly attend church to attend with them that Sunday.

Dave asked if there is any hope for a parish life committee. Ann reported that she has hope. Many of those she has contacted have been on vacation and have not yet responded.

JR. WARDEN’S REPORT (ATTACHMENT) – Amy Burns

Amy reported that the Buildings Committee met with our cleaning service people and had a good discussion about the problems we’ve been experiencing. She feels good at this point about the expected result.

TREASURER’S REPORT – Roy Millar (ATTACHMENTS)

Roy’s reports were discussed briefly. Revenues are at 50-55%.

Roy is moving money from Vanguard to cover construction fees. We may have to begin using loan funds as early as October. RVC cannot give us an estimate as we are paying sub-contractors directly to take advantage of our tax exempt status.

Roy suggested looking for someone to write grant proposals for us for some of our expenses, perhaps even another submission to the Dandridge Foundation.

Regarding our 2012 audit, Roy noted that Delanna was finalizing her review of our documentation earlier that day. He mentioned that Otey’s ECW was being reviewed as well this year.

CONTINUING BUSINESS - FOCUS AREA REPORTS (ATTACHMENTS)

Construction Committee, Alex Bruce [Attachment] – There were no questions on Alex’s report. We have no estimated finish date yet. RVC has not been able to pour the foundation to have a starting point for estimation.

Newcomers, Carol [Attachment] – There was no discussion in Carol’s absence.

CAC, Dave [Attachment] – Betty did not submit the requested specific numbers. Dave brought these this month. As CAC treasurer, Ann noted that while individual donations are down, the CAC has received quite a few grants this year from organizations.

Christian Education, Theresa [Attachment] – Ann asked that Robin just do a summary report in the future rather than sending full meeting minutes. Alex expressed appreciation for the full year of planning they have accomplished.

Stewardship, Pratt [Attachment] – Pratt apologized to Joe for not including him on the email notification for the time of their meeting. It was an oversight. He announced that we need to raise a lot more money next year. We are going to need \$360,000 in pledges alone since we cannot have a deficit budget and we need to include debt service to our loan and potentially utilities in the new building. Basically we are going to need to raise 10% more than we raised this year. His committee has been brainstorming for ideas on ways to accomplish this.

NEW BUSINESS

None identified.

OLD BUSINESS

Youth Ministry, Theresa – Alex asked if Betty is aware of the newly approved form for college student volunteers. Joe reported that it has been shared with her. Ann commented that any action contemplated regarding a new youth director needs to be implemented as soon as possible. With no other business to discuss, Alex moved that the meeting be adjourned. The time was 8:20.

Respectfully submitted,
Beth Wiley, Clerk of the Vestry

ACTION ITEMS	LEAD
Finalize Memorial for Bob Jones	Joe Ballard & Diane Jones
Consider dedicating a wall in the new Parish House for memorial plaques & other special plaques.	Vestry
Invite Bishop Bauerschmidt to participate in dedication of new Parish House	Vestry/Joe Ballard
Discuss recommendation by parishioner to change Vestry election method from non-contested to contested	Joe Ballard/Ann Millar
Create a certificate honoring the Woffords for their many years of service chairing the Shrove Tuesday Pancake Supper	Karen & Joe, Ann & Peggy Peterson
Verify that all college students assisting with Fire on the Mountain and/or Sunday School have had <i>Safeguarding God's Children</i> training.	Joe/Betty Carpenter
Review Otey's website for suggested updates. Send suggestions to Frieda & Ann.	Vestry Members
Complete on-line course "Safeguarding God's Children" by August 15, 2013	Vestry Members

Senior Warden's Report
for the July 18, 2013 Vestry Meeting

Message from the Bishop: I was tasked to ask the Bishop if he could clarify the reasons he recommended a process consultant and what he meant by "issues that have arisen over the past few years." The Bishop's response: "To my mind the issues flow from the relationship of Vestry and Rector and their working together in the present. I think there are issues; they have come to the surface fairly forcefully; I also think the Vestry and Rector are best able to identify what those issues are for themselves. The consultant would be a resource in addressing them, and might even be helpful in identifying them. I think this would be helpful to Otey."

Safeguarding God's Children Training: All vestry members and all who work with children and youth in the parish are required to have this training. The good news is that the training is now available online. The bad news is that everyone needs to take the online version even if you had the training previously. Betty Carpenter has been designated the administrator for this program for Otey. Betty will give us all a username and password and necessary instructions for accessing the training by the time of the vestry meeting Thursday evening. We will all be expected to have completed the training before the August meeting. Betty will be providing a report at each vestry meeting listing all Otey people who have completed the training. The online training takes approximately 90 minutes in the form of three 30-minute modules.

Kick Off Picnic: We will begin the new church education year at Otey with a picnic on August 18. The vestry will take the lead on planning, organizing, and carrying out the plans for the picnic. A sign-up sheet for specific duties will be passed around at the vestry meeting. We will discuss any thoughts you have on the picnic at the meeting, but we don't want to get bogged down in this at the vestry meeting. Those who take the lead in some areas will be asked to attend a couple of meetings. Most work will be coordinated via email. Steve Burnett from the Christian Formation Committee will also be involved in the planning.

Vestry Workday, August 9: We established dates for workdays at our January meeting, attempting to select Saturdays when all of us could be present. I know now of three members who cannot attend on August 9. Possible subjects for discussion are Kickoff Picnic planning (see above), Back to Church Sunday (see below), surveys we completed in May, process consultant's report. We should decide if we want to have this workday and, if so, if we should try to change the date.

Back to Church Sunday: This is a Diocesan-wide event on September 15. Last year was the first year for it. Otey did not participate. The idea is for every one of us who comes to Otey regularly to invite someone to come to church with us that Sunday. The vestry should take the lead in planning this.

Otey Website: Website improvements, updates and corrections continue. Please make an effort to review portions of the website regularly. Send comments to Frieda copying me.

Youth Director: A revised job description for the position of Youth Director is in final editing. Joe will explain to us the plans for implementing this job description.

Otey Playground: A parishioner contacted me regarding the safety of the playground. Alex mentions this in his report. RVC has been very cooperative in correcting some safety issues. Roy posted DANGER signs on the fence to warn people not to let their children play in there until the area is cleaned up. A joint parish/SCC work afternoon is planned for September. Thank you to Pratt Paterson and Amy Neubauer for taking the lead on this.

Parish Life: No parish life leadership in place in time for the Kickoff Picnic. Amy and I are still working on this and are open to your suggestions.

Diocesan Workshop for Treasurers, Wardens and Vestry: This is the second annual of these events and will be held on August 24 at St David's in Nashville. Registration is not due until the week of the event.

Jr. Warden's Report
July 2013

Otey Buildings

The annual Facilities budget is \$34,950; June YTD actuals are tracking 36% of annual budget.

The Buildings Committee met July 10th. The light flickering problem in Brooks Hall has been resolved. EH Marsh has completed the seasonal inspection of the AC unit, making a part replacement in the process. We continue to pursue a solution to the non-functioning lights in the church. Brandy Garner and Steve Vess attended the July meeting and several process improvements were discussed and will be implemented. There was a good discussion on both sides. The Playground was added to New Business and has resulted in a fall project for major cleanup.

Capital Campaign Follow-up Committee

Collections to the capital campaign total \$933,014.96, which is 75.2% of the total gifts and pledges expected amount of \$1,240,197.00. Pending letters are prepared for engaging 11 "newcomers" in the campaign.

Payroll Task Force

We met July 10th. The youth ministry director position description is near completion. Next meeting scheduled for August 7th.

	Otey Memorial Parish Church					
	Investments and Restricted Account Information					
	Report Date: July 18, 2013					
				<u>Amount</u>	<u>Amount</u>	
				<u>7/17/13</u>	<u>6/30/13</u>	
Investments:						
	Vanguard			\$980,607	\$997,020	
	Episcopal Endowment Corp.			\$16,020	\$16,020	
	Regions Money Market			\$12,958	\$12,958	
	First Tennessee			\$50,002	\$50,001	
			Total	\$1,059,587	\$1,075,999	
Restricted Accounts/Committed: (balance)						
	Phase II Construction			\$596,852	\$933,015 *	
	Brooks Hall Repair			\$8,715	\$8,715	
	Memorials			\$11,090	\$11,090	
	Sabbatical Reserve			\$14,100	\$14,100	
	CAC			\$6,944	\$7,418	
	Other			\$1,850	\$1,850	
			Total*	\$639,551	\$976,188	
	Capital Campaign Pledge Payments and Gifts: \$933,015*					
	Expenses - Phase II Design/Construction - To Date: \$336,163.06*					
	Regions Checking account as of July 17th = \$32,709 and for June 30th = \$11,646					

Otey Memorial Parish
Analysis of Revenues & Expenses / Vestry Format
Fund: Otey Church General Fund
January to June 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	\$390.00	\$478.09	\$3,133.32	\$3,328.88	39.17 %	\$8,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$303.91)	(\$478.08)	(\$748.07)	0.00 %	(\$2,000.00)
4131 - Pledge Payments	\$27,344.00	\$13,395.89	\$182,153.00	\$160,510.14	59.26 %	\$307,400.00
4151 - Non-Pledge Gifts	\$3,378.65	\$711.95	\$9,247.65	\$9,275.40	29.83 %	\$31,000.00
4191 - Other Outside Support Revenues	\$1,175.00	\$1,224.91	\$6,620.00	\$8,664.34	41.38 %	\$16,000.00
Total Support From Outside Sources	<u>\$32,287.65</u>	<u>\$15,506.93</u>	<u>\$200,675.89</u>	<u>\$181,030.69</u>	<u>55.68 %</u>	<u>\$360,400.00</u>
Support From Internal Sources						
4511 - Checking Account Interest	\$0.00	\$0.00	\$8.27	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$2.66	\$0.00	\$7.17	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	<u>\$2.66</u>	<u>\$0.00</u>	<u>\$15.44</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
Total Revenues	<u><u>\$32,290.31</u></u>	<u><u>\$15,506.93</u></u>	<u><u>\$200,691.33</u></u>	<u><u>\$181,030.69</u></u>	<u><u>55.69 %</u></u>	<u><u>\$360,400.00</u></u>
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$2,083.00	\$2,083.33	\$12,498.00	\$12,499.98	49.99 %	\$25,000.00
5121 - Seminary Gift	\$750.00	\$750.00	\$750.00	\$750.00	50.00 %	\$1,500.00
5171 - Stephen Ministry Expenses	\$0.00	\$83.33	\$431.57	\$499.98	43.16 %	\$1,000.00
Total Work Outside Congregation	<u>\$2,833.00</u>	<u>\$2,916.66</u>	<u>\$13,679.57</u>	<u>\$13,749.96</u>	<u>49.74 %</u>	<u>\$27,500.00</u>
Work Within Congregation						
5211 - Work Within Congregation	\$0.00	\$41.67	\$273.98	\$250.02	54.80 %	\$500.00
Programs						
Christian Education						
5311 - Christian Education	\$0.00	\$0.00	\$1,132.04	\$1,008.15	75.47 %	\$1,500.00
5317 - Discernment	\$0.00	\$16.67	\$0.00	\$100.02	0.00 %	\$200.00
Total Christian Education	<u>\$0.00</u>	<u>\$16.67</u>	<u>\$1,132.04</u>	<u>\$1,108.17</u>	<u>66.59 %</u>	<u>\$1,700.00</u>
Parish Life						
5331 - Parish Life	\$79.10	\$65.79	\$241.45	\$324.22	24.14 %	\$1,000.00
Total Parish Life	<u>\$79.10</u>	<u>\$65.79</u>	<u>\$241.45</u>	<u>\$324.22</u>	<u>24.14 %</u>	<u>\$1,000.00</u>
Worship						
5351 - Altar Supplies	\$0.00	\$0.00	\$602.48	\$417.99	66.94 %	\$900.00
5353 - Communion Prep. & Confirmation	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
5355 - Music	\$39.95	\$0.00	\$362.98	\$736.92	36.30 %	\$1,000.00
5357 - Prayer Books and Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$300.00
5359 - Organ and Piano Maintenance	\$0.00	\$0.00	\$600.00	\$926.54	33.33 %	\$1,800.00
5398 - Pastoral Care	\$48.25	\$0.00	\$94.20	\$750.00	12.56 %	\$750.00
Total Worship	<u>\$88.20</u>	<u>\$0.00</u>	<u>\$1,659.66</u>	<u>\$3,031.45</u>	<u>33.53 %</u>	<u>\$4,950.00</u>
Youth						

Otey Memorial Parish
Analysis of Revenues & Expenses / Vestry Format
Fund: Otey Church General Fund
January to June 2013

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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
5371 - Youth Ministry	\$553.44	\$155.05	\$1,189.74	\$1,838.64	39.66 %	\$3,000.00
Total Youth	\$553.44	\$155.05	\$1,189.74	\$1,838.64	39.66 %	\$3,000.00
Total Programs	\$720.74	\$237.51	\$4,222.89	\$6,302.48	39.65 %	\$10,650.00
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$4,780.92	\$4,780.92	\$28,685.51	\$28,685.52	50.00 %	\$57,371.00
5413 - Seminarian	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$500.00
5415 - Supply Clergy	\$0.00	\$230.77	\$750.00	\$1,384.62	37.50 %	\$2,000.00
5421 - Youth Minister	\$1,485.42	\$1,464.26	\$8,912.51	\$9,039.47	50.00 %	\$17,825.00
5431 - Organ & Choir	\$686.67	\$686.67	\$4,120.01	\$4,120.02	50.00 %	\$8,240.00
5432 - Supply Organ	\$0.00	\$50.00	\$300.00	\$300.00	50.00 %	\$600.00
5451 - Child Care	\$330.17	\$365.32	\$1,925.02	\$2,643.36	38.50 %	\$5,000.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$6,211.01	\$6,211.02	50.00 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$8,500.02	\$8,500.02	50.00 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$16,000.02	\$16,000.02	50.00 %	\$32,000.00
5486 - Financial Staff	\$1,048.00	\$1,048.00	\$6,288.00	\$6,288.00	50.00 %	\$12,576.00
5493 - Otey Notes	\$266.67	\$266.67	\$1,600.02	\$1,600.02	50.00 %	\$3,200.00
Total Salaries & Wages	\$13,716.36	\$14,011.12	\$83,292.12	\$84,772.07	49.36 %	\$168,734.00
Employee Benefits						
5511 - Clergy Pension	\$0.00	\$0.00	\$8,371.92	\$9,341.25	49.98 %	\$16,750.00
5521 - Clergy Insurance	\$1,182.11	\$1,183.33	\$7,407.66	\$7,099.98	52.17 %	\$14,200.00
5526 - Clergy Housing & Utility Allow.	\$2,534.66	\$2,500.00	\$15,207.96	\$15,000.00	50.69 %	\$30,000.00
5531 - Clergy - SECA Payments	\$567.10	\$583.33	\$3,402.60	\$3,499.98	48.61 %	\$7,000.00
5551 - Staff Payroll Taxes	\$683.57	\$691.67	\$4,097.11	\$4,150.02	49.36 %	\$8,300.00
5561 - Staff Pension	\$240.00	\$416.67	\$1,440.00	\$2,500.02	28.80 %	\$5,000.00
5571 - Staff Insurance	\$648.40	\$691.67	\$3,738.40	\$4,150.02	45.04 %	\$8,300.00
Total Employee Benefits	\$5,855.84	\$6,066.67	\$43,665.65	\$45,741.27	48.76 %	\$89,550.00
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$0.00	\$2,278.00	\$0.00	35.05 %	\$6,500.00
5631 - Workers Compensation	\$0.00	\$0.00	(\$423.00)	(\$58.94)	0.00 %	\$2,000.00
Total Insurance	\$0.00	\$0.00	\$1,855.00	(\$58.94)	21.82 %	\$8,500.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$65.76	\$208.33	\$387.30	\$1,249.98	15.49 %	\$2,500.00
5751 - Contracted Services	\$890.00	\$1,214.25	\$6,027.00	\$6,666.33	44.64 %	\$13,500.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$1,000.02	0.00 %	\$2,000.00
5771 - Supplies	\$0.00	\$53.69	\$218.46	\$414.70	29.13 %	\$750.00
5781 - Electricity	\$315.29	\$690.62	\$2,280.29	\$4,171.95	29.61 %	\$7,700.00
5783 - Gas	\$42.88	\$88.49	\$1,639.06	\$2,178.69	54.64 %	\$3,000.00
5785 - Water & Sewer	\$118.34	\$287.84	\$686.58	\$1,327.76	27.46 %	\$2,500.00

Otey Memorial Parish
Analysis of Revenues & Expenses / Vestry Format
Fund: Otey Church General Fund
January to June 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
5790 - Grounds Maintenance	\$0.00	\$215.31	\$1,225.00	\$1,686.61	40.83 %	\$3,000.00
Total Facilities Expenses	<u>\$1,432.27</u>	<u>\$2,925.20</u>	<u>\$12,463.69</u>	<u>\$18,696.04</u>	35.66 %	<u>\$34,950.00</u>
Office Services						
5811 - Audit	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$4,900.00
5821 - Computer Expenses	\$0.00	\$250.00	\$1,254.02	\$1,500.00	41.80 %	\$3,000.00
5831 - Copying expenses	\$133.00	\$250.00	\$1,366.71	\$1,500.00	45.56 %	\$3,000.00
5841 - Office Supplies	\$0.00	\$208.33	\$722.03	\$1,249.98	28.88 %	\$2,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$24.00	\$250.02	4.80 %	\$500.00
5861 - Postage	\$0.00	\$0.00	\$127.74	\$298.11	21.29 %	\$600.00
5871 - Telephone	\$561.32	\$500.00	\$3,091.43	\$3,000.00	51.52 %	\$6,000.00
5891 - Miscellaneous Expense	\$0.00	\$41.67	\$662.51	\$250.02	132.50 %	\$500.00
Total Office Services	<u>\$694.32</u>	<u>\$1,291.67</u>	<u>\$7,248.44</u>	<u>\$8,048.13</u>	34.52 %	<u>\$21,000.00</u>
Organizational Expenses						
5911 - Clergy Car Expense	\$767.80	\$0.00	\$1,505.15	\$1,030.08	60.21 %	\$2,500.00
5921 - Continuing Education	\$0.00	\$0.00	\$605.30	\$744.53	30.26 %	\$2,000.00
5931 - Convention & Travel	\$0.00	\$0.00	\$1,022.51	\$1,500.00	68.17 %	\$1,500.00
5941 - Ministering to New Members	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$300.00
5961 - Publications	\$0.00	\$0.00	\$348.90	\$121.10	34.89 %	\$1,000.00
5971 - Communications	\$81.60	\$83.33	\$807.65	\$499.98	80.76 %	\$1,000.00
5981 - Stewardship	\$0.00	\$0.00	\$137.00	\$134.46	9.13 %	\$1,500.00
5999 - Vestry	\$0.00	\$0.00	\$287.98	\$704.60	28.80 %	\$1,000.00
Total Organizational Expenses	<u>\$849.40</u>	<u>\$83.33</u>	<u>\$4,714.49</u>	<u>\$4,734.75</u>	43.65 %	<u>\$10,800.00</u>
Total Operating Expenses	<u>\$22,548.19</u>	<u>\$24,377.99</u>	<u>\$153,239.39</u>	<u>\$161,933.32</u>	45.94 %	<u>\$333,534.00</u>
Total Work Within Congregation	<u>\$23,268.93</u>	<u>\$24,657.17</u>	<u>\$157,736.26</u>	<u>\$168,485.82</u>	45.76 %	<u>\$344,684.00</u>
Total Expenses	<u>\$26,101.93</u>	<u>\$27,573.83</u>	<u>\$171,415.83</u>	<u>\$182,235.78</u>	46.06 %	<u>\$372,184.00</u>
Net Total	\$6,188.38	(\$12,066.90)	\$29,275.50	(\$1,205.09)	0.00 %	(\$11,784.00)
Other Expenses						
7311 - Sabbatical Reserve Provision	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$600.00
7711 - Payment of Debt budget	\$0.00	\$416.67	\$0.00	\$2,500.02	0.00 %	\$5,000.00
Total Other Expenses	<u>\$0.00</u>	<u>\$416.67</u>	<u>\$0.00</u>	<u>\$2,500.02</u>	0.00 %	<u>\$5,600.00</u>
Net Operating Total	\$6,188.38	(\$12,483.57)	\$29,275.50	(\$3,705.11)	0.00 %	(\$17,384.00)

**From the Construction Committee,
July 11, 2013:**

The rains have slowed some efforts but not stopped everything. While some work on the foundation to the addition to the Parish House has been delayed, there has been some progress. Moreover, because the existing structure can be worked on even in the rain, work on the interior of the existing structure is now ahead of schedule. RVC and Mike Panter seem to be doing good work.

The committee is open to creative ideas for making “the box” out front more attractive.

At a parishioner’s request, efforts have been made to better mark the construction site and make it safer for all, especially children. However, the playground will have to remain closed as there is so much construction material in it.

Alexander M. Bruce,

Newcomer's Report for Vestry July 18, 2013

Hello to All

I have ordered for free from Episcopal Relief and Development three items: a bookmark, an envelope for giving, and a brochure about Episcopal Relief and Development. I just contributed my payment in shipping. I was just so excited to see the items were free, and we may decide the items would look nice in the Newcomer bag.

Also, I contacted Ginny Capel and she offered to bake four small loaves of bread (one batch) for 10.00. We talked about this in vestry as a nice way to welcome newcomers, and so I hope the vestry will approve of the \$10.00 expense to check out this bread and see if we would like to continue. I will put the loaves marked for newcomers and preserve in the freezer.

The last item to report on is my exploration (for two days) of the newcomer pamphlets printed by Forward Day by Day just for churches to put out for newcomers. There is quite a variety to choose from and they all come in packages of 5 at a cost of .50 per package up to 2.50 per pack of 5. I narrowed it down to seven different ones I would like to order so that the Vestry could look at them and see which they like. The cost for the seven different packages would be \$10.50 plus there will be a shipping cost of approximately \$4.50, for a total of \$15.00. I think this is well worth the money and would like the vestry's approval to order. The titles of the brochures are: Briefly About Baptism, Discovering the Episcopal Church, The Episcopal Church, Family Prayer, An Outline of the Faith, Welcome to the Episcopal Church, and 5 Marks of Mission (written by the Presiding Bishop).

My next step is to start composing information about Otey Parish describing all our ministries following the design of the booklet I received from St. Peter's and showed at last vestry meeting. This will take some time, but it is possible as all things are with God and good help.

I am sorry and apologize to have to be absent at this next vestry meeting. Our son and wife who live in Oklahoma City are driving to Jackson, MS and it is important that we leave Sewanee on Thursday, the 18th, in order to meet them that evening. I believe August and September I can promise to be there.

Respectfully submitted, Carol Sampson

CAC Monthly Report

Things continue to go well with clients coming and requests handled in a timely manner. Poverty in this community is real and those of us who work with CAC clients see it on a daily basis. We ordered 1400 pounds of food and soon the shelves will be bare because they are hungry. I can easily give statistics and the financial report shows how the money is spent. But.....

Here is a story about a long time client named Louise. About a month ago her trailer burned to the ground and she lost everything she owns. She is a widow with two grown sons. One is in and out of jail and an addict the other left home many years ago and is estranged from the family. Louise cannot read or write and it is very unlikely that she will learn. Tutors have tried unsuccessfully. There are legal complications which prevent her from being a candidate for Sewanee Housing and she is homeless. I have been working with Mid-Cumberland Mountain Ministries to work out a housing arrangement. There is a "free" trailer but it must be moved to her property in Sherwood and that is proving to be a challenge. She calls daily for an update and hopefully a solution can be found soon, her family members are providing housing but the temporary state is becoming tense. That's just one example.

Another story is about a grandmother raising three grandchildren because their mother died from drugs and their father has traumatic brain injury from the war. She struggles but that story will have a happy ending...she is getting the next Sewanee Housing house. She is an EMT but because of the age of the children cannot work until they are older. She is a single grandmother with little family support.

These families rely on CAC for food and occasional assistance with utilities and mortgage payments. Every dollar is needed and the stories are endless.

Betty Carpenter
Interim Director

Christian Formation Committee Minutes
June 2013

Present: Kathryn Bruce, Bill Hethcock, Amy Patterson, Brown Patterson, Robin Reed

Absent: Robert Black, Steve Burnett, Theresa Shackelford

OLD BUSINESS:

- 1) The Bible Challenge---- Brown noted that the Bible Challenge continues with 4-5 members. The material is excellent. Robin noted that Betty Carpenter suggested we run a second group beginning in the fall possibly during the Sunday School hour. This will be considered.
- 2) Parent's Night Out----Robin noted that this has been tabled for now. Kathryn suggested that our youth might be utilized to help with childcare if we have a picnic or special event. Group concurred.
- 3) Summer Offerings--- "Otey Movie Group" had a fabulous start with "The Life of Pi," offered by the SUT. A group of about 12 adults returned to Otey for brownies and coffee. Amy Patterson led a lively discussion. Amy recommended that we might need to establish discussion guidelines at the beginning of each discussion, as well as develop a set of questions that could be used at each movie. Group voted to show "To Kill a Mockingbird" on Friday, 28 June 18 at 6 PM at Brooks Hall. Robin will get pizza and Amy will get drinks. Signup can be done via sheets and Robin will ask Frieda if she will take reservations as well. A third movie night might be considered on Friday, July 12th. "Up" has been recommended while "42" is being played at the SUT this weekend. Group will see how the "To Kill a Mockingbird" evening goes to decide on next step.
- 4) Vacation Bible School-- Robin noted that VBS is going to be 22-26 July '13 9-noon on the St. James Episcopal Church campus. Amy Spicer has agreed to lead crafts. Robin will be there 2 days. Betty Carpenter has also been supportive. Next meeting is 18 June 13 and Robin will try to be there to get update. Theme is "Everywhere Fun Fair" Children entering Pre-K through grade 5 are welcome to attend. Youth ages 12-18 are invited to help. Robin will be sure we have poster and registration forms.
- 5) Godly Play Teachers. Robin reviewed that we are still in need of a Godly Play co-teacher for Godly Play III. Ann Millar has volunteered to teach but will need a co-teacher/doorkeeper. Robin will consider asking Larry Barker or Pamela Byerly. Rebecca VandeVen and her husband Chris have agreed to lead Godly Play I. Barbara Prunty and Peggy Peterson and probably Beth Charlton will lead Godly Play II again. Robin noted that we will need to get some others to help on our "teacher reserve list." Robin will ask Jill Mollica to do "feast/snack" food again for GP.

NEW BUSINESS:

1) Survey Monkey. Robin has asked Robert Black to coordinate a “Survey Monkey” in response to the small group meeting May 4th. Questions are being gathered by the group and will be put into a 10 question format. This is to be on Adult offerings. Godly Play is well established and working well. Group had some important questions about the Youth program and where that is headed. Bill suggested we invite Betty Carpenter to join us next meeting for clarification.

2) Christian Formation Offerings: 2013-2014. Group discussed options for next year. Laura Willis is about to publish a book on “hunger” which might be a good springboard. Kathryn noted that we might explore “hunger” on multiple levels... physical hunger, shelter-safety, right relationships, spiritual hunger, etc. Amy is going to be near a good Christian book store this week and will do some research. Robin heard about a movie called “A Place at the Table” which is a documentary on hunger in America which might be shown. She will research this.

Brown suggested that Robin put together a calendar of the whole Christian year so that dates could be identified, as long as vacations and feast days (ex. Easter and Christmas).

Bill suggested that we consider sending out a letter to every family inviting them to Sunday school and indicating in which classes and teachers their children/grandchildren would be working with. This might increase participation. Group agreed. Robin will ask Frieda about tapping into the data base for this information.

Group agreed that offerings need to be both educational and informational with service attached and spread through the year. Amy suggested that the offerings be a mixture of book learning, reflection, and presentation.

3) Welcome back picnic. Kathryn suggested and the group concurred that we should seriously consider having a picnic early when the SES children return to school (August 7th). This way we may connect with new seminary families and families with young children. Suggested dates for the picnic are 11 and 18 August '13. Robin noted that we will need help from other groups--if there is a Parish Life Committee they will need to help. She will check with the Senior Warden about this. Amy noted that if we have the picnic later we might have games/coffee hour the Sundays after school has started but before the Christian Formation Year begins.

Robin

Robin A. Reed, Director of Christian Formation

ISSUES TO CONSIDER

- 1) “Kick-off Picnic” committee representative
- 2) Date for Picnic and plans for other Sundays

- 3) Training for GP teachers
- 4) Godly Play III teacher...
- 5) Safeguarding...
- 6) Youth ministry---Betty
- 7) Movie Series coordinator---Steve Burnett???

Other folks to add to GP Team...

Kathryn and Alex Bruce
Nicole and Jeff Noffsinger-Frazier
Seminarians?
University kids?

July 2013 Stewardship Committee Report

Submitted by Pratt Paterson

July 16, 2013

The Stewardship Committee has met twice this summer in advance of the 2013 season. The reformed committee for this year includes Pratt Paterson (Chair), Jeff Frazier, Laura Willis, Ruth Ramseur, Ann Millar, and Amy Burns. Treasurer Roy Millar, though technically not on the committee, is also present and involved.

This past fiscal year was the first in recent memory in which our operating monies raised decreased from the previous year (331,000 to 320,000). Considering this and considering that our creditors now require a balanced budget to be passed AND considering that we will now need to consider building in a line to the budget for debt repayment, it is more important than ever that Otey Parish is able to increase its total dollars raised for the operating budget this coming year. This will particularly challenging considering our decreased attendance at church.

For the coming year, we believe we should continue to send one letter from the committee and one letter from the rector. We feel, though, that the rector's letter should go first, as it used to. We also believe that the rector's letter and the committee's letter should share a common message, presenting it from different perspectives. We will also not send the second letter to those parishioners that respond with a pledge or outright gift immediately following the first letter. We will send the first letter around September 23rd, which will follow an introductory sermon from Joe on September 22. We feel this will work perfectly with the Gospel for that day, which is Luke 16: 1-13 (Proper 20). The committee is already working on drafts of those letters. The second letter will go out around October 14 in advance of a November 3 Ingathering service. We do not feel that the "testimonials" from parishioners in church are effective, but will continue to pursue guest preachers for the season.

In old business, Jeff Frazier and Pratt Paterson will have a PayPal account set up to allow parishioners to give through Otey's website before the end of the summer. Also, we believe the August 10 vestry workday should not be dedicated to Stewardship, since Pratt Paterson, Amy Burns, and Jeff Frazier will be out of town.