

Vestry Agenda for July 17, 2014

I. Opening Prayers :: Communion from reserved Sacrament

II. Consideration of Agenda & Minutes

III. Reports

Treasurer

Senior Warden

Search formation; Occupancy, moving day

Junior Warden

Construction Committee

Parish Life; CAC; Submitted staff or other committee reports

Interim Pastor

- ⌘ Michaelmass liturgy season [MP/EvenS/HE]; CAC liturgy.
- ⌘ August 10 – 5pm, Family Eucharist
- ⌘ August 24 – Canon Snare speaks to Vestry + Search Committee, noon; same day, Parish Picnic, 5 pm, & Gifts/ Talents survey.
- ⌘ HOLY COW? – September, take CAT; October report, small groups, profile, vision stmt

IV. Old Business

V. New Business

Stewardship and Budget, 2015: August Vestry action

Office hours: 9-4:30, 12- 1 lunch?

SCC plans – interaction: policy, liaison, fiscal.

Newcomer initiative - Carol

V. Benediction

Next meeting: will call

Almighty God, giver of every good gift: Look graciously on your Church, and so guide the minds of those who shall choose a rector for this parish, that we may receive a faithful pastor, who will care for your people and equip them for their ministries; through Jesus Christ our Lord. *Amen.*

MINUTES OF THE VESTRY
Otey Memorial Parish Church
July 17, 2014, 6:30 PM

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

Absent: None
Visitors: None

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

APPROVAL June 19, 2014 MEETING MINUTES

Motion: Amy moved that the June meeting minutes be approved as amended. Pratt seconded the motion, and it was unanimously approved.

TREASURER'S REPORT – Roy Millar

1. *Construction Project Funding:* Roy is expecting two additional draws to complete the construction payments. The next RVC draw will be in the range of \$100,000; the final draw will be less, but Roy does not have a draw request yet. Steve asked whether we have enough to finish the project. Roy replied that Otey has sufficient funds. The funds available for use on the building are about \$169,000.
2. *Audit:* The auditors are coming to Otey to review documents on July 22 and will complete the report by August.
3. *Quarterly Statements:* Statements have been sent to selected parishioners listing both the annual pledge and capital campaign outstandings.
4. *Budget Review:* Expenses and revenues have slowed during the summer. Otey has used about 47% of the budget. Roy noted that expenses against the music budget were incorrectly added to the publishing line item and will be corrected.

Motion: Carol moved that Doug seconded the motion, and it was approved by acclamation.

INTERIM PASTOR'S REPORT (Mediation Report Attached)

1. *Michaelmass liturgy season:* Jess will change the liturgy during the coming season. The CAC liturgy will now be at the offertory and will be edited.
2. *Family Eucharist:* The next family eucharist will be August 10 at 5:00 pm.

3. *Canon Snare and the Search Process:* Canon Snare will speak to the Vestry and Search Committee August 24 at Noon.

Holy Cow: Holy Cow is a useful program intended to assist the Search Committee during the search for a new rector. Jess suggests that the Vestry familiarize itself with Holy Cow and recommends its use to the Search Committee. Otey has already registered to use Holy Cow. Jess can assist with its use.

SENIOR WARDEN'S REPORT - Doug Seiters

1. *Portrait of Archdeacon Claiborne:* The portrait has been presented to the parish and will be dedicated this fall.

2. *Search Committee:* Doug requested that lists of parishioners proposed for the Search Committee be submitted forthwith. Amy and Doug, with counsel from Jess, will propose a slate of 7 names to the Vestry before the August meeting. The slate will be sent out by July 31, 2014. A special called meeting of the Vestry to select the Search Committee will be on **August 4 at 5:15 pm in Brooks Hall.**

3. *Moving Committee:* Doug proposed a moving work day, to be tentatively scheduled for August 2 dependent on Otey's receipt of the Certificate of Occupancy by that date. He invited all members of the Vestry to participate.

***Motion:* Steve moved that a Claiborne Hall work day be scheduled for August 2, 2014 from 9:00 am to 2:30 pm.** Laura seconded the motion and the motion passed by acclamation.

JR. WARDEN'S REPORT- Amy Burns

1. *Guidelines for Use of Parish Buildings:* Amy reported that inquiries concerning use of the parish hall are coming n. Frieda will keep the calendar. Organizations requesting use of the building on a regular basis will be considered on a case by case basis.

2. *Piano:* Karen Keele and Ann Seiters have looked at Jane Longhurst's piano, and reported that Ms. Longhurst will pay for 2 piano tunings and the moving cost. There was a short discussion of pros and cons of having a piano in the parish hall.

***Motion:* Alex moved that Otey accept Ms. Longhurst's offer of her piano.** Larry seconded the motion. The motion passed with one vote in opposition.

CONTINUING BUSINESS

1. New Vestry members to meet with the staff after Diane Fielding begins work.

COMMITTEES (ATTACHMENTS)

1. *Parish Life/Newcomer* - Karen Keele The committee is looking for a chair to organize and develop a schedule of events for the next 6 months and to coordinate those events with other items on the church calendar. Claudia Porter and Ann Seiters will do the coffee hour.

2. . *CAC* – Larry Barker CAC served 102 people this month filling 82 grocery bags.. 27 people volunteered.

3. *Stewardship*: Laura Willis: Laura initiated discussion of the committee's purpose and fundraising in general. This committee is initiating a search for new committee members.

4. *Construction*- Steve Ford: AT&T service is the primary outstanding matter. Other ongoing work is primarily landscaping, seeding, and handicap signs. Steve will contact the Construction Committee to determine how the punch list will be created and whether certain items should be prioritized.

5. *Newcomers*: Carol proposed a programs in which each newcomer family is sponsored by a Parishioner who can attend parish functions and meet with the newcomers to answer questions. Jess and Carol will develop this idea. Jess invited the Vestry to offer ideas.

6. *Christian Formation*- Alex: The Survey is completed. 34 adults responded. (See attached results). There was a discussion of the Sunday School program especially the youth program. Alex proposed that Otey use this survey as a starting point to review the program and its direction. The theme for the year beginning in September "Blessed are the Peacemakers"

NEW BUSINESS

1. *Budget and Stewardship Committees*: Jess proposed that the Vestry start the 2015 year Budget process now. Steve proposed that we consider extending the Capital Campaign as part of the process.

2. *Office Hours*: The church office hours are changing to: 9 to 4:30. Closed at lunch from 12-1.

3. *Sewanee Children's Center*: The Vestry needs a liason with the Children's Center who will be an ex officio member of their board. Doug plans a conversation with Larry Sims.

OLD BUSINESS

With no additional business to discuss, the meeting was adjourned with a benediction. The time was approximately 8:30 p m.

NEXT MEETING IS AUGUST 21 at 6:30 PM in the new Parish hall.

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Announce Diane Fielding as the Parish accounting administrator in the September issue of Otey Notes	Karen
Move to New Building	Amy, Doug
New vestry members to meet with staff (Diane Fielding coming July 27)	Larry, Laura, Steve
Canon Snare meeting with Vestry and Search Committee on August 24 at noon.	All Vestry

Senior Warden's Report July 17 Vestry Meeting

Search Committee

For the rest of July:

We have announced that nominations are to be sent to the Junior and Senior Wardens. We shall continue to make that announcement and shall suggest that we would like to close nominations by the end of July. We also ask that each Vestry person make a list of seven nominees (adding comments that you wish to write about any of your candidates) and bring that list to our Vestry meeting on July 17; however, let us not entertain a discussion of the merits of particular candidates at that time. The opportunity for that will come later. From the list of all nominees, the Wardens, with the pastoral advice of the Interim Priest, will develop a slate of seven candidates for the Vestry to consider at a called Vestry meeting early in August. The Junior and Senior Warden will make certain that all proposed candidates understand the Search Committee charge and agree to serve.

At the August called meeting:

The slate will be circulated prior to the called meeting, and members of the Vestry will have an opportunity at the meeting to add names of nominees not on the slate, if any wish to do so. All nominees must give their assent and understand the Search Committee charge prior to the August meeting. The Vestry will then reach a consensus on the seven non-Vestry members of the Search Committee (i.e., elect the slate, or, if names are added to the slate, elect seven from the slate and those added). Finally, at the August meeting, we shall select two vestry members to serve on the Search Committee, bringing the total number to nine.

Portrait of Archdeacon Claiborne

The portrait of Archdeacon Claiborne has been completed and delivered to Michael Hurst, President of the Sewanee Trust for Historic Preservation. It is a very fine portrait and will be a handsome addition to Claiborne Parish House. Otey Parish owes a vote of thanks to artist Claude Buckley for his expert portraiture and to John Bratton and the Sewanee Trust for making this gift possible. The dedication of the painting will occur in October or November.

The Occupancy Committee

Many individuals and committees have worked hard to facilitate our move back into Claiborne Parish House, including the Buildings Committee, Construction Committee, Grounds Committee, Interior Design Committee, Children Center Board, CAC, and Thurmond Library Board. The Occupancy Committee has attempted to assist and coordinate the efforts of all. Despite the best efforts of Ann Aitken and Drew Sampson, we are still awaiting the successful completion of AT&T's work on our service lines. As soon as that work is completed and the new asphalt drives and parking lots are properly marked, we should be receiving our Certificate of Occupancy. In anticipation of that long awaited event, the Occupancy Committee has been discussing and assisting the following preparations:

- The purchase of new tables and chairs (under the Direction of the Interior Design Committee)
- Construction of new bookshelves for Thurmond (under the direction of the Thurmond Library Board)
- Window treatments (under the Direction of the Interior Design Committee)
- Placement and use of existing furniture
- Moving furnishings for Godly Play Rooms and the kitchen
- Planning several workdays to accomplish the move to the Parish House and to restore the landscaping around the new building and along the new driveway.

(Our first workday is planned for August 2.)

Jr. Warden's Report
July 2014

Grounds

Trees:

Betty Barton Blythe was unable to attend the meeting. Her plan is to have Isaac King remove the dead dogwood in front of Brooks Hall and the maple in front of the church. The Grounds Budget is overrun as of June. We are anticipating other Facilities' budget lines to under run and offset the Grounds.

Buildings

Church lights:

Joseph Sumpter's electrician, Jeremy, has been planning the installation of the new lights. We are awaiting an estimate and also Roy is assessing the system programming modifications required prior to installation. Joseph has suggested the installation might begin as early as this upcoming week.

Building Use Policy

The policy was approved at the June Vestry meeting.

Since then, we have had further discussion with Weight Watchers (WW) about allowing them to use space in the Parish House every Thursday from 4-6 PM at the rate of \$50 per meeting. They need the space by the end of July. The BC approved the space usage by WW to begin once we are officially in the building.

The BC was asked what the rate is for an employee to rent the parish hall. There was consensus among the committee members that the fee schedule be applied as is, i.e., no exception.

Also, BC has received an email inquiry from the Sewanee Business Alliance to possibly use the new Parish Hall for its rain plan venue for a September 26th event at the Angel Park.

Parish House Occupancy/BC Shared Concerns

Target date of June 27th for Certificate of Occupancy was not achieved for several reasons. One of those is AT&T's installation of required lines continues to be unresolved. Ann Aitken has spent endless hours troubleshooting the phone line dilemma with AT&T, and reports that the 3rd line is to be installed Monday, July 14th.

We will need help unpacking the kitchen items and organizing the kitchen.

After a general discussion about the playground, all agreed the need to have a Vestry member to be the liaison between Otey and the Sewanee Children's Center (SCC). The playground is part of the Otey Campus and the Vestry should be informed about the playground, and also approve any plans for the playground.

Vacuum cleaner:

A new vacuum cleaner was purchased for the cleaning contractor.

Budget:

All expenses except Grounds are on track or better, June total at 50.61% of annual. Jess asked if the Furnishings line item in the Facilities budget could be used for other things such as shelving for Thurmond Library; we agreed that it could be, but expressed concerns about Grounds' budget and overall demands on the budget. We suggest a list of items that are competing for budget be prepared and prioritized so that we optimize reallocation of budget.

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to June 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
Revenues						
Support From Outside Sources						
4111 - Plate Offerings	\$508.91	\$583.33	\$2,699.94	\$3,499.98	38.57 %	\$7,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$145.83)	(\$327.92)	(\$874.98)	0.00 %	(\$1,750.00)
4131 - Pledge Payments	\$26,578.83	\$26,666.67	\$152,786.32	\$160,000.02	47.75 %	\$320,000.00
4151 - Non-Pledge Gifts	\$1,665.00	\$1,500.00	\$9,364.75	\$9,000.00	52.03 %	\$18,000.00
4191 - Other Outside Support Revenues	\$1,175.00	\$1,166.67	\$8,021.73	\$7,000.02	57.30 %	\$14,000.00
Total Support From Outside Sources	<u>\$29,927.74</u>	<u>\$29,770.84</u>	<u>\$172,544.82</u>	<u>\$178,625.04</u>	<u>48.30 %</u>	<u>\$357,250.00</u>
Support From Internal Sources						
4511 - Checking Account Interest	\$0.00	\$0.00	\$17.18	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$23.91	\$0.00	\$24.88	\$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	\$0.00	\$0.00	\$100.00	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	<u>\$23.91</u>	<u>\$0.00</u>	<u>\$411.18</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
Total Revenues	<u><u>\$29,951.65</u></u>	<u><u>\$29,770.84</u></u>	<u><u>\$172,956.00</u></u>	<u><u>\$178,625.04</u></u>	<u><u>48.41 %</u></u>	<u><u>\$357,250.00</u></u>
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$3,122.25	\$3,122.25	\$18,733.50	\$18,733.50	50.00 %	\$37,467.00
5121 - Seminary Gift	\$0.00	\$269.75	\$0.00	\$1,618.50	0.00 %	\$3,237.00
5171 - Stephen Ministry Expenses	\$0.00	\$41.67	\$0.00	\$250.02	0.00 %	\$500.00
Total Work Outside Congregation	<u>\$3,122.25</u>	<u>\$3,433.67</u>	<u>\$18,733.50</u>	<u>\$20,602.02</u>	<u>45.47 %</u>	<u>\$41,204.00</u>
Work Within Congregation						
Programs						
Christian Education						
5311 - Christian Education	\$0.00	\$191.67	\$1,279.40	\$1,150.02	55.63 %	\$2,300.00
Total Christian Education	<u>\$0.00</u>	<u>\$191.67</u>	<u>\$1,279.40</u>	<u>\$1,150.02</u>	<u>55.63 %</u>	<u>\$2,300.00</u>
Parish Life						
5331 - Parish Life	\$26.93	\$166.67	\$456.91	\$1,000.02	22.85 %	\$2,000.00
Total Parish Life	<u>\$26.93</u>	<u>\$166.67</u>	<u>\$456.91</u>	<u>\$1,000.02</u>	<u>22.85 %</u>	<u>\$2,000.00</u>
Worship						
5351 - Altar Supplies	\$0.00	\$83.33	\$765.12	\$499.98	76.51 %	\$1,000.00
5353 - Communion Prep. & Confirmation	\$0.00	\$16.67	\$0.00	\$100.02	0.00 %	\$200.00
5355 - Music	\$0.00	\$83.33	\$42.95	\$499.98	4.30 %	\$1,000.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$165.91	\$49.98	165.91 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$116.67	\$950.00	\$700.02	67.86 %	\$1,400.00
5398 - Pastoral Care	\$0.00	\$20.83	\$0.00	\$124.98	0.00 %	\$250.00
Total Worship	<u>\$0.00</u>	<u>\$329.16</u>	<u>\$1,923.98</u>	<u>\$1,974.96</u>	<u>48.71 %</u>	<u>\$3,950.00</u>
Youth						

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to June 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	\$1,086.09	\$250.00	\$2,340.89	\$1,500.00	78.03 %	\$3,000.00
Total Youth	\$1,086.09	\$250.00	\$2,340.89	\$1,500.00	78.03 %	\$3,000.00
Total Programs	\$1,113.02	\$937.50	\$6,001.18	\$5,625.00	53.34 %	\$11,250.00
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$4,354.17	\$4,354.17	\$26,125.02	\$26,125.02	50.00 %	\$52,250.00
5415 - Supply Clergy	(\$150.00)	\$145.83	\$46.19	\$874.98	2.64 %	\$1,750.00
5421 - Youth Minister	\$833.33	\$833.33	\$4,999.98	\$4,999.98	50.00 %	\$10,000.00
5431 - Organ & Choir	\$390.63	\$781.25	\$4,296.88	\$4,687.50	45.83 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$50.00	\$300.00	\$300.00	50.00 %	\$600.00
5451 - Child Care	\$360.00	\$404.17	\$2,390.00	\$2,425.02	49.28 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$6,211.02	\$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	\$0.00	\$458.33	\$0.00	\$2,749.98	0.00 %	\$5,500.00
5493 - Otey Notes	\$266.67	\$266.67	\$1,600.02	\$1,600.02	50.00 %	\$3,200.00
Total Salaries & Wages	\$11,173.31	\$12,412.26	\$70,469.15	\$74,473.56	47.31 %	\$148,947.00
Employee Benefits						
5511 - Clergy Pension	\$0.00	\$1,085.92	\$0.00	\$6,515.52	0.00 %	\$13,031.03
5521 - Clergy Insurance	\$1,852.40	\$632.00	\$11,633.60	\$3,792.00	153.40 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$7,500.00	\$7,500.00	50.00 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.72	\$2,605.92	\$2,572.32	50.65 %	\$5,144.63
5551 - Staff Payroll Taxes	\$533.13	\$601.46	\$3,365.83	\$3,608.76	46.63 %	\$7,217.55
5561 - Staff Pension	\$240.00	\$240.00	\$1,440.00	\$1,440.00	50.00 %	\$2,880.00
5571 - Staff Insurance	\$1,184.80	\$632.00	\$5,537.60	\$3,792.00	73.02 %	\$7,584.00
Total Employee Benefits	\$5,494.65	\$4,870.10	\$32,082.95	\$29,220.60	54.90 %	\$58,441.21
Insurance						
5611 - Property & Liability Insurance	(\$336.00)	\$583.33	(\$336.00)	\$3,499.98	0.00 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.08	\$0.00	\$606.48	0.00 %	\$1,213.00
Total Insurance	(\$336.00)	\$684.41	(\$336.00)	\$4,106.46	0.00 %	\$8,213.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$24.00	\$208.33	\$213.95	\$1,249.98	8.56 %	\$2,500.00
5731 - Equipment Purchases	\$249.99	\$0.00	\$249.99	\$0.00	0.00 %	\$0.00
5751 - Contracted Services	\$890.00	\$1,166.67	\$7,005.00	\$7,000.02	50.04 %	\$14,000.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$1,000.02	0.00 %	\$2,000.00
5771 - Supplies	\$31.63	\$62.50	\$111.27	\$375.00	14.84 %	\$750.00
5781 - Electricity	\$763.93	\$600.00	\$4,063.36	\$3,600.00	56.44 %	\$7,200.00
5783 - Gas	(\$2.59)	\$266.67	\$1,813.40	\$1,600.02	56.67 %	\$3,200.00
5785 - Water & Sewer	\$119.46	\$216.67	\$705.75	\$1,300.02	27.14 %	\$2,600.00

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to June 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
5790 - Grounds Maintenance	\$150.00	\$291.67	\$3,932.00	\$1,750.02	112.34 %	\$3,500.00
Total Facilities Expenses	<u>\$2,226.42</u>	<u>\$2,979.18</u>	<u>\$18,094.72</u>	<u>\$17,875.08</u>	50.61 %	<u>\$35,750.00</u>
Office Services						
5811 - Audit	\$0.00	\$416.67	\$0.00	\$2,500.02	0.00 %	\$5,000.00
5821 - Computer Expenses	\$491.50	\$266.67	\$1,269.79	\$1,600.02	39.68 %	\$3,200.00
5831 - Copying expenses	\$133.00	\$258.33	\$1,481.54	\$1,549.98	47.79 %	\$3,100.00
5841 - Office Supplies	\$207.61	\$175.00	\$977.15	\$1,050.00	46.53 %	\$2,100.00
5851 - Office Equipment Purchases	(\$35.64)	\$41.67	\$403.34	\$250.02	80.67 %	\$500.00
5861 - Postage	\$50.00	\$37.50	\$290.88	\$225.00	64.64 %	\$450.00
5871 - Telephone	\$752.00	\$508.33	\$3,622.48	\$3,049.98	59.38 %	\$6,100.00
5891 - Miscellaneous Expense	\$128.00	\$41.67	\$236.74	\$250.02	47.35 %	\$500.00
Total Office Services	<u>\$1,726.47</u>	<u>\$1,745.84</u>	<u>\$8,281.92</u>	<u>\$10,475.04</u>	39.53 %	<u>\$20,950.00</u>
Organizational Expenses						
5911 - Clergy Car Expense	\$145.82	\$208.33	\$594.42	\$1,249.98	23.78 %	\$2,500.00
5913 - Clergy Expense Allowance	\$0.00	\$83.33	\$100.00	\$499.98	10.00 %	\$1,000.00
5921 - Continuing Education	\$26.11	\$166.67	\$600.05	\$1,000.02	30.00 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$56.25	\$0.00	\$337.50	0.00 %	\$675.00
5931 - Convention & Travel	\$0.00	\$83.33	\$266.81	\$499.98	26.68 %	\$1,000.00
5941 - Ministering to New Members	\$0.00	\$25.00	\$65.00	\$150.00	21.67 %	\$300.00
5961 - Publications	\$46.45	\$83.33	\$581.31	\$499.98	58.13 %	\$1,000.00
5971 - Communications	\$0.00	\$83.33	\$80.00	\$499.98	8.00 %	\$1,000.00
5981 - Stewardship	\$0.00	\$83.33	\$0.00	\$499.98	0.00 %	\$1,000.00
5999 - Vestry	\$0.00	\$83.33	\$90.00	\$499.98	9.00 %	\$1,000.00
Total Organizational Expenses	<u>\$218.38</u>	<u>\$956.23</u>	<u>\$2,377.59</u>	<u>\$5,737.38</u>	20.72 %	<u>\$11,475.00</u>
Total Operating Expenses	<u>\$20,503.23</u>	<u>\$23,648.02</u>	<u>\$130,970.33</u>	<u>\$141,888.12</u>	46.15 %	<u>\$283,776.21</u>
Total Work Within Congregation	<u>\$21,616.25</u>	<u>\$24,585.52</u>	<u>\$136,971.51</u>	<u>\$147,513.12</u>	46.43 %	<u>\$295,026.21</u>
Total Expenses	<u>\$24,738.50</u>	<u>\$28,019.19</u>	<u>\$155,705.01</u>	<u>\$168,115.14</u>	46.31 %	<u>\$336,230.21</u>
Net Total	\$5,213.15	\$1,751.65	\$17,250.99	\$10,509.90	82.07 %	\$21,019.79
Other Expenses						
7711 - Debt Service Provision	\$2,877.35	\$1,666.67	\$3,869.91	\$10,000.02	19.35 %	\$20,000.00
Special expenses						
7400 - Search/Transition	\$0.00	\$83.33	\$0.00	\$499.98	0.00 %	\$1,000.00
Total Special expenses	<u>\$0.00</u>	<u>\$83.33</u>	<u>\$0.00</u>	<u>\$499.98</u>	0.00 %	<u>\$1,000.00</u>
Total Other Expenses	<u>\$2,877.35</u>	<u>\$1,750.00</u>	<u>\$3,869.91</u>	<u>\$10,500.00</u>	18.43 %	<u>\$21,000.00</u>
Net Operating Total	\$2,335.80	\$1.65	\$13,381.08	\$9.90	67615.36 %	\$19.79

**Otey Memorial Parish Church
Investments and Restricted Accounts Information**

Report Date: July 17, 2014

	<u>Amounts</u> <u>6/14/14</u>	<u>Amounts</u> <u>6/17/14</u>
Regions Operations Checking account as:	\$104,589	\$76,881
Investments:		
Vanguard	\$269,310	\$259,594
Regions Money Market	\$13,820	\$12,961
First Tennessee	\$0	\$50,023
Total	\$283,130	\$322,578
Minus Reserve	-\$100,000	-\$100,000
	\$183,130	\$222,578
Restricted Accounts/Committed: (balance)		
Buildings Repair	\$1,936	\$2,987
Memorials	\$8,205	\$8,205
CAC	\$5,546	\$4,688
Other	\$1,850	\$1,850
Total*	\$17,537	\$17,730

Phase II Design/Construction Costs - To Date: \$2,064,693

Investments available for PH Construction:		\$183,130
Minus Restricted		-\$17,537
Total		
Available		\$165,593

<i>1st Tennessee Bank construction loan -</i>	Amt of draw
February 18, 2014	\$109,845
March 17, 2014	\$51,121
April 23, 2014	\$180,485
May 23, 2014	\$178,517
June 23, 2014	\$162,120
	\$682,088

Total construction loan draws = \$682,088 with \$42,912 remaining of \$725,000 approved amount

April 2014 Payment of Interest Only = \$523.08

May 2014 Payment of Interest Only = \$469.48

June 2014 Payment of Interest Only = \$1,204.57

July 2014 Payment of Interest Only = \$1,672.78

Total: \$3,869.91

2014 Budget

\$20,000

Other Information:

Diane Fielding - Finance Admin Assistant starts July 28th

Auditor started financial review on May 6th.

Capital Campaign Pledge Payments and Gifts: \$1,135,306 as of June 16, 2014, with about \$70,000 in active pledges outstanding.
Expect to write off about \$30,000 in pledges.

Accounts over budget/spending - Prayer Books and Materiels (Gipson/Reed) 165% vs 50%
Grounds Maintenance (Blythe) 112%vs 50%

July 14, 2014

Parish House Construction Loan (Update)

Term Note between: OTEY MEMORIAL PARISH and FIRST TENNESSEE BANK NATIONAL ASSOCIATION signed on Feb 20, 2013 for an amount of \$1,200,000 with a provision of outstanding principal being **\$725,000** on October 1, 2014.

Interest rate = fixed at 3.50% per annum

- A.* Interest only, on the unpaid principal shall be payable on the first day of each month and including the first day of September 2014. (March thru September 2014) Interest paid to date = \$3,869.91. (2014 Budget is \$20,000 in Debit Service provision acct #7711).
- B.* First Draw = \$109,844.97 on February 17, 2014, Second Draw = \$51,120.53 on March 13, 2014, Third Draw = \$180,485.36 on April 22, 2014 and Fourth Draw on May 23, 2014 = \$178,517.43 . **Total amount borrowed as of July 1, 2014 = \$682,088.16**
- C.* Principal and interest payable = 60 Months, Months 1-59 = \$4,223.00 due October 1, 2014, and payment 60 = unpaid principal balance and interest due September 1, 2019 if not paid sooner. Annual outlay for \$725,000 loan amount is \$4,223 X 12 = \$50,676.

Loan Covenants: Quarterly Reports during construction, Quarterly Capital Campaign Pledge Report, Annual Audit Report, Annual Balanced Budget, Operating ratio for Annual Budget of 1.00 to 1.00 starting December 31, 2014.

DATE: July 14, 2014
TO: Alex Bruce
FROM: Robin Reed
RE: Vestry update

Alex:

Here is a summary of the Christian Formation Committee work for you to share with the Vestry:

- 1) Christian Formation Committee membership: Jeannie Babb, Alex Bruce, Shelley Cammack, Virginia Craighill, Jeff Frazier, Jennifer Michael, Amy Patterson, Brown Patterson, Neil Patterson, and Robin Reed
- 2) Godly Play: Regan Schutz, SoFT '17, who is on the Godly Play Foundation Board offered a training for teachers on 27 June '14 with 8 attendees. Plans are underway to move the classrooms as we are able. I am recruiting teams of teachers for the three classrooms. Regan is working to offer a nationally advertised Godly Play training which would be held at Otey Parish with tentative dates September 26-28. (Dates would need to be confirmed with All-Parish Hall calendar). Her hope is to reduce costs so as many Otey teachers could attend at little to no cost. One Godly Play class for (3-12 year olds) will be offered until mid-August. Sunday School is slated to begin 31 August 14.
- 3) Adult Christian Formation: Theme for this year will be "Blessed are the Peacemakers." Per Jess's suggestion, we are leaving the second Sunday of each month open for "church business" which could be Rector's Forum or Search Committee updates. We plan to address "peacemaking" in thematic blocks of 3-4 sessions. First block will address 4 major religious traditions (Christianity, Judaism, Buddhism, and Islam) and how each tradition views peace, has peacemaking and keeping rituals, etc.

Carol Sampson will offer a book study on spiritual issues with more info to follow.
Pete Trenchi will also continue to lead the Lectionary Class each week.
- 4) Nursery: I am in the process of recruiting a new nursery worker, Ginger Payne. She is a relative of Sheila Layne our long-time nursery director. Ginger's background check is still pending.
- 5) Ice Cream Contest: Please join us Sunday, July 20th at 4 PM at Clifftops Pool for our Otey Favorite Flavor Ice cream contest. We will provide base flavor and ask folks to bring their favorite toppings. Base + up to 2 flavors = Otey flavor. We will vote on the best flavor which will be revealed at the Welcome Back Picnic, August 24th.
- 6) Welcome Back Picnic: We would like to suggest that the Welcome Back picnic start in St. Mark's Parish Hall with *brief introductions* of different ministries. Folks could then go outside for food and fellowship. Ministries that wanted to put up tables could do so.

Summary of Education surveys for Vestry

Children/youth survey

- Only 6 respondents focused on children ages 3-10, only 8 on youth ages 11-18; statistical data unreliable and can cite only general trends.
- Children:
 - o Important to attend Sunday school
 - o Satisfied with Sunday school offerings
 - o Strengths: Godly Play, quality of teachers
 - o Opportunities: children's bulletin?
- Youth:
 - o Sunday school: Neutral importance re: attending Sunday school
 - o Sunday school: Not satisfied with offerings
 - o Youth group: Neutral importance re: attending youth group
 - o Youth group: Not satisfied with Fire on the Mountain
 - o Strengths: committed leader, open to change
 - o Opportunities: parents' forum, attention to having young assistant leaders

Adult survey

- 34 respondents
 - o 33% M, 61% F, 6% did not answer
 - o 0% ages 21-35, 12% 36-50, 33% 51-65, 36% 66-80, 12% 81+, 6% did not answer
- How important is attending Sunday school? 3.30 / 5
- How satisfied are you with adult Christian formation offerings? 3.85 / 5
- Preferred time: Sunday morning (90%)
- Preferred formats (in order): guest presentation, book study, Bible study, small group prayer / reflective learning, service projects, films
- Strengths: Good leadership; good teachers / presenters; focused, timely theme (great appreciation for the "Hunger" theme this year)
- Opportunities: new building (greater variety, space for classes)
- What subject matter to address? Forgiveness / reconciliation; attention to history, liturgy, BCP (academic approach), spiritual growth / exploration