

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for June 16, 2016
5:30 pm

- I. Opening Devotions, including silence
- III. Minutes from April meeting 5:50
- IV. Reports, as necessary 5:55
 Wardens
 Rector
 Treasurer, including Vanguard organization resolution 6:15
 Committees
- V. Old Business
- VI. New Business 6:45
 Rental agreement for downstairs of Brooks Hall
 Discussion about rental to Sewanee Dance Conservatory
 Preliminary conversation on Summer service schedule
- VII. Closing Prayers, including silence 7:10

Social gathering: July TBD

Next Regular meeting: Thursday, August 18, 5:30pm

MINUTES OF THE VESTRY

Otey Memorial Parish Church

June 16, 2016 5:30 PM

Present: Larry Barker; Pam Byerly; Shelley Cammack; Dorothy Gates, Junior Warden; Tim Graham; Barbara Prunty; Rachel Suarez; Ken Taylor; Laura Willis, Senior Warden; Rob Lamborn, Priest; Ann Aitken, Clerk

Kathy Solomon; Treasurer, attended during the presentation of the financial reports

Absent:

Visitors: Diane Fielding

The meeting opened with evening prayer and readings

APPROVAL MEETING MINUTES

Motion: Laura moved that the May 2016 minutes be accepted as amended. Ken seconded the motion. The motion passed by unanimous vote.

TREASURER'S REPORT – Kathy Solomon (See Reports Attached)

1. **Motion:** Tim moved to authorize as signatories to the Vanguard account Laura Willis and Kathy Solomon by virtue of their positions as Senior Warden and Treasurer. Shelley seconded the motions. The motion passed by unanimous vote.

2. *Regions Bank Logins:* Kathy has added a \$15 per month service which enables Diane, Kathy and others authorized to access the Regions account to have separate logins. This will simplify access and also allow tracking of those using the online services.

3. *Endowment Fund:* The endowment's account balance stands at \$100,000. The income from the account goes to CAC. Kathy has reviewed statements and audits from 2014 forward.

4. *Directors and Officers Liability Insurance :* Tim asked what Otey's D&O insurance covers, its limits, coverage and exclusions, and cost. Laura expressed concern that inadequate coverage is a reason to refuse to serve on the Vestry. Kathy suggested a report to the Vestry listing the particulars of all insurance, including the D&O, and that the Vestry find help with the analysis and review.

5. *Short Form Financial Report and Format Issues:* Kathy recommended that the Vestry accept the short form financial report for purposes of reporting to the Vestry. **No decision was made.** Rachel asked for a "year to date" column to be added which shows expenses year to date, to give more clarity than the annual figures can offer.

6. *CAC Income Statement:* Kathy proposes to create a separate income statement for CAC. A discussion followed concerning whether that is useful. CAC is a ministry of Otey, but it has separate funding, donations and expenses. CAC is housed in the parish hall and Larry explained that CAC pays a portion of Betty Carpenter's salary, which makes Otey's account for CAC confusing.

Kathy noted that CAC has spent more to date in 2016 than it has received in donations and interest income.

At length, it was agreed that **Kathy would, later in the year, generate a trial CAC income statement to see if it is informative.**

7. *Building Loan:* The building loan balance is about \$470,000.

RECTOR'S REPORT- Rob Lamborn (See report attached)

1. *Mission Engagement Initiative.* Rob has met with Cammy Young and others who are considering organizing initiatives in the Sewanee community.
2. *Cyber Harrassment:* Rob met with the Sewanee police chief to move toward issuing a search warrant to track the source of the email and internet harassment. This person is now sending e-cards in Rob's name. (Jeannie Babb received such a card recently).
3. *SCC Moving Up:* Rob went to the SCC moving up ceremony.
4. *VBU June27-30:*
5. *Orlando Shooting:* Parish is setting up a memorial in the chapel. Rob sent an invitation to the community to discuss what further might be done.
6. *2017 Calendar:* Rob has begun planning for the 2017 calendar year.
7. *Seminary Intern:* During the 2016 fall semester, Chris Wilkerson, a seminary student, will be fulfilling his field education requirements as Otey's seminary intern.
8. *Building and Grounds Projects:* Rob is moving forward on Diane's office and also a sound system / sound mitigation project in St. Mark's hall.

SENIOR WARDEN'S REPORT - (No Report)

JR. WARDEN'S REPORT- (No Report)

COMMITTEES (ATTACHMENTS)

1. *Building and Grounds* (See report attached) (1) The driveway is paved. (2) Drew Sampson is resurfacing the church floor with urethane. (3) The rental schedule for

Brooks Hall is complete. (SEE NEW BUSINESS) (4) Nursery: Rachel went to the Sunday morning nursery. No one was there. She asked whether part of the reason might be that there is little signage and the nursery is at the far end of a dark basement hallway. Can we move the nursery to a more accessible location?

2.. CAC: Larry Barker (See report Attached).

3. *Stewardship Committee*: Rob announced that he, Pam and Rachel will attend the Diocesan Stewardship Conference in Murfreesboro and invited others to come.

NEW BUSINESS

(1) *Forming a Finance Committee*: Tim, Rob and Kathy met to discuss forming a committee and framing its purpose, which would be helping to develop a long term plan to implement the vision of the Vestry for Otey's future. Vestry asked whether participating on the Finance Committee would create a fiduciary duty to Otey for purposes of .D&O coverage.

(2) *Brooks Hall Rentals*: (1) The proposed Rental Policy for Brooks Hall was distributed and discussed. Amendments are as follows: (a) The sentence stating: "Otey facilities are not available for for-profit use." was deleted. (b) Limit rentals to 150 people maximum. (c) Need to add restroom signs in the physical facility (d) Rather than requiring rental insurance, the existing indemnification clause will be in **BOLD** letters. (e) Florist ?????

(3) *Renting St. Marks for Dance Classes*: (See proposal attached) Rob reported that Eric Hartman has submitted a proposal to rent St. Marks Hall for 14 weekly dance classes sponsored by the Hartman's Sewanee Dance Conservatory. Otey is offered 20% to 25% of revenues to pay the rent. The Hartmans are seeking to grow the program.

Discussion: The Vestry approved a trial period during July provided no tap class is 546allowed and that Otey receive 25% of revenue. Laura assured the Vestry that the Sewanee Dance Conservatory is a well loved institution in Sewanee and that Otey needs such programs to bring people into the church.

Motion: Laura moved that Otey accept the Sewanee Dance Conservatory proposal on a trial basis for the summer dance sessions during July. Larry seconded the motion. The motion passed by unanimous vote.

The meeting was adjourned at 7:00.

NEXT MEETING JULY 21 AT 5:30.

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Report on Insurance Coverages, add year to date figures on the budget form, create a CAC income statement	Kathy
Proposed finance committee	Rob, Kathy, Tim
Diane's office and Sound mitigation and speaker system	Rob
Sanctuary Floor	Building Committee
Notify Dance Conservatory	Rob
Diocesan Stewardship Conference	Rob, Pam, Rachel

VESTRY ACTION WITHOUT MEETING
JUNE 2016
Otey Memorial Parish Church

ACTION TO APPROVE 2015 PAROCHIAL REPORT
JUNE 1, 2016

Rob Lamborn distributed to the Vestry a draft of the 2015 Otey Parochial Report for review and approval. The Vestry voted by e-mail to approve the Report. A copy of the Report as approved is attached.

Voting in favor: : Larry Barker; Pam Byerly; Dorothy Gates; Barbara Prunty; Laura Willis; Rachel Suarez; Ken Taylor; Tim Graham,
Voting Against: None
Abstaining: Shelley Cammack

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

Rector's Report: 16 June 2016

Some of my activities in addition to Sunday services between Wednesday, May 18, and Tuesday, June 14, 2016:

Evening Prayer (as available, Mon-Thurs)

4 pastoral meetings or visits

Meetings:

Wardens

Sr. Warden

Staff (twice)

Parish Administrator (often)

Treasurer

Treasurer and Finance Committee Liaison

Treasurer and Financial Admin. Asst.

SoT Director of Contextual Education

Buildings and Grounds Committee

Deacon Betty Carpenter

SPD chief Marie Eldridge

Cameron Swallow, re: driveway

Director of Christian Formation (weekly)

Christian Formation Committee

Christian Formation V-B-Us subcommittee

Christian Formation Adult Forum subcomm.

Stewardship Committee Vestry Liaison

Diocesan Fresh Start meeting (final meeting of the year)

Rotary (weekly)

Graduation ceremony of Sewanee Children's Center

Michael Ostrowski (twice) & Mike Roark re: sound system for St. Mark's

Vestry brown-bag lunch

Summer 5pm Eucharist on June 12

Attended All Saints' memorial for shooting victims in Orlando

Vacation day: Thursday, June 9

Coming Up:

Calendar Planning meeting June 16

Diocesan Stewardship Workshop, Sat, June 18, 8:30-, St. Paul's, Murfreesboro

VBU's, June 27-30

Summer 5pm Sunday Eucharist celebrations—July 10 & August 14

Stephen Ministry Training July 10-16 (Dallas)

Vacation, July 20-Aug 8 (approx.)

I am pleased to announce that School of Theology senior Chris Wilkerson will be completing his field education at Otey this fall semester. He did the first semester at St. Bartholomew's, Nashville, but the rector then resigned to accept another position.

-Mickey Suarez and his crew have continued work on the combination of closets in Claiborne to form an office for the Financial Administrative Assistant.

e-mail: oteyparishrector@gmail.com; Home:598-9604; Cell (with signal):931-636-8739; Day off: Fri.

BUILDINGS AND GROUNDS COMMITTEE MINUTES
June 8, 2016

Updates on Projects

1. Office space in Claiborne – New office for Diane Fielding almost completed, lacking light and HVAC vent.
2. Office door windows still in process.
3. Electrical work -
Rheostat for chapel light - Mickey will do.
Evan Jones to repair outside lighting when his time allows
4. Linen cabinet in Sacristy – Rob to check with George to see what he wants.
5. Stone Benches – Louise spoke to person who is to move benches back under the trees and he indicated he could get to it soon. However, a discussion evolved that Betty Barton Blythe may have already determined another location for the benches in her grounds landscape plan. Karen Keele was to contact Betty and find out what if any plans were already in place.
6. Moisture in Brooks Hall basement – Drew checked the basement and the moisture is no longer there so the exterior surface drainpipe appears to be doing its job. Drew and Mickey on will work on unclogging the underground drain line at which time the surface one can be removed.
7. Refinishing Church floor – Drew and Carol Sampson have completed coating the floor with polyurethane...many thanks for their work!

Items for Discussion/Action:

1. Indoor signage – there has not been any signage in place since the opening of the renovated/new area. Frieda showed a sample of a possible sign material from Big A. Barbara Prunty will determine design, number and size of signs needed for the various rooms so we can get a quote on the signs.
2. A "Clothesline" between the Godly Play rooms has been requested by Jeannie Babb on which to hang art work made by the children. A sample line was viewed in Thurman Library and Ann Aitken advised she has extras at her house and will bring them to be installed.
3. A corkboard for posting parish events was requested to be installed on the wall opposite the restrooms in the center hallway. An existing board was taken by Karen Keele to refurbish for use in that area rather than purchasing a new one.
4. A new cost schedule for use of Brooks Hall and St. Marks Hall for events/wedding receptions was discussed. Rob and Frieda presented the schedule on which they had worked. After a couple of changes the schedule was approved – please see attachment. Availability of buildings and uses should be advertised.
5. Driveway paving – Tinsley came and completed the work on Monday, June 6. The cost was split half & half with the Swallows.
6. Discussion of a piano donation for Brooks Hall - decided to decline the donation due to space issues and future cost.

Future Projects:

Sound systems –

Church and St. Mark's Hall – Rob explained the possible system for the church and who he is consulting for the particulars. In St. Mark's Hall, Michael Ostrowski brought by some systems that we think will work. Still deciding which system. Church system will be considered later.

Claiborne floors – Sound deadening between floors awaiting funding.

Reverberation in the Hall – Committee went into St. Marks and discussed how the possibility of drapes would be used. Barbara Prunty will explore cost of material and drapery hardware for each window. Discussion focused on the possibility of doing the two windows at the back of the hall first. Once we know the cost we can offer the “opportunity” for others to donate money to complete the other windows.

**Policies for Use/Rental of Brooks Hall for
draft 6/10/16**

1. The operation and control of Brooks Hall is vested in the Vestry of Otey Memorial Parish Church. The Parish Administrator will schedule the Hall or particular spaces therein, assign rental rates, and exercise controls in accordance with policies and rates as established by the Buildings and Grounds committee and approved by the Vestry.
2. Use of Brooks Hall is primarily designed for Otey programs and activities and for pledging members of the Parish, but anyone may request use of Brooks Hall. Otey facilities are not available for for-profit use. All reservations will require a damage deposit and a rental charge, as shown below in #12. Because Brooks Hall is available primarily to Otey programs and parishioners for activities which directly supplement and complement Otey's mission statement, Otey Memorial Parish Church reserves the right to deny any usage or rental request.
3. The use of Brooks Hall by any group is limited to the rooms on the first floor, the front porch, and the grounds in front of Brooks Hall. Tents may be installed on the grounds in front of Brooks Hall only, with prior permission and payment of the listed fee. The second floor is not to be opened for general use. Bridal parties needing a dressing room, however, may engage the room opposite the stairs on the second floor for that purpose.
4. The furniture and furnishings in Brooks Hall may not be removed for any reason unless permission has been granted in advance and appropriate plans have been agreed upon for relocation, handling care, and restoration within 24 hours after the event.
5. The user must clean the area and restore it to the way it was found, with all lights turned out and windows and doors closed.
6. User and/or user's caterers must supply napkins, tablecloths, dishes, glasses, silverware, cooking utensils, paper towels, cleaning supplies and garbage bags. The parish's mops, brooms, dustpans and vacuum will be made available to user for clean up.
7. User must not change the thermostat settings nor attach anything to the walls.
8. User must bag trash and place it in the receptacles outside the building.
9. Brooks Hall may be reserved by completing a reservation request form available through the Parish Administrator. A reservation will normally grant access to Brooks Hall for the entire day so that no more than one set of hosts will be scheduled in Brooks Hall on any given day. Reservations will be considered in the order the requests are received.
10. The number of guests allowed in the first floor and front porch of Brooks Hall is not to exceed 75. In order to remain in compliance with the fire code, groups of more than 75 people will be required to make use of the grounds in order to augment the total space available and not to exceed the 75-person inside limit. Such events with more than 75 guests will require a Rain Plan that includes use of a tent, since large numbers will not be permitted to use the Hall.

11. Rental rates are based on the number of anticipated guests. Rental rates for approved uses are listed in the table below. User is required to make full payment of fees, including damage deposit, upon positive confirmation of reservation.
12. A refund check for the damage deposit will be returned after the event occurs if Brooks Hall is left in the same condition in which it was found and any keys returned.

	RENTAL FEE	DAMAGE DEPOSIT
Non-Parishioners		
Less than 75 guests	\$300	\$200
Over 75 guests	\$550	\$300
Parishioners		
Less than 75 guests	\$150	\$200
Over 75 guests	\$150	\$300
2 nd Floor Dressing Room	\$50	
Area for tent	\$100	Included in original deposit

Cancellation Policy :

Cancellation more than 2 months in advance of event: full refund of damage deposit and refund of rental fee, less \$50.00 for administrative fees.

Cancellation between 2 months and **2 weeks** in advance of event: full refund of damage deposit and 50% refund of rental fee

Cancellation less than **2 weeks** in advance of event: full refund of damage deposit only

13. Rice, confetti, birdseed, and similar materials are not permitted inside or outside Brooks Hall. At all times the building is a non-smoking facility.
14. All functions at Brooks Hall fall under the jurisdiction of the Sewanee police. Alcohol may be served only to those 21 years and older. Non-alcoholic beverages should always be served with equal prominence and attractiveness.
15. While the serving of alcoholic beverages is allowed and live music is permitted, the serving of alcohol and the playing of music must stop by 11:00 p.m.
16. The individual signing the reservation request form and the sponsoring group will be held responsible for all matters related to the activity and are expected to be present at the event. Charges will be assessed from the damage deposit for any damages to Brooks Hall or its furnishings and grounds requiring repair or replacement.
17. The individual scheduling the use of Brooks Hall and any person involved in the event shall indemnify and hold Otey Memorial Parish, its Vestry, Rector, agents and employees, harmless from any and all claims, demands or causes of action of any nature, and any expenses incident thereto, including attorney's fees, which may inure be imposed upon, asserted against by Otey Memorial Parish by reason of applicant's use of any Parish facilities, except such as caused by willful or negligent acts of Otey Memorial Parish, its agents and employees.

**RESERVATION FORM
BROOKS HALL**

Room (s) to be used: _____

Organization or person responsible for the event:

Name _____

Address _____

Phone _____

Email _____

Name, address, phone and email of contact person if different from above:

Name _____

Address _____

Phone _____

Email _____

Date and time event is to begin: _____

Date and time event is to end: _____

Date and time of setup: _____

Number of guests expected: _____

Description of event:

CATERER _____

Address _____

Contact name _____ Phone _____

FLORIST _____

Address _____

Contact name _____ Phone _____

I hereby certify that the foregoing information is complete and accurate and that I, and any organization I represent, will be responsible for compliance with the Guidelines for the Use of Otey Memorial Parish Buildings, attached hereto and incorporated herein by reference, and by the guests involved in the event(s) described in this form.

Signature of Responsible Person

Date

Signature of Otey representative accepting reservation

Date

Amount paid with reservation: _____

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Voting Against: None
Abstaining: Shelley Cammack

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

**THE 2015 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
 ACCORDING TO CANONS I.6, I.7, AND I.17
 (OTHERWISE KNOWN AS THE PAROCHIAL REPORT)**



Name of Congregation Otey Memorial Episcopal Church		Diocese Tennessee	
Street Address 1 216 University Ave		City Sewanee	State TN
Street Address 2		Zip + 4 37375-2202	County Franklin
Mailing Address 1 PO Box 267		City Sewanee	State TN
Mailing Address 2		Zip + 4 37375-0267	Phone # 931-598-5926
Federal Tax ID # 62-0598315	Congregation's E-mail address oteyparish@gmail.com	Congregation's Web Address www.oteyparish.org	

Report Preparation

Page 2 Prepared by (<i>Print or type name</i>) Frieda Gipson	Daytime Phone 9315985926
Page 3 Prepared by (<i>Print or type name</i>) Kathleen Solomon	Daytime Phone 9316366811

Certified by the Clerk of the Vestry

Certified by (<i>Print or type name</i>) Ann Aitken	
Signature	Date

Certified by Treasurer/Financial Officer

Certified by (<i>Print or type name</i>) Kathleen Solomon	
Signature	Date

Certified by Rector/Vicar/Person in Charge

Certified by (<i>Print or type name</i>) Robert C. Lamborn	
Signature	Date

Vestry Approval

Indicate date that your 2015 Parochial Report was approved by the Vestry or Bishop's Committee (Canon I.6.1)	Date
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Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report:		<i>Using the 2014 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2014. (See your 2014 Parochial Report, Box M14)</i>	
Active Baptized Members of the Reporting Congregation Reported Last Year	Members Reported Last Year = M14.	<input type="text" value="435"/>	
Using the Register of Church Membership and Rites:			
During the Report Year	1. Increases during year: All members added to the baptized members section of your congregation's Membership Register during 2015 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.		
Increases in Membership	Total Increases = 1.	<input type="text" value="22"/>	
Decreases in Membership	2. Decreases during year: All baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.		
Decreases in Membership	Total Decreases = 2.	<input type="text" value="8"/>	
Active Baptized Members of the Reporting Congregation At Year-End	M15: Add the increases entered in Box 1 to Box M14. Then subtract the decreases entered in Box 2 for the total active membership as of December 31, 2015		
	Total Active Baptized Members (end of report year) = M15.	<input type="text" value="449"/>	
Communicants in Good Standing of the Reporting Congregation	Communicants in good standing: All baptized members of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."		
Adults	3. Adult communicants in good standing (age 16 and over) =	3. <input type="text" value="377"/>	
Youth	4. Youth communicants in good standing (under age 16) =	4. <input type="text" value="73"/>	
Others Active	5. Total communicants in good standing (3 + 4) =	5. <input type="text" value="450"/>	
	6. Others who are active whose baptisms are not recorded in the Parish Register, or in another Episcopal congregation.	Others = 6 <input type="text" value="82"/>	
Using the Service Register:			
Average Sunday Attendance for 2015	7. Sunday (& Saturday Evening) Attendance: Divide total attendance by the total number of Sundays when services were held.		
	Average Sunday Attendance = 7.	<input type="text" value="115"/>	
Easter Attendance in 2015	8. Average Principal Worship Service Attendance on a Weekday (in congregations without Sunday or Saturday evening services)		
	= 8.	<input type="text" value="0"/>	
	9. Easter Sunday Attendance	(9) <input type="text" value="228"/>	
Sacraments & Services:			
Number of Holy Eucharists Celebrated During 2015	10. Total Sunday & Saturday Evening Eucharists	(10) <input type="text" value="107"/>	
	11. Total Weekday Eucharists	(11) <input type="text" value="18"/>	
	12. Total Private Eucharists	(12) <input type="text" value="133"/>	
Daily Offices and Other Services Held During 2015	13. Daily Offices Held on Sunday	(13) <input type="text" value="0"/>	
	14. Daily Offices Held on Weekdays	(14) <input type="text" value="489"/>	
	15. Marriages conducted in 2015	(15) <input type="text" value="18"/>	
	16. Burials conducted in 2015	(16) <input type="text" value="12"/>	
Using the Register of Church Membership and Rites:			
Baptisms in 2015	17. Baptisms 16 years and older	(17) <input type="text" value="2"/>	
	18. Baptisms under 16 years of age	(18) <input type="text" value="10"/>	
Confirmations in 2015	19. Confirmations 16 years and older	(19) <input type="text" value="0"/>	
	20. Confirmations under 16 years of age	(20) <input type="text" value="0"/>	
Received in 2015	21. Received by a bishop	(21) <input type="text" value="0"/>	
Education:			
Children and Youth	22. Total Church School Students Enrolled	<input type="text" value="25"/>	
Adult Education	23. Regular Sunday or weekday adult education programs held?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	24. Number of adults engaged in religious education or spiritual formation	<input type="text" value="38"/>	

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2015 :			
Number of Pledges	1.	Number of signed pledge cards for 2015 -report year	(1) <u>136</u>
Total \$ Pledged	2.	Total dollar amount pledges for 2015-report year	(2) <u>\$339,708</u>
Report of Revenues and Expenses for 2015 :			
Operating Revenues	3.	Plate offerings, pledge payments & regular support	(3) <u>\$340,383</u>
	4.	Money from investments used for operations in 2015	(4) <u>\$1,309</u>
	5.	Other operating income, including unrestricted gifts & restricted gifts used for operations, & contributions from congregation's organizations	(5) <u>\$1,896</u>
	6.	Unrestricted bequests used for operations	(6) <u>\$0</u>
		Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A	\$343,588
	7.	Assistance from diocese for operating budget	(7) <u>\$0</u>
		Total Operating Revenues (A + 7) = B	\$343,588
Non-Operating Revenues	8.	Funds received for capital projects	(8) <u>\$86,817</u>
	9.	Additions to endowment, & other investment funds	(9) <u>\$0</u>
	10.	Contributions & grants for congregation based outreach & mission programs	(10) <u>\$57,903</u>
	11.	Funds for transmittal to other organizations	(11) <u>\$9,866</u>
		Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C	\$154,586
		Total All Revenues (B + C) = D	\$498,174
Operating Expenses	12.	To diocese for assessment, apportionment, or fair share	(12) <u>\$25,000</u>
	13.	Outreach from operating budget	(13) <u>\$27,650</u>
	14.	All other operating expenses	(14) <u>\$276,729</u>
		Subtotal Operating Expenses (12 + 13 + 14) = E	\$329,379
Non-Operating Expenses	15.	Major improvements & capital expenditures	(15) <u>\$55,433</u>
	16.	Expense for congregation's outreach & mission	(16) <u>\$59,322</u>
	17.	Funds contributed to Episcopal seminaries	(17) <u>\$0</u>
	18.	Funds transmitted to other organizations	(18) <u>\$5,069</u>
		Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F	\$119,824
		Total All Expenses (E + F) = G	\$449,203
At Year-End:			
As of December 31, 2015	19.	Total cash in all checking & passbook savings accounts	(19) <u>\$122,701</u>
	20.	Total investment at market value (not including cash reported in line 19)	(20) <u>\$278,932</u>

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-charge or interim 1. Lamborn	First name Robert	Middle name Coleman
Title of position Rector	Year ordained 1995	Diocese of canonical residence Tennessee
Employment status at this congregation <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation 2015	Church pension status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate priest, assisting priest or curate	First name	Middle name
Title of position	Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate, assisting or other priest	First name	Middle name
Title of position	Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate, assisting or other priest	First name	Middle name
Title of position	Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

If you have no priest at present, who leads Sunday worship services? (check all that apply)

Supply priest Deacon Lay worship leader Other: _____

A long-term supply priest: _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1 1. Carpenter	First name Elizabeth	Middle name Kincaid
<input checked="" type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon	Year ordained 2013	

Last name of Deacon #2	First name	Middle name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon	Year ordained	

Name(s) of other congregation(s) currently served by these priests (if any)

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Explanation of Unique or Unusual Clergy Situation

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Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to May 2016

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

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
Revenues				
Support From Outside Sources				
4111 - Plate Offerings	\$707	\$2,817	\$2,917	\$7,000
4115 - 1/4th Plate to Rector's Discr Fd	\$0	(\$440)	(\$729)	(\$1,750)
4131 - Pledge Payments	\$21,415	\$139,145	\$145,479	\$349,150
4151 - Non-Pledge Gifts	\$2,133	\$10,750	\$11,250	\$27,000
4191 - Other Outside Support Revenues	\$1,600	\$8,441	\$8,333	\$20,000
Total Support From Outside Sources	<u>\$25,855</u>	<u>\$160,713</u>	<u>\$167,250</u>	<u>\$401,400</u>
Support From Internal Sources				
4512 - Investment Income	\$0	\$2	\$0	\$0
4531 - Gains (Losses) on Investments Sold	\$0	\$128	\$0	\$0
4551 - Property Rental Income	\$40	\$4,240	\$1,458	\$3,500
Total Support From Internal Sources	<u>\$40</u>	<u>\$4,370</u>	<u>\$1,458</u>	<u>\$3,500</u>
Total Revenues	<u><u>\$25,895</u></u>	<u><u>\$165,083</u></u>	<u><u>\$168,708</u></u>	<u><u>\$404,900</u></u>
Expenses				
Work Outside Congregation				
5111 - Diocesan Assessment	\$2,083	\$10,417	\$10,417	\$25,000
5171 - Stephen Ministry Expenses	\$0	\$0	\$208	\$500
Total Work Outside Congregation	<u>\$2,083</u>	<u>\$10,417</u>	<u>\$10,625</u>	<u>\$25,500</u>
Work Within Congregation				
Programs				
Christian Education				
5311 - Christian Education	\$290	\$353	\$833	\$2,000
Total Christian Education	<u>\$290</u>	<u>\$353</u>	<u>\$833</u>	<u>\$2,000</u>
Parish Life				
5331 - Parish Life	\$154	\$311	\$417	\$1,000
Total Parish Life	<u>\$154</u>	<u>\$311</u>	<u>\$417</u>	<u>\$1,000</u>
Worship				
5351 - Altar Supplies	\$0	\$83	\$417	\$1,000
5353 - Communion Prep. & Confirmation	\$0	\$0	\$83	\$200
5355 - Music	\$0	\$45	\$312	\$750
5357 - Prayer Books and Materials	\$0	\$0	\$42	\$100
5359 - Organ and Piano Maintenance	\$0	\$1,754	\$750	\$1,800
5398 - Pastoral Care	\$0	\$0	\$62	\$150
Total Worship	<u>\$0</u>	<u>\$1,882</u>	<u>\$1,667</u>	<u>\$4,000</u>
Youth				
5371 - Youth Ministry	\$75	\$461	\$833	\$2,000
Total Youth	<u>\$75</u>	<u>\$461</u>	<u>\$833</u>	<u>\$2,000</u>
Total Programs	<u>\$519</u>	<u>\$3,006</u>	<u>\$3,750</u>	<u>\$9,000</u>
Operating Expenses				

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to May 2016

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

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
Salaries & Wages				
5411 - Clergy	\$3,477	\$17,054	\$16,833	\$40,400
5415 - Supply Clergy	\$0	\$175	\$521	\$1,250
5421 - Youth Minister	\$417	\$2,083	\$2,083	\$5,000
5431 - Organ & Choir	\$781	\$3,906	\$3,906	\$9,375
5432 - Supply Organ	\$0	\$0	\$250	\$600
5451 - Child Care	\$328	\$1,778	\$2,021	\$4,850
5461 - Dir. Christian Formation	\$1,042	\$1,944	\$4,158	\$9,979
5471 - CAC Director (Otey)	\$1,917	\$9,583	\$9,583	\$23,000
5481 - Office Staff	\$2,747	\$13,733	\$13,733	\$32,960
5486 - Financial Staff	\$1,017	\$5,525	\$4,583	\$11,000
5493 - Otey Notes	\$267	\$1,333	\$1,333	\$3,200
Total Salaries & Wages	\$11,991	\$57,116	\$59,006	\$141,614
Employee Benefits				
5511 - Clergy Pension	(\$164)	\$6,660	\$5,975	\$14,340
5521 - Clergy Insurance	\$2,165	\$8,777	\$10,065	\$24,156
5526 - Clergy Housing & Utility Allow.	\$2,800	\$14,000	\$14,000	\$33,600
5531 - Clergy - SECA Payments	\$480	\$2,376	\$2,358	\$5,660
5551 - Staff Payroll Taxes	\$651	\$3,051	\$3,167	\$7,601
5561 - Staff Pension	\$444	\$2,218	\$2,219	\$5,325
5571 - Staff Insurance	\$795	\$3,184	\$3,595	\$8,628
Total Employee Benefits	\$7,172	\$40,266	\$41,379	\$99,310
Insurance				
5611 - Property & Liability Insurance	\$0	\$0	\$3,583	\$8,600
5631 - Workers Compensation	(\$314)	(\$314)	\$500	\$1,200
Total Insurance	(\$314)	(\$314)	\$4,083	\$9,800
Facilities Expenses				
5711 - Repairs & Maintenance	\$401	\$651	\$833	\$2,000
5721 - Elevator Maintenance	\$60	\$1,410	\$1,125	\$2,700
5731 - Equipment Purchases	\$0	\$0	\$208	\$500
5751 - Contracted Services	\$1,336	\$5,927	\$5,417	\$13,000
5761 - Furnishings	\$75	\$250	\$208	\$500
5771 - Supplies	\$240	\$437	\$312	\$750
5781 - Electricity	\$992	\$5,887	\$5,521	\$13,250
5783 - Gas	\$65	\$1,723	\$1,667	\$4,000
5785 - Water & Sewer	\$256	\$953	\$875	\$2,100
5790 - Grounds Maintenance	\$150	\$1,940	\$1,458	\$3,500
Total Facilities Expenses	\$3,575	\$19,177	\$17,625	\$42,300
Office Services				
5811 - Audit	\$0	\$0	\$2,500	\$6,000
5821 - Computer Expenses	\$368	\$1,120	\$1,042	\$2,500

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to May 2016

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

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
5831 - Copying expenses	\$569	\$1,312	\$1,333	\$3,200
5841 - Office Supplies	\$380	\$794	\$625	\$1,500
5851 - Office Equipment Purchases	\$224	\$224	\$208	\$500
5861 - Postage	\$98	\$331	\$250	\$600
5871 - Telephone	\$556	\$3,322	\$1,874	\$4,498
5891 - Miscellaneous Expense	(\$100)	(\$94)	\$292	\$700
Total Office Services	<u>\$2,093</u>	<u>\$7,009</u>	<u>\$8,124</u>	<u>\$19,498</u>
Organizational Expenses				
5911 - Clergy Car Expense	\$0	\$0	\$625	\$1,500
5913 - Clergy Expense Allowance	\$0	\$0	\$208	\$500
5921 - Continuing Education	\$1,594	\$1,594	\$833	\$2,000
5922 - Continuing Education - Staff	\$0	\$0	\$208	\$500
5931 - Convention & Travel	\$0	\$165	\$417	\$1,000
5941 - Ministering to New Members	\$0	\$0	\$42	\$100
5961 - Publications	\$0	\$699	\$417	\$1,000
5971 - Communications	\$0	\$0	\$83	\$200
5981 - Stewardship	\$0	\$0	\$167	\$400
5999 - Vestry	\$0	\$104	\$42	\$100
Total Organizational Expenses	<u>\$1,594</u>	<u>\$2,563</u>	<u>\$3,042</u>	<u>\$7,300</u>
Total Operating Expenses	<u>\$26,112</u>	<u>\$125,817</u>	<u>\$133,259</u>	<u>\$319,822</u>
Total Work Within Congregation	<u>\$26,631</u>	<u>\$128,823</u>	<u>\$137,009</u>	<u>\$328,822</u>
Total Expenses	<u>\$28,714</u>	<u>\$139,240</u>	<u>\$147,634</u>	<u>\$354,322</u>
Net Total	(\$2,819)	\$25,843	\$21,074	\$50,578
Other Expenses				
7711 - Debt Service Provision	\$4,232	\$21,258	\$21,000	\$50,400
Total Other Expenses	<u>\$4,232</u>	<u>\$21,258</u>	<u>\$21,000</u>	<u>\$50,400</u>
Net Operating Total	(\$7,051)	\$4,585	\$74	\$178

NOTES

	Actual thru May 2016	Budget 2016	YTD Variance thru May 2016
Revenues			
Support From Usual Sources			
4111 - Plate Offerings	2,817	7,000	(4,183)
4115 - 1/4th Plate to RDF	(440)	(1,750)	1,310
4131 - Pledge Payments	139,145	349,150	(210,005)
4151 - Non-Pledge Gifts	10,750	27,000	(16,250)
4191 - Other Support (CAC Contributions)	8,441	20,000	(11,559)
4512 - Investment Income	2	-	2
4531 - Gain(Loss) investments sold	128	-	128
4551 - Property Rental Income (net out expenses)	4,240	3,500	740
Total Revenues	165,083	404,900	(239,817)
Expenses			
Work Outside Congregation			
5111 - Diocesan Assessment	10,417	25,000	(14,583)
Work Within Congregation			
5171 - Stephen Ministry Expenses		500	(500)
5398 - Pastoral Care		150	(150)
5311 - Christian Education	353	2,000	(1,647)
5331 - Parish Life	311	1,000	(689)
5351 - Altar Supplies	83	1,000	(917)
5353 - H.E. Prep. & Confirmation		200	(200)
5355 - Music	45	750	(705)
5357 - Prayer Book and Liturgy Materials		100	(100)
5359 - Organ & Piano Maintenance	1,754	1,800	(46)
5371 - Youth Ministry	461	2,000	(1,539)
Total Programs	3,007	9,500	(6,493)
Operating Expenses			
Salaries & Wages			
5411 - Clergy	17,054	40,400	(23,346)
5415 - Supply Clergy	175	1,250	(1,075)
5421 - Youth Minister	2,083	5,000	(2,917)
5431 - Organ & Choir	3,906	9,375	(5,469)
5432 - Supply Organ		600	(600)
5451 - Child Care	1,778	4,850	(3,072)
5461 - Dir. Christian Formation	1,944	9,979	(8,035)
5471 - CAC Director (Otey)	9,583	23,000	(13,417)
5481 - Office Staff	13,733	32,960	(19,227)
5486 - Financial Staff	5,525	11,000	(5,475)
5493 - Otey Notes	1,333	3,200	(1,867)
Total Salaries & Wages	57,114	141,614	(84,500)
Employee Benefits (part paid for CAC?)			
5511 - Clergy Pension	6,660	14,340	(7,680)
5521 - Clergy Insurance	8,777	24,156	(15,379)
5526 - Clergy Housing & Utility Allow.	14,000	33,600	(19,600)
5531 - Clergy - SECA Payments	2,376	5,660	(3,284)
5551 - Staff Payroll Taxes	3,051	7,601	(4,550)
5561 - Staff Pension	2,218	5,325	(3,107)
5571 - Staff Insurance	3,184	8,628	(5,444)
5631 - Workers Compensation	(314)	1,200	(1,514)
Total Employee Benefits	39,952	100,510	(60,558)
Facilities Expenses			
5611 - Property & Liability Insurance		8,600	(8,600)
5711 - Repairs & Maintenance	651	2,000	(1,349)
5721 - Elevator Maintenance	1,410	2,700	(1,290)
5731 - Equipment Purchases		500	(500)
5751 - Contracted Services	5,927	13,000	(7,073)
5761 - Furnishings	250	500	(250)
5771 - Supplies	437	750	(313)
5781 - Electricity	5,887	13,250	(7,363)
5783 - Gas	1,723	4,000	(2,277)
5785 - Water & Sewer	953	2,100	(1,147)
5790 - Grounds Maintenance	1,940	3,500	(1,560)
Total Facilities Expenses	19,178	50,900	(31,722)
Office Services (part paid for CAC?)			
5811 - Audit	-	6,000	(6,000)
5821 - Computer Expenses	1,120	2,500	(1,380)
5831 - Copying expenses (lease of large copier)	1,312	3,200	(1,888)
5841 - Office Supplies	794	1,500	(706)

Exploring better cash management

Well over budget, expectations for rest of year?

On Target YTD

On Target YTD

On Target YTD

On Target YTD

What services are these?

Includes \$2,500 for tree removal

Will begin work with auditor in July

5851 - Office Equipment Purchases	224	500	(276)	
5861 - Postage	331	600	(269)	
5871 - Telephone	3,322	4,498	(1,176)	Over budget due to move and changed service
5891 - Miscellaneous Expense	(94)	700	(794)	
Total Office Services	7,009	19,498	(12,489)	
Organizational Expenses			-	
5911 - Clergy Car Expense		1,500	(1,500)	
5913 - Clergy Expense Allowance		500	(500)	
5921 - Continuing Ed. Clergy	1,594	2,000	(406)	
5922 - Continuing Ed. Staff		500	(500)	
5931 - Convention & Travel	165	1,000	(835)	
5941 - Ministering to New Members		100	(100)	
5961 - Publications	699	1,000	(301)	
5971 - Communications		200	(200)	
5981 - Stewardship		400	(400)	
5999 - Vestry	104	100	4	
Total Organizational Expenses	2,562	7,300	(4,738)	On Target YTD
Total Operating Expenses	125,815	319,822	(194,007)	On Target YTD
Total Work Within Congregation	128,822	329,322	(200,500)	
Other Expenses				
7711 - Debt Service Provision (Princ. & Int.)	21,258	50,400	(29,142)	On Target YTD
Total Expenses	160,497	404,722	(244,225)	
Net Receipts/(Disbursements)	4,586	178	4,408	

Otey Memorial Parish Church
Treasurer's Notes
Vestry Meeting Thurs., June 16, 2016

- ❖ Vanguard – Laura Willis, Senior Warden, and myself, Treasurer, need to be established as signers by resolution of the vestry, to be presented at the June 16 vestry meeting. Rob has the Vanguard documents. This account is used as both an investment account and to process donations of securities. Current balance of approximately \$175,000 includes approximately \$2,500 in stock donations that need to be sold (?) and \$172,500 in Wellesley Income Fund earning about 6% YTD returns.
- ❖ Regions Bank:
 - I met with Jamie Williams, Regions financial advisor, for review of all Otey accounts.
 - Reviewed credit limits on credit cards (4) held by parish staff with Sandy Layne, branch manager at Regions.
 - Established Treasury Management services through Pamela Kilgore at Regions. The cost will be an additional \$15/mo. That allow direct deposit for payroll as well as individual logins to improve account security and financial controls as well as to improve internal procedures.
 - Accounts and services to be reviewed annually.
 - In the process of having my name added to remaining accounts.
- ❖ Parochial Report: Had phone appointment with Janet Jamieson, CFO for the Diocese of Tennessee, to review handling of CAC and Rector's Discretionary Fund, finalized Parochial Report with Diane, Rob and Frieda and signed 6/7. Will be meeting with Janet Jamieson and Steve Burnette about a diocesan Treasurer's workshop later this month.
- ❖ Endowment Fund, a common trust fund: Talked to Pete Stringer, President of the Episcopal Endowment Corporation, and reviewed Otey's only permanently restricted account with him. He sent me quarterly statements for 1/1/15-3/31/16 and 2014 & 2015 audits. This fund was established in 2004 by Robert and Francys Wolfe to benefit the hungry and those in need. Proceeds are distributed quarterly as decided by the fund's board, and go to CAC.
- ❖ ECW Account: Met with Gail Watson, outgoing, and Claudia Porter, incoming Treasurer of ECW. Signatures changed to Claudia's and mine, in the process of having account added to the Otey Treasurer login. Gail gave us receipts and all documentation needed for 2015 audit.
- ❖ 2015 Audit: Received a list from auditor, reviewing 2015 books with Diane in preparation during the remainder of June. Will start working with the auditor in July.
- ❖ Budgeting: Need to review 2016 Budget process and establish process and timeline for 2017 Budget.
- ❖ Finance Committee: Met with Tim Graham and Rob to discussed establishment of a Finance Committee.
- ❖ We need to review Director's and Officer's Liability insurance. Who would have this policy summary? Who is the church's insurance agent? Should that agent review all policies with the vestry annually? Coverages include: workmen's comp., building insurance and D&O. Any other policies? Any insurance brokers that could advise us?
- ❖ Keeping accounting as is for now, but current software has gone up to \$173/mo., or over \$2,000/year. It may be less expensive and better use of Diane's time to use Quickbooks and ADP for payroll. This can be reviewed as part of the 2017 budget process.

Kathy Solomon 6/14/2016

CAC of Otey Parish

Statement of Receipts and Disbursements

FYE 12/31/2016

	Jan	Feb	Mar	Apr	May	YTD	
Beginning Regions Bank Balance	32,543	28,185	32,394	31,392	31,520		
Ending CAC Balance within Otey Checking	6,483	6,262	6,697	5,722	6,483		
Total Beginning Balance	39,026	34,447	39,091	37,114	38,003		38,003
Income							
Group Contributions	1,033	8,423	-	2,890	2,750		15,096
Interfund Transfers							
Individual Contributions	855	785	1,110	2,905	535		6,190
Total Income	1,888	9,208	1,110	5,795	3,285		21,287
Expenses							
Grants for Housing			100	225	100		425
Grants for Electricity	828	1,183	815	795	513		4,134
Grants for Water	135	83	150	191	75		634
Grants for Gas/ Propane		125	75		385		585
Grants for Medical		315			100		415
Grants for Education							-
Grants for Food		1,133	167	1,982			3,282
Grants for Other Purposes				40			40
Fund Raising							
Administrative Expenses	3,508	(34)	74	73	354		3,975
Director Salary	1,500	1,500	1,500	1,500	1,500		7,500
Financial Administrator	421	160	160	100	100		941
Total Expenses	6,393	4,465	3,041	4,906	3,127		21,931
Ending CAC Region Checking	28,185	32,394	31,467	28,230	30,192		
Ending CAC Balance within Otey Checking	6,262	6,697	5,692	6,483	7,970		
Total Ending Balance	34,447	39,091	37,159	34,713	38,161		38,161
Net Change in Bank Balances	(4,579)	4,644	(1,931)	(2,401)	158		(4,110) Net Total
Calculated Checking	27,964	32,929	37,159	38,003	38,161		
<i>Interfund Transfers</i>	<i>11,998</i>	<i>6,863</i>	<i>214</i>				
	12/31/15	1/31/16	2/29/16	3/31/16	4/30/16	5/31/16	
1131 CAC Checking Account	15,465	28,185	32,394	31,467	31,520	30,202	
1151 CAC Money Market Account						10,928	
1331 CAC Client Loans Receivable							
1199 CAC Interbank Transfer?	6,483	6,262	6,697	5,692	6,483	7,970	

STEWARDSHIP COMMITTEE REPORT

The annual diocesan stewardship workshop, "Stewardship to Inspire Generosity," will take place on Saturday, June 18th from 8:30-2:30 at St. Paul's, Murfreesboro. Please attend with us if you can.

The BBQ sponsored by the Vestry and Stewardship Committee was a lot of fun and provided time for fellowship thanks to your efforts. Kudos to the cooks, Ken and Lynn Taylor, Gary Sturgis, Pam Byerly, Barbara Prunty, Shelley Cammack, Laura Willis, Bob Burns, and Mickey Suarez. Also a big thank you to those who set up, served, and cleaned up: Anne Aitken, Pam Byerly, Tom McCawley, Tim Graham, Shelley Cammack, Ken and Lynn Taylor, Bob Burns, Susan Holmes, Dorothy Gates, Mickey Suarez, Brenda Matthews, and others.

Although there was very little BBQ leftover, we did have potato salad, beans, cole slaw, and watermelon to share. Together with food that Theresa Shackelford brought, we were able to take meals to eight Otey and community families, and the Sewanee Children's Center enjoyed the watermelon. Additional items were taken to the Sr. Center.

Again, thank you for your hard work that made this time together a success.