

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for March 23, 2017
5:30 pm

- | | | |
|------|---|------|
| I. | Opening Devotions | |
| II. | Minutes from the February meeting | 5:50 |
| III. | Reports | 5:55 |
| | Treasurer | |
| | Rector | |
| | Committees, as necessary | |
| | <i>Break</i> | 6:25 |
| IV. | Old Business | 6:35 |
| | Update on Estate of Mary Sears | |
| | Discussion of space use by Sewanee Organize and Act | |
| V. | New Business | 6:55 |
| | 2016 Parochial Report | |
| | Position of (non-stipendiary) Curate | |
| | Inquiry by Rebecca Van de Ven about music instruction | |
| | Background on Landscape Plan | |
| | Date of regular Vestry meetings | |
| VI. | Closing Prayers | 7:25 |

The Vestry meets at 5:30pm normally on the third Thursday of each month: April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21. According to diocesan canons, we must meet at least quarterly.

Vestry Minutes, meeting of March 23, 2017, updated per vestry meeting April 20, 2017, by PC Byerly, vestry member volunteer clerk

In attendance: Rob Lamborn, Pamela Byerly, Dorothy Gates, Rachel Suarez, Barbara Prunty, Ken Taylor, Tim Graham, Kathy Solomon, Betty Carpenter, Claudia Porter, Gary Sturgis, Shelley Cammack

Opening Devotions were held in the St. Paul's Chapel

Minutes of the February meeting were reviewed and approved.

Reports

Treasurer's Report

Kathy was able to pay \$5,000. to principal without making an entire \$50,000 payment.

Dorothy Gates told the vestry that the bill for the two trees downed in recent storm came to \$940 to Caldwell Tree Service. Discussion of what fund should be used to pay this unexpected expense.

Rector's Report

Diocesan Stewardship Conference in Murfreesboro, June 3, 2017. Nationally known speaker is going to be there. Well worth going. Rob is on the Diocesan Stewardship Committee

Lenten Discussion groups going well. Cynthia Crysdale will be with the group for its last meeting.

Vestry Retreat is scheduled for April 8 if enough are available. Once availability is confirmed, Rob will find a place.

Buildings and Grounds Report: Dorothy Gates submitted a written report. Parish Life wants to create a pass through so that food can be easily carried from the kitchen to St. Mark's Hall. Gary Sturgis gave a brief comment about what the Parish Life Committee would like: to remove the cabinets below the dirty dish pass through to create a door that could be used when needed.

CAC: two new board members: Ollene Summers and Elizabeth Koala

Tutoring program has exceed the expectations. Teachers are very happy. Parents are happy and students are making progress. Example of child whose report went from 75 percent to 95 percent after tutoring. May be a Bonner site next year. Betty is fully confident that this program, while considered a pilot program, will continue next year.

Stewardship Report: 129 pledgers for \$351,834

Stephen Ministry: Ken Taylor reported that the Adult Forum resulted in several interested people for the renewal of Stephen Ministry. Rob will attend the training in St. Louis, April 23 to April 30.

Sewanee Organize and Act Randy and Peggy, is an immigration lawyer. Her work has garnered a lot of support for her client and others.

We will continue to allow Sewanee Organize and Act meet here. The agreement is for three months. The first meeting has happened. We will review as time and meetings happen.

Parochial Report: This is the report for 2016

Rob led explanation of the Report. He reminded the Vestry that Otey is the parish of record for Sewanee. There are several who primarily worship at All Saint's and the Convent but are members of this congregation.

Diocesan assessment is based on Normal Operating Income (line A).

Motion to adopt the Parochial Report: Dorothy, seconded Ken, unanimous for adoption. Rob signed.

Rob has had conversations with Regan Schutz. She will serve as a volunteer curate. She will preach, assist with pastoral care, and has proposed an extended Godly Play and Living Compass, both to extend Christian Formation. Rob is asking the Vestry to create a permanent volunteer curacy.

Moved by Ken, seconded by Barbara that Otey create a permanent curacy. Discussion: Pamela wants to be sure that we do not have programs that end with Regan's term. Jeannie Babb is aware and supportive. Motion passed unanimously.

Rebecca van De Van has inquired about using the parish hall space to teach music. Terms may be similar to the dance lessons. Twenty percent of income to be given to the Parish. When these plans are more concrete, Rob will bring those to the Vestry.

Rob distributed landscape plans and gave background information. Plan is attached to these minutes. Discussion: Gary brought up the idea that we need this space for parish events and especially wedding tents. He is concerned that we lose money that could be brought in by these events. We also lose the ability for parish events. Ken also discussed the revenue and tent sizes. Most of the weddings that we would want are 150 guests or so. Currently 8-12 wedding receptions each summer of this size. Rob and Dorothy will discuss and consider. Rob will be in touch with Betty Barton to consider.

Date of regular vestry meetings: to change from third Thursday to the next-to-the-last Thursday. This change would be helpful to the financial staff since the third Thursday can fall as early as the 15th of the month. That makes it difficult for the financial staff to close the books. Vestry agreed to this change. Dates on the calendar remain the same for April and May. Changed dates for the June and August are now:

June 22 and August 24.

Rob brought up that Anne Aitken has resigned as clerk of the Vestry. Vestry applauded her work.

Rob: The Sears estate: financing failed. Private financing may still be forthcoming.

Silence and prayer.

Adjourned at 7:08 with Betty sending all to go forth and Gary Sturgis sending chocolate cake.

Susan B. Holmes
Assistant Clerk

Otey Memorial Parish
Treasurer's Report
For March 2017 Vestry Meeting

The Parish Financial Administrator, Diane Fielding, is on leave until the end of March, so final statements for the months ended 2/28 and 3/31 will not be available until mid-April.

Statement of Financial Position: The balances will not be confirmed until we have final statements. I will continue to monitor the accounts and make sure there is enough liquidity for current operations, and give an updated report in April. Frieda Gipson, Parish Administrator, has been covering for Diane and operations have continued smoothly in Diane's absence.

Two clearly forged checks went through Otey's operating checking account in early February. These checks were for \$1,950.65 and \$1,980, just under the \$2,000 limit that would have caused more scrutiny at the bank. One was from to Mike Zumbrunn in Alaska and one was to Mike Anderson in Ohio, with identical signatures. Barbara Prunty and Tim Graham were immediately notified, and have been kept updated.

As a result of these checks, a new account has been opened and all operating funds except enough to cover remaining legitimate payments has been moved into the new account, and I am monitoring the Regions daily until we can get this account closed. An affidavit has been submitted to the bank to start the process with Regions. Once the forgeries are verified, the funds will be returned by Regions.

Vanguard Account: This account has benefited with the market, and that account with respect to the recently approved investment policy is being reviewed monthly by the Finance Committee with careful attention to political and market developments.

First Tennessee Loan: The balance is now below \$400,000. Monthly principal payments are \$2806.83, and accumulated debt reduction pledges will also be applied to the principal balance as we reach the \$50,000 minimum principal payment. By year-end, we should be past the half-way point in paying down this loan.

Sears Bequest: The sale of Mary Sears home may be settled in the near future, and it is my recommendation that the most appropriate and prudent use of the net proceeds, which should be in the area of \$50,000, would be to apply them to the next principal payment. (An appropriate memorial could be made to honor Mary's gift in relation to the new building.) A benefit of further reducing debt would be to lower interest expense in the current year, taking pressure off of the operation budget.

Parochial Report: After careful review, the 2016 Parochial Report is submitted for your approval.

Respectfully yours,



Otey Memorial Parish

Report of Cash Position

Accounts	2/28/17	Target Balance	Notes
<u>Cash</u>			
Rector's Discretionary Fund	3,880	4,000	
Parish Checking	23,546	40,000	
CAC Checking	17,079	15,000	
Episcopal Church Women	436		
Total Cash	44,941		
Security Deposits	3,000		held by Duck River Electric
Estate Expenses Paid	2,424		Will be paid from Sears Estate
Debt Reduction Pledges Receivable	10,265		Need to check on this
Allowance for Uncollected Pledges	(1,027)		
Net other Current Assets	14,663		
<u>Investments</u>			
Episcopal Endowment-Wolfe (12/31/	102,871		4% p.a. draw goes to CAC
Vanguard Wellesley Fund	231,439	230,000	
Total Investments	334,310		
Total Liquid Assets	393,914		
<u>Liabilities</u>			
Credit Card Debt	1,767		
Security Deposits	2,050		
First Tennessee Commercial Loan	45,600		12 months payments
Total Current Liabilities	47,650		
<u>Restricted Funds</u>			
	<u>2/28/17</u>	<u>Budget</u>	<u>Available</u>
CAC Fund Balance (12/31/2016)	44,491		
CAC Memorials	3,785		
Repairs & Maintenance	2,987	1,974	4,961
EYC	4,220		
Altar Guild	3,175		
Parish Life	1,073	1,992	3,065 Plus 10% of rental income from Claiborne Hall
Rector's Discretionary Fund	10,393		Plus 25% of plate offerings
Landscaping	365	4,500	4,865
Episcopal Church Women	457		
Miscellaneous Restricted Funds?	1,907		
Continuing Education	200		
Memorials	6,225		
Debt Reduction	7,118		\$5,000 paid down in March
Total Temporarily Restricted Fund	86,395		
Endowment Fund-Permanently Restri	100,000		
Total Asset Restrictions	234,045		
Net Unrestricted Liquid Assets	159,869	Target range \$160,000-\$240,000	

*Average monthly operating expenses are about \$36,000, and target balance for operating fund checking is recommended to be about \$40,000.

**The total annual grant expenses funded from CAC checking are budgeted to be in the \$40,000-45,000 range at this point, and the target balance is recommended to be about \$15,000 to fund those grants.

Rector's Report: 23 March 2017

Some of my activities in addition to Sunday services between Wed, Feb 15 and Tues, March 21:

Evening Prayer (as available, Mon-Thurs)

10 pastoral meetings or visits

Meetings:

Sr. Warden	Buildings and Grounds Committee
Wardens	Seminarian Volunteer Regan Schutz
Deacon	Potential 2018 seminary intern
Vestry	Director of Christian Formation
Parish Administrator (often)	(most weeks)
Treasurer	Christian Formation Committee
Treasurer and Finance Committee Chair	Rotary (weekly when in town)
Parish Organist	Episcopal Church Women
Parish Staff	University Chaplain
Altar Guild president	Diocesan Stewardship Commission
Custodian	6 other meetings

Wednesday Seminary Eucharist and lunch

Confirmation Class (weekly)

Field Education Mentors' Day at School of Theology

Fat Tuesday dinner--played in jazz combo with Noel Workman & Bob Burns

Ash Wednesday services

Adult Forum (weekly); Rector's Forum on Stephen Ministry

Missional Engagement Initiative all-day meeting

Lent Series: *Transformed Lives* by Cynthia Crysdale, Wed Evening & Thurs Afternoon

Thursday 12:15 Lenten services

Days away helping my parents: Jan (3, 9, 17, 23, 26, 30, 31, Feb 6, 9, 13), March 9

It is possible Otey could have a non-stipendiary curate July-December 2017. Clergy staff positions are created by the Vestry, and are filled by the Rector.

I have researched background information on the current plans for use and landscaping of parish grounds and will share it to the Vestry.

Changing our Vestry meetings from the 3rd Thursday to the next-to-last Thursday would help our Treasurer. If done this year, it would move our June & August meetings one week later. Are you available for a Vestry retreat on Saturday, March 8?

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

Stewardship update 3/21/17

129 regular pledges for \$351,834; 27 debt reduction pledges for \$24,805

BUILDINGS AND GROUNDS MINUTES – MARCH 8, 2017

Attendees: Dorothy Gates, Rob Lamborn, Frieda Gipson, Drew Sampson

Current Projects:

1. Office door windows installation – Mickey leaving town soon so need to get windows from him.
2. Electrical work:
Dimmable bulbs purchased for St. Paul's Chapel to work with rheostat-need to be installed.
Rheostats to be added for Brooks Hall center hall and dining room.
Back hall sensor light switch needs replacement with standard switch.
3. New linen cabinet in sacristy – George & Rob discussing.
4. Gutter person came 3/8 and repaired SW corner of Claiborne Hall downspout.
5. Corkboard for posting parish needs to be hung in Claiborne center hall over bench. Jeannie Babb will recover with surface with some type of material.
6. New projector and screen in St. Mark's Hall need to be hung – who? Frieda will check with PPS to see if they have suggestions.
7. Joseph Sumpter to check leak from bell tower into narthex. He will also evaluate current erosion issues on driveway by Children's Center and future parking expansion beside driveway by outdoor chapel. Discussed with him 2/28 and he is to contact Dorothy to conduct survey.
8. The brighter light bulbs for St. Mark's side lights need to be ordered.
9. Replacement closure for front door of church has been installed.
10. Couch in Adult Study Room has gone to the upholsterer to be recovered with material from Mary Sears house.

Spring Projects: Possible dates of Parish Work Day April 29 or May 6

1. Rocks vs posts and chain to prevent parking on grass along driveway in area between St. Mark's and Brooks Hall.
2. Round-off turn from parking strip on the side of the church onto driveway and move existing rocks back to follow the new curve.
3. Replacement of Episcopal Church sign on Hwy 41A.
4. Banister at back of St. Mark's Hall needs sealing. Possibly Bonner Scholars will do the work coordinated by Betty Carpenter and Bruce Baird.
5. Exterior signage – putting back up the "Exit only" sign and "Do Not Enter" sign. Signs need repainting, sealing and new posts.
6. Maintaining aging wood signs by cleaning and painting with sealer once a year.
7. Cement parking bumpers located in pile in back of St. Mark's Hall need to be moved to driveway parking pad in front of Brooks Hall to restrict parking on lawn.
8. Refinish outside top of front church doors and Claiborne front doors.
9. Scrape and repaint iron railing in front of church.
10. Remove leftover construction debris and scrape lumber that have exposed nails from behind building.

Future Projects:

1. Claiborne floors – sound deadening between floors awaiting funding.

2. Reverberation in St. Marks Hall – Barbara Prunty is looking into ordering draperies to setup as an example for the Parish to see.
3. Need new speed bump on driveway side of Brooks Hall to be done by David Cook at Tinsley's when they are in town for other work
4. Possible relocation of back thermostat in church from post.
6. Dispose of wrought iron benches by outdoor chapel. Fieda will offer on Classifieds free to whoever will pick up.
7. Lay gravel and define additional parking on the side of the driveway by outdoor chapel.
8. HVAC units behind St. Mark's Hall need removable security fencing installed. Sandy Glycet is aware of and working on solution.
9. Cover couch in Adult Ed. Room with upholstery material left at Mary Sears house. Cost to be covered by donations in Mary Sears memory.
10. Outside lighting – need to evaluate complete Otey campus and make recommendation. Mickey & crew still working on recommendations.
11. Add control wires to interior church LED lights to allow them to be dimmed.
12. Parish Life has asked for there to be a removal of some cabinets and a cut through directly to St. Mark's from the kitchen. It is very dangerous to have to carry hot dishes from the kitchen through 2 doorways. The countertop would be hinged and fixed so it could be let down and be put back up for use.

COMMUNITY ACTION COMMITTEE
DIRECTOR'S REPORT
FEBRUARY 2017

As we move forward I think it is important to take a look at where we are and what we are doing in this community. The important question is.... do our actions and activities match our mission statement? I say yes! Community meals, cooking classes, after-school tutoring and the day to day operation of the CAC Food Pantry are visible signs that we are living the mission. I would like to offer my deepest gratitude to Kathy Pack for her faithful service and to Larry Barker who represented us so well on the Otey Parish vestry. Our strength is in our diversity and dedication to the concepts put forth by the work of CAC on this mountain. I believe we have in place programs and activities which will indeed break the cycle of poverty. It does take all of us and let us strive to do well these programs that define us. Thank you Cindy Potter and Pixie Dozier for being willing to co-chair the CAC Board and I trust that the new (yet named) board members will work as hard and show as much dedication as our current board. Thank you all!

CORE FUNCTIONS

Visitors to CAC 127

Grocery Bags Distributed 70

Utility Assistance 15

Volunteers 37

Medical/Dental 1

Education 1

Housing 1

Transportation 1

Betty Carpenter, Director

Christian Formation Vestry Report
March 2017

There was a youth mission trip to Memphis, March 3-5, for 9 kids and 4 adults, Pete Trenchi, Joe Porter, Buddy Woodward and Jeannie Babb. It was mostly a younger group, ages 10-14. They left Friday after school and stayed at the Pilgrim House Hostel associated with a church. All slept in one room and used another room to meet. Saturday they went to the civil rights museum and saw a woman outside who has been protesting for years because she used to live at the museum when it was motel. Saturday they had lunch at the Four Ways for Soul Food, and afterward Dr. Peter Getki of Memphis Theological School took them on a walking tour of the Memphis massacre in 1866 where 40-50 blacks were killed during reconstruction and women were rapped, but it was called a race riot. The tour included several similar places and ended at a statue of Nathan Bedford Forest near his grave in a park. They dined at Carrot Toss Village and participated in pay-it-forward for a future meal for someone. Joe Porter knew them all. They went to Mana House founded by Dr. Getki and saw how different ministries are working together to cover people's needs for the week. Sunday they went to St. Mary's Cathedral and ate at Sweet Sundays where the neighborhood is fed breakfast with the church members. Less than a block away but still connected to the cathedral, Constance Abbey gives the homeless showers and socks, and a guy on the front porch was barefoot. Our group took new socks to donate. Our kids asked lots of questions of a man there. They went to church and then came home. We want to return for a summer mission trip. This trip made a foundation for future trips.

Rob is going to Orlando in June to train for Stephen's Miniseries. We plan to revive our Stephen's Ministry program. Lay persons will train 50 hours with the Taylors. Rob will then pair them with a care receiver and provide ongoing support. It is not counseling or spiritual direction. Ann Seiters is also trained to be one.

This Sunday forums included Diane Jones on "Creativity is Within You," Jeannie Babb on poetry and how it connects to your life of faith, poetic inspiration and where it comes from. Dr. Amy Lamborn will speak on Discerning Evil through Psychological and Theological approaches and Ken Miller on Matthew's passion. Bishop Baurshmidt will visit on April 23. Forum attendance continues to be good.

VBU's will be June 12-15. We are going to ask Altar Guild, Vestry, Parish Life, and youth & parents to prepare, serve and clean-up after one dinner. We are still working on a theme. Rob's goals this year are bible studies reinforced by songs in their hearts and some crafts to take home.

We will do Holy Saturday egg decorating again. The Russian department helped out last year. We could use more manpower for Easter egg dying. Easter egg hunt will be at 10 on Easter. Youth will hide eggs during the first service. Ken and Lynn Taylor plan to do brunch again.

PARISH LIFE
COMMITTEE REPORT
MARCH VESTRY 2017

The Parish Life Committee met on March 8 at 9:30 a.m. in St. Mark's Hall for our regular monthly meeting (second Wednesday of each month). The following items were discussed:

Follow Up on Fat Tuesday:

Great success ... food delicious ... music super!!
MUST continue to make pancakes until the end ... some were very disappointed not to get pancakes
Decorations were beautiful ... are now stored in the basement at Brooks to be more easily moved
Start e-vite earlier ... though the final numbers were pretty accurate in the end!

Lenten Soup Supper on Wednesday, April 5 at 6:00 p.m.

Parish Life is providing the soup and bread for the Lenten Supper ...

Easter Sunday, April 16: Taylor Reception

We will help as needed

Bishop's annual visit ... Sunday, April 23 (Sunday after Easter)

One service that day .. time?
A "special" coffee hour after service ... with pick up sandwiches, something sweet, coffee, lemonade

Other discussion:

We also discussed having the large window area modified to include a pass-through area directly into St. Mark's Hall ... this would entail cutting through the existing counter but revising it to still be able to be "closed" so that the entire counter space would still be available. This would be so helpful when moving hot food to the larger area and would still keep the kitchen somewhat separated from the main room ... to be presented to Buildings and Grounds for consideration.

Next Meeting:

Wednesday, April 12 at 9:30 a.m.

**THE 2016 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 Parish		Diocese	
Street Address1 216 University Ave.		City Sewanee	State TN
Street Address2		Zip + 4 37375	County Franklin
Mailing Address1 PO Box 216		Mailing City Sewanee	State TN 37375
Mailing Address2		Zip + 4	Phone # 931-598-5926
Federal Tax ID # 62-0598315	Email Address oteyparish@gmail.com	Congregation's Web Address http:// oteyparish.org	

Report Preparation

Page 2. Prepared by: Frieda Gipson	Daytime Phone 931-598-5926
Page 3. Prepared by: Kathleen Solomon	Daytime Phone 931-598-5926

Certified by the Clerk of the Vestry

Certified by (Print or type name)	
Signature	Date

Certified by the Treasurer/Financial Officer

Certified by (Print or type name)	
Signature	Date

Certified by the Rector/Vicar/Priest-in-Charge

Certified by (Print or type name)	Daytime Phone
Signature	Date

Vestry Approval

Indicate the date that your 2016 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 2015 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2015. (See your 2015 Parochial Report, Box M15.)</i>		
Active Baptized Members of the Reporting Congregation Reported Last Year	Members Reported Last Year = M15	<input type="text" value="449"/>	

Using the Register of Church Membership and Rites

During the Report Year **1. Increases during the year:** *All members added to the baptized members section of the congregation's Membership Register during 2016 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.**

Decreases in Membership **2. Decreases during year:** *All active 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.**

Active Baptized Members of the Reporting Congregation At Year-End **M16** *Add the increases entered in box 1 to **Box M15**. Then subtract the decreases entered in box 2 for the total active membership as of December 31, 2016.*

Total Active Baptized Members (end of report year) = M16

Communicants in Good Standing of the Reporting Congregation **3. All 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."*

All communicants (adult and youth) in good standing = 3.

Youth in Good Standing **4. Those communicants in good standing (counted on line 3) who are under 16.**

Communicants in good standing who are under 16 = 4.

Others Active **5. Others who are active** *whose baptisms are not recorded in the Membership Register, or in another Episcopal congregation.* **Others = 5.**

Others = 5.

Using the Service Register

Average Sunday Attendance for 2016 **6. Sunday (& Saturday Evening) Attendance:** *Divide total attendance by number of Sundays.* **Avg. Sunday Attendance = 6.**

Average Sunday Attendance for 2016

Easter Attendance in 2016 **7. Easter Sunday Attendance** (7)

Sacraments & Services:

Number of Holy Eucharists Celebrated During 2016 **8. Total Sunday and Saturday Evening Eucharists** (8)

9. Total Weekday Eucharists (9)

10. Total Private Eucharists (10)

Daily Offices and Other Service Held During 2016 **11. Daily Offices Held on Sunday** (11)

12. Daily Offices Held on Weekdays (12)

13. Marriages Conducted in 2016 (13)

14. Burials Conducted in 2016 (14)

Using the Register of Church Membership and Rites

Baptisms in 2016 **15. Baptisms 16 years and older** (15)

16. Baptisms under 16 years of age (16)

Confirmations in 2016 **17. Confirmations 16 years and older** (17)

18. Confirmations under 16 years of age (18)

Received in 2016 **19. Received by a Bishop** (19)

Education

Children and Youth **20. Total Church School Students enrolled** (20)

Adult Education **21. Do you have regular Sunday or weekday adult education program(s)?** Yes No

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2016				
Number of Pledges	1. Number of signed pledge cards for 2016-report year	(1)	128	
Total \$ Pledged	2. Total dollar amount pledged for 2016-report year	(2)\$	351,790	
Report of Revenues and Expenses for 2016				
Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)	\$370,382	
	4. Money from investments, used for operations in 2016	(4)	\$682	
	5. Other operating income, including unrestricted gifts & restricted gifts used for operations & contributions from congregation's organizations	(5)	\$25,937	
	6. Unrestricted bequests used for operation	(6)	\$0	
	Subtotal Normal Operating Income (3+4+5+6) = A			\$397,001
		7. Assistance from diocese for operating budget	(7)	\$0
Total Operating Revenues (A+7) = B			\$397,001	
Non-Operating Revenues	8. Capital funds, gifts & additions	(8)	\$55,352	
	9. Additions to endowments & other investment funds	(9)	\$0	
	10. Contributions & grants for congregation-based outreach & mission programs	(10)	\$86,393	
	11. Funds for transmittal to other organizations	(11)	\$728	
Subtotal Non-Operating Revenues (8+9+10+11) = C			\$142,473	
Total All Revenues (B+C) = D			\$539,474	
Operating Expenses	12. To diocese for assessment, apportionment, or fair share	(12)	\$22,917	
	13. Outreach from operating budget	(13)	\$3,166	
	14. All other operating expenses	(14)	\$306,302	
Subtotal Operating Expenses (12+13+14) = E			\$332,385	
Non-Operating Expenses	15. Major improvements & capital expenditures	(15)	\$49,139	
	16. Expenses for congregation's outreach & mission	(16)	\$58,399	
	17. Funds contributed to Episcopal seminaries	(17)	\$0	
	18. Funds sent to other organizations	(18)	\$998	
Subtotal Non-Operating Expenses (15+16+17+18) = F			\$108,536	
Total All Expenses (E+F) = G			\$440,921	
At Year-End:				
As of December 31, 2016	19. Total cash in all checking & passbook savings accounts	(19)	\$61,083	
	20. Total investment at market value (not including cash reported in line 19)	(20)	\$314,289	

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-charge or interim Lamborn	First name Robert	Middle name C.
Title of position Rector	Year ordained 1995	Diocese of canonical residence
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
Name of other congregation(s) currently served by this priest (if any)		

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 more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

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

Supply priest Deacon lay worship leader Other:

Deacon(s) Serving this Congregation

Last name of Deacon #1 Carpenter	First name Elizabeth	Middle name K
<input checked="" type="checkbox"/> Deacon (permanent) <input type="checkbox"/> Transitional Deacon	Year ordained 2014	

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

Explanation of Unique or Unusual Clergy Situation: