

## Vestry Agenda for May 15, 2014

I. Opening Prayers :: Communion from reserved Sacrament

II. Consideration of Agenda & Minutes

III. Reports

Senior Warden

Junior Warden

Treasurer -

Finance Admin. Assist. hiring progress

Construction Committee

Parish Life

CAC – *by-laws under old business*

Submitted staff or other committee reports

Interim Pastor

- ✘ FOLKES@HOME – not coming here;
- ✘ Mediation report and Dan Scott
- ✘ Staff requests: meet with new Vestry; inform time with entire Vestry.
- ✘ Bishop's Visit
- ✘ May: May 18 – 5pm, Family Eucharist  
May 25 – EFM class recognition;  
May 26 Memorial Day – office closed
- ✘ June 8 – Pentecost – Canon Snare presides; confers with Vestry re Search formation.

IV. Old Business

- Claiborne House: portrait (Sr. Warden's report) & plaque reinstall
- CAC by-law changes for approval
- **Otey Notes** position to start after June issue now;
- F@H & space allocation for Parish HOUSE;

V. New Business

Moving procedures

V. Benediction

Next meeting: June 19, 2014

MINUTES OF THE VESTRY  
Otey Memorial Parish Church  
May 15, 2014, 6:30 PM

Present: Doug Seiters, Sr. Warden; Alex Bruce; Karen Keele; Carol Sampson; Laura Willis; Steve Ford; Pratt Paterson; Larry Barker; Jess Reeves, Interim Priest

Absent: Amy Burns, Jr. Warden; Roy Millar, Treasurer; Ann Aitken, Clerk  
Visitors: None

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

APPROVAL APRIL 24, 2014 MEETING MINUTES

***Motion: Jess moved that the April meeting minutes be approved as amended.*** Alex seconded the motion, and it was unanimously approved.

INTERIM PASTOR'S REPORT (Mediation Report Attached)

1. *Organist:* Kathy Sturgis will be out the month of June. She will find substitutes to play. Suggestions are welcome.
2. *Claiborne Parish Hall Document:* Jess and Doug have prepared a document celebrating the opening of the new Claiborne Parish Hall (See attachments for text). The Vestry agreed to send it out to the parish in Otey Notes.
3. *Interim Evaluation Report:* Jess' draft report has been edited and is ready to go out to the parish. The Vestry agreed that it will be mailed in letter form to all parishioners. Jess briefly touched on issues raised in the report that he believes to be important for the Vestry and parish to consider as we begin the search for a new priest.
4. *May Schedule*  
May 18 5 pm, Family Eucharist  
May 25 EFM class recognition;  
May 26 Office closed for Memorial Day  
*June Schedule* June 8 Pentecost-Canon Snare presides; will confer with the Vestry re commencing search for parish priest.

SENIOR WARDEN'S REPORT - Doug Seiters

1. *Portrait of Archdeacon Claiborne:* Doug and the Interior Design Subcommittee selected the space to the right of the main entrance of the Claiborne Parish house for the portrait of Archdeacon Claiborne. John Bratton has given Doug a sketch of the portrait and has agreed that all costs including a frame are covered by the Sewanee Trust. John will present the placard text to Otey for review. The portrait is expected to be finished by the end of June.
2. *Ballard Recognition:* Doug took the Vestry gift and letter to Joe Ballard.

JR. WARDEN'S REPORT- Amy Burns

1. *Stained Glass Window Repair:* Several of the stained glass windows in the Church are failing, particularly the Rose window near the organ pipes where the large gaps allow ladybug infestation each fall. **John Runkle, Director of St. Mary's Retreat Center** recommended **Scott Taylor of Richmond, Virginia** to assess the work needed. There was discussion regarding cost of window repairs, and Pratt suggested that Otey look into a grant from the Petway Foundation in Knoxville, TN. John Ross is a contact for the foundation.

**MOTION: Doug moved that Otey contract with Scott Taylor to conduct an initial assessment of the stained glass windows in Otey's church building to determine the age and condition of said windows at the cost of \$800.** Laura seconded the motion. Motion carried by acclamation.

2. *Guidelines for Use of Parish Buildings:* Several Vestry members raised questions regarding clarity of the cleanup policy and the fee structure. Draft is returned to the Junior Warden for further consideration.

TREASURER'S REPORT – Roy Millar

1. *Search for Assistant Treasurer:* Roy has proposed to Jess that the Vestry begin a search for an Assistant Treasurer. The Vestry agreed to begin assembling a Treasurer's job description which will include such functions as signing checks, coordinating monthly financial reports and attending Vestry meetings.
2. *Financial Administrator:* Search is ongoing.

CONTINUING BUSINESS

COMMITTEES (ATTACHMENTS)

1. *Parish Life/Newcomer* - Karen Keele No Report
2. *CAC* – Larry Barker 78 volunteers participated in CAC this month, and CAC served 51 households. CAC also has projects ongoing: raising chickens for eggs and donating personal gardens to CAC households. Jess suggested that CAC put together a historical report showing services delivered by month over the past several years to help plan for seasonal fluctuations.

The CAC bylaws were revised incorporating Vestry recommendations.

**MOTION: Larry moved that the Vestry accept the revised CAC by-laws.** Alex seconded the motion. The motion was accepted by acclamation.

3. *Christian Ed. & Youth* – Alex Bruce The Sunday School survey was distributed to the parishioners in May. 24 Adult surveys have been returned and 12 Children’s surveys. The results will be available after month end.

4. *Construction*- Steve Ford:, 1. Date of the CO is dependent on AT&T ‘s schedule to move the telephone pole. AT&T has promised Drew that it will do the work by second week of June. 2. Bill Mosee agreed to build library shelves for \$2,700. 3. Cost to complete: RVC has estimated the cost to complete the Parish Hall at the original budget of \$1,790,000 plus \$160,000 = \$1,950,000.

5. *Worship* – Pratt Paterson 68 people have signed up for the May family Eucharist and cookout summer service.

NEW BUSINESS

1. *Move to the New Building*: Doug recommended a committee comprised of Amy Burns, Doug Seiters, Barbara Prunty and Drew Sampson to organize the move to the new Claiborne Hall. The Vestry agreed.

OLD BUSINESS

1. *Otey Notes Editor Position*: Seven candidates have applied. Amy Spicer will prepare the June issue and after June Frieda Gipson will assume the position.

With no additional business to discuss, the meeting was adjourned with a benediction. The time was approximately 8:25 p m.

**NEXT MEETING IS JUNE 19 at 6:30 PM**

Respectfully submitted,  
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Guidelines for Building Use	Amy, Jess, Laura
Move to New Building	Amy, Doug

Christian Education Survey	Alex
CAC projects in Otey Notes	Larry
Otey Notes Editor position	Jess

**Senior Warden's Report**  
**May 15, 2014 Vestry Meeting**

**Letter and Gift for Ballards:** After failing to find a suitable date for a reception to honor the Ballards, the Vestry decided to give Joe and Bobbye the letter and gift that had been planned for the reception. Both items were received by Joe this past Monday (May 12). The letter expressed our appreciation to the Ballards for their years of devoted leadership and service to our parish church. The gift, an icon of Christ, was given to Joe in appreciation for his spiritual leadership during his time as rector.

**Claiborne Portrait:** The question of the placement and size of the portrait of Archdeacon Claiborne was referred to the Decorations Committee. That committee agreed with the location to the right of the main entrance to Claiborne Parish House and felt that the artist's suggestion of 24" x 30" was the appropriate size for that space.

**Decisions Over the Months Ahead:** In the upcoming months we shall begin a new phase of Otey education and outreach with the availability of Claiborne Parish House, and we shall initiate the process of searching for a new priest. There will be many choices and decisions related to these and other events. We would do well to anticipate what lies before us as a Vestry and to think ahead about how we should proceed. We shall receive direction and guidance from the Diocesan Office in our search, but we need to consider how we can model in all our tasks the qualities of compassion, tolerance, forgiveness, and reconciliation that we discussed at our Vestry Work Day. How we conduct our business and how we communicate with the congregation will set a tone for moving forward.

OTEY MEMORIAL PARISH  
JR. WARDEN REPORT FOR MAY 2014

OUTSTANDING PROJECTS:  
CHURCH LIGHTS

Lawson Electric has identified the problem with a module in the main control panel for the lights in the church. A replacement module has been ordered @ a cost of \$750. Lawson will perform the installation of the new module once they determine that there are no other problems. The current plan is to check with both Joseph Sumpter and Lawson for the installation of the new lights once the control panel is fully functioning. There will be no dimming capability for the new lights but there will continue to be dimming capability with the remaining smaller lights on each side of the center.

Remaining reserves for lighting repairs remains at approximately \$2,640; it is likely that the combined cost of the module repair, troubleshooting analysis, and light installation will exceed the reserve.

GROUNDS  
No report.

BUILDINGS' USE POLICY

The Policy will be presented in final form to the Vestry at the May meeting.

AT&T

The current status of the phone line installation to the new parish house is that the drawings for the lines are in the hands of AT&T's contractor. Once the drawings are completed and approved by AT&T, a work order will be placed with AT&T's construction crew. We are hopeful that the order will be final by May 15; however, AT&T has informed us that there is a backlog due to recent tornadoes. The Certificate of Occupancy for the new building is dependent on line installation for the fire and elevator alarms, plus the movement of the pole behind the church. One other concern is the Sewanee Children's Center's expiration of space in Craven's on June 1.

WINDOWS

The Rose window and the stained glass windows on the sides of the church are in need of repairs. The wood around the Rose window is rotten and the entire window will likely need to be removed and sent offsite for repair. Other windows have openings and cracks in them. Our biggest concern at this time is the strength of these windows and vulnerability of failure.

John Runkle, Director of St. Mary's Retreat Center, has had a good deal of experience with church restorations and has been kind to advise our committee on how to assess what to do. He has cautioned us to use companies that have reputable experience in these types of window repairs. Pictures have been made of the windows and emailed to Scott Taylor of Richmond, Virginia. Scott has been in the business for many years and John referred our committee to him.

Currently, he is repairing a very large window for St. Paul's in Chattanooga, and

will return in the fall to re-install. He can visit Otey at that time which will save us budget on the travel. His price is \$800 to assess the age and condition of Otey's windows. A further assessment with prices costs \$2,000. Another contractor used by St. John's in Knoxville located in Minnesota has been identified as competent as well; however, we are in favor of the company from Virginia given John Runkle's experience and its existing project in Chattanooga. One committee member also has a contact in Jackson, MS. that we can tap into for additional information.

**B&G committee Motion:**

**It is moved that Otey contract with Scott Taylor to conduct an initial assessment of the stained glass windows in Otey's church building to determine the age and condition of said windows at the cost of \$800.**

PAINTING

There are noted painting repairs needed on the outside of the church; however, the B&G committee is deferring further research into this until after the window repairs are fully assessed.

BUGDGET

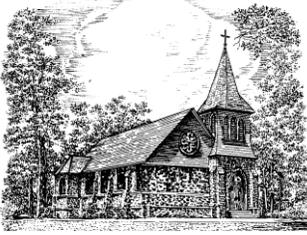
Facilities Budget is tracking favorably April YTD, at 27.3% of annual budget.

NEW BUILDING

B&G is starting to research signage for new building.

FRIDAY GUYS

Roy Millar, Drew Sampson and Mickey Suarez continue to help keep repair and maintenance cost down by volunteering their services.



# Otey Memorial Parish Church

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## GUIDELINES FOR THE USE OF OTEY MEMORIAL PARISH BUILDINGS

The Rector and Vestry of Otey Memorial Parish Church have approved the use of the Otey Parish buildings by parishioners, organizations and individuals as long as certain guidelines are followed:

1. Use of these buildings is primarily designed for Otey programs and activities and for members of the Parish, but anyone may request their use. Because these buildings are 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 a usage or rental request judged not to be fully within the spirit of that statement and the intentions of these guidelines.
2. An accurate description of the activity that will take place must be provided. If the group/activity involves children or teenagers, an adult must be present and that adult will be responsible for signing the Reservation Request Form and seeing that the guidelines are followed. The organization or individual will be responsible for any damage done during the period of use. This information must be kept up to date for those organizations with an on-going commitment.
3. The area used must be cleaned and restored to the way it was found with all lights turned out and windows and doors closed.
4. A detailed written request (see attached reservation form) must be submitted in advance for storage of equipment /supplies belonging to individuals or groups requesting the use of these buildings.
5. Caterers must supply napkins, tablecloths, dishes, glasses, silverware, cooking utensils, paper towels, cleaning supplies and garbage bags. Mops, brooms, dustpans and vacuum cleaner belonging to the parish will be made available for use.
6. No fund-raising events may be held on the premises unless they are for a non-profit organization. Otey Memorial Parish is a non-profit organization and strictly adheres to the applicable tax laws.
7. Serving of alcohol to those 21 years of age and older is permitted, but alternative beverages and food must be provided. Smoking is not allowed in any Otey buildings. Playing of live music is permitted. All functions fall under the jurisdiction of the Sewanee police. The serving of alcohol and playing of music must stop by 11:00 p.m.
8. Do not change the thermostat settings and do not attach anything to the walls.
9. Trash must be bagged and placed in the receptacles outside the building.

10. An individual scheduling the use of parish facilities and organizations using the parish facilities on a regular or occasional basis or for a single event, meeting, etc., 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 to, be imposed upon, OR asserted against Otey Memorial Parish by reason of the individual's or the organization's use of any Parish facilities, except such as caused by willful acts of Otey Memorial Parish, its agents or employees.

11. If, in the judgment of the Rector and/or Vestry an organization or individual is not following these guidelines, further use of the facilities may be denied.

12. In regard to parish buildings, all requests for use are subject to the approval of the Priest-in-Charges, or such clergy as the Bishop may designate.

**Fee Schedules**  
**St. Mark's Hall**

The maximum number of people permitted for non-seated functions or assembly in St. Mark's Hall shall be 200. Seated functions shall be limited to 150 people.

Rental rates for approved uses are listed in the table below. Full payment of charges, including damage deposit, is required upon positive confirmation of reservation.

	RENTAL FEE	DAMAGE DEPOSIT
<b>Non-Parishioners</b>		
Less than 50 guests	\$350.00	\$250.00
50 -100 guests	\$500.00	\$350.00
More than 100 guests	\$1,000.00	\$500.00
<b>Parishioners</b>		
Less than 50 guests	\$200.00	\$150.00
50 -100 guests	\$300.00	\$200.00
More than 100 guests	\$500.00	\$300.00

1. Charges will be assessed from the damage deposit for any damages to the building and its furnishings and grounds requiring repair, replacement or professional cleaning.

2. If the event is cancelled more than 4 weeks prior to the scheduled date, a full refund of rental fee will be made. If less than 4 weeks, but more than one week prior, 50 % refund of the rental fee will be made. If one week prior, there will be no refund of the rental fee.  
 Damage deposit will be refunded for all cancellations.

3. No tents allowed.

### **Church – Suggested Fee Schedule**

Fees for weddings are variable, and also subject to the discretion of the Priest-in-Charge. Suggested fees for the following services are as follows:

Church - No charge, parishioner in good standing, except for cleaning restoration cost to be borne entirely by user

\$300-500 for non-parishioners based on size, complexity, and discretion of clergy. Events with wedding coordinators may cost more than those without, owing to added administration oversight.

Altar Guild - \$100

Organist - \$200; soloists or extra pieces will be individually approved and costs agreed on a case-by-case basis.

Clergy - \$100 or more to clergy, or given to church discretionary fund, is requested, not required as above fees.

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**RESERVATION FORM  
OTEY MEMORIAL PARISH HOUSE**

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, 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: \_\_\_\_\_

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

**Report Date: May 14, 2014**

			<u>Amounts</u> <u>5/14/14</u>	<u>Amounts</u> <u>4/23/14</u>
<b>Investments:</b>				
	Vanguard		\$256,122	\$254,593
	Regions Money Market		\$12,961	\$12,961
	First Tennessee		\$50,018	\$50,018
		<b>Total</b>	<b>\$319,101</b>	<b>\$317,572</b>
<b>Restricted Accounts/Committed: (balance)</b>				
	Buildings Repair		\$2,987	\$2,987
	Memorials		\$10,165	\$10,165
	CAC		\$4,928	\$4,928
	Other		\$1,850	\$1,850
		<b>Total*</b>	<b>\$19,930</b>	<b>\$19,930</b>
<b>Capital Campaign Pledge Payments and Gifts: \$1,131,366 as of April 27, 2014 with about \$70,000 in active pledges payments to be paid Expect to write off about \$30,000 in pledges.</b>				
<b>Expenses - Phase II Design/Construction - To Date: \$1,718,859</b>				
<b>Regions Checking account as of April 14th = \$83,555</b>				
	<b>Investments available for PH Construction:</b>		<b>\$319,101</b>	
		<b>Minus Reserve</b>	<b>-\$100,000</b>	
		<b>Minus Restricted</b>	<b>-\$19,930</b>	
		<b>Total Available</b>	<b>\$199,171</b>	
<b>First Draw on 1st Tennessee Bank Construction Loan made on Feb 18, 2014 = \$109,845</b>				
<b>Second Draw on 1st Tennessee Bank Construction Loan made on Mar 17, 2014 = \$51,121</b>				
<b>Third Draw on 1st Tennessee Bank Construction Loan made on April 23, 2014 = \$180,485</b>				
		<b>Total Construction Loan Draws =</b>	<b>\$341,451</b>	<b>with \$383,549 remaining for draws</b>
<b>April 2014 Payment of Interest Only = \$523.08</b>				
<b>May 2014 Payment of Interest Only = \$469.48</b>				
<b>Other Information:</b>				
<b>Finance Administrative Assistant job has resulted in several (7) applicates</b>				
<b>Auditor started financial review on May 6th</b>				
<b>Vestry needs to be recommending to our interim Priest candidates for treasurer.</b>				

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to April 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
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$496.33	\$583.33	\$1,808.01	\$2,333.32	25.83 %	\$7,000.00
4115 - 1/4th Plate to Rector's Discr Fd	(\$327.92)	(\$145.83)	(\$327.92)	(\$583.32)	0.00 %	(\$1,750.00)
4131 - Pledge Payments	\$22,161.25	\$26,666.67	\$110,431.24	\$106,666.68	34.51 %	\$320,000.00
4151 - Non-Pledge Gifts	\$1,619.68	\$1,500.00	\$7,025.07	\$6,000.00	39.03 %	\$18,000.00
4191 - Other Outside Support Revenues	\$1,270.85	\$1,166.67	\$5,379.31	\$4,666.68	38.42 %	\$14,000.00
<b>Total Support From Outside Sources</b>	<u>\$25,220.19</u>	<u>\$29,770.84</u>	<u>\$124,315.71</u>	<u>\$119,083.36</u>	<u>34.80 %</u>	<u>\$357,250.00</u>
<b>Support From Internal Sources</b>						
4511 - Checking Account Interest	\$0.00	\$0.00	\$17.18	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$0.01	\$0.00	\$0.97	\$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	\$100.00	\$0.00	\$100.00	\$0.00	0.00 %	\$0.00
<b>Total Support From Internal Sources</b>	<u>\$100.01</u>	<u>\$0.00</u>	<u>\$387.27</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
<b>Total Revenues</b>	<u><u>\$25,320.20</u></u>	<u><u>\$29,770.84</u></u>	<u><u>\$124,702.98</u></u>	<u><u>\$119,083.36</u></u>	<u><u>34.91 %</u></u>	<u><u>\$357,250.00</u></u>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$3,122.25	\$3,122.25	\$12,489.00	\$12,489.00	33.33 %	\$37,467.00
5121 - Seminary Gift	\$0.00	\$269.75	\$0.00	\$1,079.00	0.00 %	\$3,237.00
5171 - Stephen Ministry Expenses	\$0.00	\$41.67	\$0.00	\$166.68	0.00 %	\$500.00
<b>Total Work Outside Congregation</b>	<u>\$3,122.25</u>	<u>\$3,433.67</u>	<u>\$12,489.00</u>	<u>\$13,734.68</u>	<u>30.31 %</u>	<u>\$41,204.00</u>
<b>Work Within Congregation</b>						
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	\$36.74	\$191.67	\$554.40	\$766.68	24.10 %	\$2,300.00
<b>Total Christian Education</b>	<u>\$36.74</u>	<u>\$191.67</u>	<u>\$554.40</u>	<u>\$766.68</u>	<u>24.10 %</u>	<u>\$2,300.00</u>
<b>Parish Life</b>						
5331 - Parish Life	\$23.91	\$166.67	\$339.16	\$666.68	16.96 %	\$2,000.00
<b>Total Parish Life</b>	<u>\$23.91</u>	<u>\$166.67</u>	<u>\$339.16</u>	<u>\$666.68</u>	<u>16.96 %</u>	<u>\$2,000.00</u>
<b>Worship</b>						
5351 - Altar Supplies	\$322.00	\$83.33	\$765.12	\$333.32	76.51 %	\$1,000.00
5353 - Communion Prep. & Confirmation	\$0.00	\$16.67	\$0.00	\$66.68	0.00 %	\$200.00
5355 - Music	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
5357 - Prayer Books and Materials	\$112.74	\$8.33	\$140.92	\$33.32	140.92 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$116.67	\$0.00	\$466.68	0.00 %	\$1,400.00
5398 - Pastoral Care	\$0.00	\$20.83	\$0.00	\$83.32	0.00 %	\$250.00
<b>Total Worship</b>	<u>\$434.74</u>	<u>\$329.16</u>	<u>\$906.04</u>	<u>\$1,316.64</u>	<u>22.94 %</u>	<u>\$3,950.00</u>
<b>Youth</b>						

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to April 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	\$276.35	\$250.00	\$585.35	\$1,000.00	19.51 %	\$3,000.00
<b>Total Youth</b>	<b>\$276.35</b>	<b>\$250.00</b>	<b>\$585.35</b>	<b>\$1,000.00</b>	<b>19.51 %</b>	<b>\$3,000.00</b>
<b>Total Programs</b>	<b>\$771.74</b>	<b>\$937.50</b>	<b>\$2,384.95</b>	<b>\$3,750.00</b>	<b>21.20 %</b>	<b>\$11,250.00</b>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						
5411 - Clergy	\$4,354.17	\$4,354.17	\$17,416.68	\$17,416.68	33.33 %	\$52,250.00
5415 - Supply Clergy	\$0.00	\$145.83	\$150.00	\$583.32	8.57 %	\$1,750.00
5421 - Youth Minister	\$833.33	\$833.33	\$3,333.32	\$3,333.32	33.33 %	\$10,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$3,125.00	\$3,125.00	33.33 %	\$9,375.00
5432 - Supply Organ	\$150.00	\$50.00	\$300.00	\$200.00	50.00 %	\$600.00
5451 - Child Care	\$500.00	\$404.17	\$1,670.00	\$1,616.68	34.43 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$4,140.68	\$4,140.68	33.33 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$5,666.68	\$5,666.68	33.33 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$10,666.68	\$10,666.68	33.33 %	\$32,000.00
5486 - Financial Staff	\$0.00	\$458.33	\$0.00	\$1,833.32	0.00 %	\$5,500.00
5493 - Otey Notes	\$266.67	\$266.67	\$1,066.68	\$1,066.68	33.33 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$12,003.93</b>	<b>\$12,412.26</b>	<b>\$47,535.72</b>	<b>\$49,649.04</b>	<b>31.91 %</b>	<b>\$148,947.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$1,085.92	\$0.00	\$4,343.68	0.00 %	\$13,031.03
5521 - Clergy Insurance	\$1,730.80	\$632.00	\$8,050.40	\$2,528.00	106.15 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$5,000.00	\$5,000.00	33.33 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.72	\$1,737.28	\$1,714.88	33.77 %	\$5,144.63
5551 - Staff Payroll Taxes	\$573.73	\$601.46	\$2,269.68	\$2,405.84	31.45 %	\$7,217.55
5561 - Staff Pension	\$240.00	\$240.00	\$960.00	\$960.00	33.33 %	\$2,880.00
5571 - Staff Insurance	\$254.00	\$632.00	\$3,658.40	\$2,528.00	48.24 %	\$7,584.00
<b>Total Employee Benefits</b>	<b>\$4,482.85</b>	<b>\$4,870.10</b>	<b>\$21,675.76</b>	<b>\$19,480.40</b>	<b>37.09 %</b>	<b>\$58,441.21</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$0.00	\$583.33	\$0.00	\$2,333.32	0.00 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.08	\$0.00	\$404.32	0.00 %	\$1,213.00
<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$684.41</b>	<b>\$0.00</b>	<b>\$2,737.64</b>	<b>0.00 %</b>	<b>\$8,213.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$0.00	\$208.33	\$189.95	\$833.32	7.60 %	\$2,500.00
5751 - Contracted Services	\$1,890.00	\$1,166.67	\$5,275.00	\$4,666.68	37.68 %	\$14,000.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$666.68	0.00 %	\$2,000.00
5771 - Supplies	\$0.00	\$62.50	\$79.64	\$250.00	10.62 %	\$750.00
5781 - Electricity	\$589.74	\$600.00	\$2,405.05	\$2,400.00	33.40 %	\$7,200.00
5783 - Gas	\$231.46	\$266.67	\$1,835.57	\$1,066.68	57.36 %	\$3,200.00
5785 - Water & Sewer	\$100.29	\$216.67	\$399.36	\$866.68	15.36 %	\$2,600.00
5790 - Grounds Maintenance	\$0.00	\$291.67	\$1,250.00	\$1,166.68	35.71 %	\$3,500.00

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to April 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
<b>Total Facilities Expenses</b>	\$2,811.49	\$2,979.18	\$11,434.57	\$11,916.72	31.98 %	\$35,750.00
<b>Office Services</b>						
5811 - Audit	\$0.00	\$416.67	\$0.00	\$1,666.68	0.00 %	\$5,000.00
5821 - Computer Expenses	\$176.50	\$266.67	\$601.79	\$1,066.68	18.81 %	\$3,200.00
5831 - Copying expenses	\$287.81	\$258.33	\$964.25	\$1,033.32	31.10 %	\$3,100.00
5841 - Office Supplies	\$143.09	\$175.00	\$710.39	\$700.00	33.83 %	\$2,100.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$0.00	\$166.68	0.00 %	\$500.00
5861 - Postage	\$42.63	\$37.50	\$131.48	\$150.00	29.22 %	\$450.00
5871 - Telephone	\$721.70	\$508.33	\$2,384.18	\$2,033.32	39.08 %	\$6,100.00
5891 - Miscellaneous Expense	\$77.09	\$41.67	\$108.74	\$166.68	21.75 %	\$500.00
<b>Total Office Services</b>	<u>\$1,448.82</u>	<u>\$1,745.84</u>	<u>\$4,900.83</u>	<u>\$6,983.36</u>	<u>23.39 %</u>	<u>\$20,950.00</u>
<b>Organizational Expenses</b>						
5911 - Clergy Car Expense	\$209.14	\$208.33	\$406.94	\$833.32	16.28 %	\$2,500.00
5913 - Clergy Expense Allowance	\$375.00	\$83.33	\$375.00	\$333.32	37.50 %	\$1,000.00
5921 - Continuing Education	\$0.00	\$166.67	\$573.94	\$666.68	28.70 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$56.25	\$0.00	\$225.00	0.00 %	\$675.00
5931 - Convention & Travel	\$0.00	\$83.33	\$266.81	\$333.32	26.68 %	\$1,000.00
5941 - Ministering to New Members	\$0.00	\$25.00	\$65.00	\$100.00	21.67 %	\$300.00
5961 - Publications	\$188.99	\$83.33	\$519.86	\$333.32	51.99 %	\$1,000.00
5971 - Communications	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
5981 - Stewardship	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
5999 - Vestry	\$135.00	\$83.33	\$135.00	\$333.32	13.50 %	\$1,000.00
<b>Total Organizational Expenses</b>	<u>\$908.13</u>	<u>\$956.23</u>	<u>\$2,342.55</u>	<u>\$3,824.92</u>	<u>20.41 %</u>	<u>\$11,475.00</u>
<b>Total Operating Expenses</b>	<u>\$21,655.22</u>	<u>\$23,648.02</u>	<u>\$87,889.43</u>	<u>\$94,592.08</u>	<u>30.97 %</u>	<u>\$283,776.21</u>
<b>Total Work Within Congregation</b>	<u>\$22,426.96</u>	<u>\$24,585.52</u>	<u>\$90,274.38</u>	<u>\$98,342.08</u>	<u>30.60 %</u>	<u>\$295,026.21</u>
<b>Total Expenses</b>	<u>\$25,549.21</u>	<u>\$28,019.19</u>	<u>\$102,763.38</u>	<u>\$112,076.76</u>	<u>30.56 %</u>	<u>\$336,230.21</u>
<b>Net Total</b>	(\$229.01)	\$1,751.65	\$21,939.60	\$7,006.60	104.38 %	\$21,019.79
<b>Other Expenses</b>						
7711 - Debt Service Provision	\$469.48	\$1,666.67	\$992.56	\$6,666.68	4.96 %	\$20,000.00
<b>Special expenses</b>						
7400 - Search/Transition	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
<b>Total Special expenses</b>	<u>\$0.00</u>	<u>\$83.33</u>	<u>\$0.00</u>	<u>\$333.32</u>	<u>0.00 %</u>	<u>\$1,000.00</u>
<b>Total Other Expenses</b>	<u>\$469.48</u>	<u>\$1,750.00</u>	<u>\$992.56</u>	<u>\$7,000.00</u>	<u>4.73 %</u>	<u>\$21,000.00</u>
<b>Net Operating Total</b>	(\$698.49)	\$1.65	\$20,947.04	\$6.60	105846.59 %	\$19.79

Summer with its warmth and splendor is upon us. And what a promising one it is for Otey Parish! The culmination of many dreams, much time and treasure generously donated, the reborn Claiborne Parish House with the new Saint Mark's Parish Hall will become a useful resource. It will be as the hands of Jesus Christ to our children, our neighbors with their various needs, and the community as a whole. More than a showplace, it will be a ministry place to invite all into the embrace of God's love.

We can expect by June to be able to safely conduct tours of the facility before it is fully dressed and furnished. There will be a handsome and commodious Hall, Saint Mark's, for large functions and a sizable kitchen to service it. Parish receptions and dinners will make hospitality both easier and better provided. This room may also be a fine resource for the community as a center for special events. But it is not all about socialization opportunities.

The ministries of education and nurture will have a new home. For children these will be greatly enhanced with the Sewanee Children's Center downstairs, as well as the Parish Nursery, and additional Sunday School rooms upstairs. There will also be a number of venues for adult education upstairs, including one dedicated room, and three more areas than can be used on Sundays for classes of all sizes.

Being a vehicle of Christ's love to the community just begins with fellowship and education. His hospitality is extended to those in physical need by the relocation of the Community Action Committee offices and distribution center to the top floor of Claiborne, on the back side making special entrance and stocking convenient. We will also house the Thurmond library in a pleasant, sunny room where parishioners and community friends can come to read. Special resource areas for music and Christian formation will also be there, and even a small chapel for weekday prayers or Sunday small groups.

The campus will indeed be a unified 3-in-1 place of coordination between the three buildings: the Church; Claiborne House/Saint Mark's Hall; and Brooks Hall. The last will still be in full use with the administrative offices remaining there and conference room, accessible to the program areas but distinguished from them. Year ago the plans were altered when the Vestry and Rector decided that the scale of the project would not allow everything we do to be housed in the new space, so hospitality and outreach are its themes, and the coordination and administrative offices were determined to remain in Brooks. This was an economic decision based on what was responsibly available to invest in the project; the Parish House is designed for this.

Although the building is well-dressed in stone, much of what has been determined is not set in stone. Flexibility for multi-use has been deliberately afforded in the design, and should a year or two's experience warrant, it would be feasible with minimal expense to adjust some arrangements. Experience will reveal the best usage over time. One key is careful signage so that visitors will be able to easily be directed to the proper area of their interest.

With all entries being handicapped accessible, and much care going into making the whole building gracefully accessible to the community on every level, it should prove a great blessing and a fine statement of your dedication to loving your neighbors as yourselves.

As furnishings and moving equip the building this summer, dream along with us about how the infinite hospitality of God's invitation to abundant life in Jesus Christ can and will be modeled in this reborn Parish House. It will be as an eternal summer shining with God's love, an inviting and attractive outreach for our children and our children's children.

## Interim Evaluation

It has been my continual study the last five months to listen to many different voices and perspectives on what has transpired recently at Otey. While attempting to befriend all who would receive me and the Lord's ministry as I have the capacity to offer it, and avoiding hearsay, I have heard many contrary yet sympathetic versions, leaving me impressed by the good intentions of many and the failure of consensus of the whole.

There are some whose opinions I have heard almost innumerable times; some I have not consulted in as much depth as I would like. After spending many hours with priests, professionally-assigned mediator, the Bishop, and your Vestry, there are some sound, significant conclusions. The general unhappiness with the recent separation of rector and parish leadership was long accumulated, vastly disposed by both negatively biased and entirely absent communications, and some of that now seems nearly unavoidable. After speaking with present parishioners and professionals observing the unfolding events, here are areas to move forward on and areas to retire.

To retire: the conflicts of personalities that issued before, independent of, and integral to, as well, the consternation are the sort of history which can neither be undone nor apprised with complete fairness now. The personal relationships and the conduct of confrontations generated to address questions of behavior cannot now be profitably relived, and I have not been invited to do so. These being actions of individuals and not the Vestry, they are not the matter a Vestry or Interim can properly evaluate on behalf of the congregation. So if such matters still are objectionable in your recollection, you may result to speaking directly to the people involved, but for the official leadership, these are matters no longer to be inspected.

WHAT WE CAN DO IS LEARN HOW A PARISH FAMILY CAN BETTER SITUATE ITSELF TO MEET ANY FUTURE DISAGREEMENTS. These are areas on which the parish and its leadership might do well to keep in mind and work on in the next phases of your corporate life:

- The spiritual character of this place. When is everyone is claiming the high ground, the claiming outweighs the content. But Otey should operate from spiritual high ground. Otey is not just a community center or social hub. It is not so little as a group of like-minded people, in cultural, theological, and political sensitivities. It is that church called "Christian," as following the commandments of Jesus Christ as the Episcopal Church has inherited them, always consistent with the Biblical warrant which originally defined us. For this place, there should be no accepted relational norms that forfeit truth at the expense of grace and charity, nor that insist on truth ungraciously or unsympathetically. Certainly our Lord desires truth and fair dealing, so long as such is manifested in gentleness, humility, and forgiveness. To have core values that come from your mission, and that from the Gospel, means....
- Accountability. That's what standards are for, and not as a burden but as a mutual blessing. Transparency in expectations of leaders, both professional and elected, allows for a basis on which we should welcome evaluation which seeks improvement, not replacement. Many parishes neglect an observed, i.e., actual and concrete, system of evaluation, mutual to all parties, by any formal agreement of expectations. Such a system is not a rarity and should be carefully tended in entering into future agreements. This is a matter of lifting each other up, and guiding each other to betterment, but human nature needs clearly proscribed guidelines in effecting this ideal.

- Along with thinking seriously about applying your core values in everything you do, and second, about standards to help clarify expectations of behavior and accountability, you would do well, thirdly, to think through what you desire as a complementary leadership style. What style and conduct of leadership best fits Otey's application of the Gospel? For Vestry, for staff, and especially for a next Rector. Part of your unique personality in this place is an abundance of talent and acumen and self-confidence, all of which can work mightily for the Kingdom of God, if you are clever as snakes and gentle as doves, as Jesus commended. What leadership style will best meet the combination of independence and authority uniquely mixed in this town and gown venue?

Specific applications:

1. The whole congregation participate in a visioning event as one of the first corporate offerings after the renewed parish house is up and running, e.g., post-September. This would seek to recall and refine the spiritual vision for the parish and give parishioners the chance to voice their dreams, expectations, and critical thinking about how to attain these goals. The interim expects that he can conduct and/or arrange for this.
2. The Vestry, and then by commission to the Search Committee, establish an objective criteria for ministry assessment, e.g., with employees that would be a letter of agreement with clear provision for an evaluation system based on mutually agreed standards. This can be done with diocesan guidance as to letters of agreement normative in TEC and consideration of how to refine that to fit Otey.
3. The Search Committee participate in a leadership identification study. This would seek to identify their leadership styles as a basis for information and representation of the congregation (some of which has been begun by some application for the strengths' finder exercise from Vestry retreat, April, 2014). The further and more important end is to consider which leadership styles would best complement characteristics of Otey and prove a match to its profile for use in steering a search. This a matter for your search consultant

The unity of Christ's Body should constitute the prime impetus in resolving issues, in visioning, and determining appropriate standards and expectation in the above outlined categories. The centrality of Jesus Christ as the Lord of the Church, its redeemer, model and master, is the emphasis that leads to unity of His Body. We must learn from Him how to live together in love, while both agreeing and disagreeing, respecting each other's dignity and integrity for grace to guide dialogue. Both what we do and how we do it are subject to Him. As we follow through, we have to accept the validity of the commitment and motivation of those with whom we disagree and seek consensus consistent with our core Creedal values as Episcopalian Christians.