

MINUTES OF THE VESTRY

Otey Memorial Parish Church

April 16, 2015 6:30 PM

Present: Larry Barker; Alex Bruce; Pam Byerly; Dorothy Gates; Ken Taylor Laura Willis; Doug Seiters, Jr. Warden; Jess Reeves, Interim Priest; Ann Aitken, Clerk

Absent: Steve Ford, Sr. Warden; Carol Sampson; Beth Wiley; Treasurer

Visitors: None

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

APPROVAL OF MARCH 19 AND MARCH 26 MEETING MINUTES

Motion: Laura moved that the March 19 meeting minutes be approved as amended. Pam seconded the motion, and it was unanimously approved.

Motion: Alex moved that the March 26 meeting minutes be approved.

Larry seconded the motion, and it was unanimously approved.

TREASURER'S REPORT – Beth Wiley (See report Attached)

Motion: Laura moved that the Vestry accept the Treasurer's reports. Pam seconded the motion. The motion was unanimously approved.

INTERIM PASTOR'S REPORT

1 *Christian Formation Recognition:* Recognition Sunday is May 3, with recognition planned for those participating and teaching this year. (See Christian Formation Report)

2. *Parochial Report:* Jess reported that the final report is to be prepared next week and that it will be distributed to the Vestry by email. The Vestry agreed to comment and approve by e-mail so that it can be timely submitted to the Diocese.

4. *Bishop Visit:* Bishop Bauershmids's visit to Otey April 12, 2015 went well.

SENIOR WARDEN'S REPORT - Steve Ford (No Report)

1. Jess reported on Steve's behalf, that Steve will draft a letter to the parish reporting on the year end financial statement and the 2015 final budget.

JR. WARDEN'S REPORT- (Report Attached)

1. *Stained Glass Windows:* Chris Botti will submit a written report to the parish with recommendations for stained glass window repairs.
2. *Landscape Plan:* The landscape plan is completed and is displayed in the Parish Hall.
3. *SCC Garden Project:* Doug reported that the SCC has proposed to build a garden on the property behind the children's playground, and has asked the Vestry for its support.

Motion: Ken moved that the Vestry support the Sewanee Children's Center's intention to build a garden behind the playground which will be coordinated with the CAC garden project. Alex seconded the motion. The motion was unanimously approved.

COMMITTEES (ATTACHMENTS)

1. *Search Committee*- (No Report)

The Search Committee's news is on the Otey website at <www.oteyparish.org> Click on the Search link at the top left of the page.

2. *Sewanee Children's Center*: Ann Aitken reported that Harriet Runkle has been selected as the new Children's Center director and will begin work during May.

3. *Parish Life*- Ken Taylor (No Report). Ken suggested beginning a Sunday morning breakfast. Leah Rhys will be the bereavement liaison who will work with families. She is preparing a report outlining the work entailed.

4. *CAC* – Larry Barker (Report Attached) The CAC 2014 financial report was discussed. Larry reported that the 2014 financial information has been submitted to Diane Fielding and that the report will be completed next week.

5. *Christian Formation*: Alex Bruce. (Report Attached)

1. The Christian Formation program year is coming to a close May 3rd with a reception and teacher recognition.

2. Alex raised the question of whether 1 staff position to support the youth programs is more appropriate than 2 positions. Alex noted that the Vestry voted during Joe Ballard's tenure to have one staff position; he will bring copies of the notes prepared then for Vestry review.

NEW BUSINESS

1. *Candidate Interview Process*: The Search Committee requests that the Vestry form a committee to adopt a process for candidate visits and voting for the new priest. Pam agreed to chair the committee; Laura and Dorothy will serve with her.

CONTINUING BUSINESS

1. *Vestry Qualifications Committee*: (Report Attached) Jess, Laura, and Alex presented the results of their survey of other parishes' policies regarding qualifications to serve on the Vestry. The Otey policy will be:

- a. Age 18 or older
- b. Confirmed
- c. Have received Holy Communion in this Church at least 3 times during the preceding year
- d. Have made an annual pledge
- e. Have completed or be willing to complete the "Prevention of Sexual Misconduct" training

2. *Vestry of the Day:* (Report attached) Dorothy presented the checklist for Sunday vestry of the day. Making coffee was discussed and the Vestry agreed to prepare a pot. Vestry assigned each Sunday will wear a nametag and serve as a greeter during the service that he or she attends.

Dorothy will prepare a list of emergency contacts and post it in the pantry.

OLD BUSINESS

The meeting closed with prayer at 8:20 pm.

THE NEXT MEETING WILL BE MAY 17, WITH CANON SNARE, TO PREPARE FOR THE INTERVIEW PROCESS

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Review the Parochial Report	All
Reconstitute the Finance Committee	Steve
Vestry nametags	Steve
Emergency Contact list	Dorothy
Operation Pass Along	All
Consider whether one position for youth programs is appropriate	All

ACTIONS TO ACCEPT THE PAROCHIAL REPORT
and to
EXTEND THE INTERIM PRIEST'S CONTRACT UNTIL JUNE 30 2015.

1. *Interim Priest Contract Extension* Steve proposed that the Vestry offer to extend Jess' contract through June 30, 2015. The Vestry approved the proposal unanimously on May 24, 2015.
2. *Parish Parochial Report:* The Vestry, having received the final Parish Parochial Report by email, approved the report unanimously on May 24, 2015.

Buildings and Grounds Committee 5-13-15

Present: Ann Aitkin, Drew Sampson, Betty Barton Blythe, Doug Seiters

Because many of our Committee members were either out of town or had necessary commitments elsewhere, we especially invite comments on the actions taken by those present.

New signs for the Sewanee Children's Center and Thurmond Library

We encourage these efforts to indicate more clearly where these programs are located. If SCC and Thurmond agree to pay for new signs and get approval from the B & G Committee for the specific design and location, we would welcome these additions.

Church Floors

The floors in the Church are in need of attention. We discussed the application of lemon oil, "floor restore," or polyurethane. We decided to test the use of lemon oil to see if that simple application would help. [Since our meeting, we have tested the lemon oil and determined that it had little to no effect on the floors. We need to discuss putting polyurethane on the floors and who would apply it. **Any suggestions??**]

Handicap Parking

Several people have complained that there is not enough handicap parking close to the Church. As a first attempt to address this issue we thought we would observe the parking patterns at Sunday services to see if there is a problem. If we deem that there is a problem, we suggested an announcement to parishioners to save the parking places on the University Avenue side of the Church for people who truly need to park close to the Church.

Racks for hymnals and prayer books on the back of the last pews

When members of the congregation sit behind the last row in folding chairs or wheelchairs, they do not have access to hymnals and prayer books. Several people have suggested installing racks for their use. [Drew installed racks after our meeting time.]

FYI

Several Sundays ago two people were stung by wasps at the beginning of the first service. Burl's Termite and Pest control has now sprayed around the outside of the Church. (Two small nests were discovered and sprayed.) There have been no problems since Burl's came.

Also, thanks to the work of Frieda and Ann Aitkin, we have determined that the change to Charter can be accomplished without any loss of services and will result in significant savings. We are moving forward with the change.

Next meeting: June 10

COMMUNITY ACTION COMMITTEE
DIRECTOR'S REPORT
APRIL 2015

The month of April was punctuated by the amazing success of the Hunger Walk sponsored by Sewanee/Monteagle Rotary to benefit CAC and Morton Memorial Food Bank. Under the leadership of Rotary President John Goodson and the work of many volunteers, there were over 200 walkers and 42 corporate sponsors. With a \$5000 Rotary International Grant and other funding, CAC will receive over \$8000. This represents our share with Morton Memorial. It was agreed that this event should take place next year with the date set for April 23. The steering committee wrapped up its weekly meetings with suggestions for making next year's event even better.

I attended an informational meeting for the Summer Feeding Program which will provide nutritional meals for children all throughout the summer and committed CAC/St. Mark's Hall as a site Mondays and Wednesdays during the month of June. This program is underwritten with a USDA Grant coordinated by Chef Rick and VISTA volunteers. Since this is a new program it is difficult to project how many children will participate. More volunteers will be needed.

The construction of the raised beds for the Community Garden is completed. Dirt and volunteers are needed for the next steps.

"Food with Friends" provided a well attended community meal and VISTA volunteer Ida Zago distributed information about ways to save energy. We are putting this information in all of the grocery bags.

CORE FUNCTIONS

Individuals who came to CAC-179

Families' Served-102

Grocery Bags Distributed-80

Housing- 1

Education-0

Referrals to Other Agencies-10

Home Visits-1

Volunteers-66

Utility Assists-22

Betty Carpenter

Report on Spaghetti Dinner/Silent Auction fundraiser for Fire on the Mountain

The silent auction aspect of the fundraiser was started on Sunday, April 12. Bid sheets were set out on tables in St. Mark's Hall for bidding after the 11 AM service. On Saturday, April 18 we prepared St. Mark's Hall for the spaghetti dinner. Gary Sturgis prepared the spaghetti. On Sunday, April 19 Gary baked the spaghetti, prepared the garlic bread, and showed us how to prepare the Caesar salad. Several people from Parish Life also helped set up for the dinner. Several parents and youth helped serve and clean up. Approximately 75 people ate the dinner. We had prepared food for 125 people.

As of April 28 the total cash we collected was 968.50, and the total checks collected was \$1895. Thus, the total of all money collected is \$2863.50.

A total of 90 tickets for the spaghetti dinner were sold, approximately 30 being sold on the day of the dinner. This gives a total of \$540 for spaghetti dinner tickets. The total for the silent auction items is \$1779. This gives a total of 2319 from the dinner and silent auction.

The total of all money collected is \$2863.50. When the money from the spaghetti dinner and silent auction (\$2319) is subtracted, this gives a total of donations to FOTM which were not tickets or silent auction items of \$544.50. This amount (\$544.50) is a combination of donations to FOTM (checks or cash donations in a donation basket) and money from the sale of greeting cards during the silent auction. After expenses, this leaves a net for the silent auction, dinner, greeting card sales, and donations of more than \$2500.

Report to Vestry, May 7, 2015

March

During March and April we had two FOTM events which were work days making greeting cards to sell at the spaghetti dinner/silent auction fundraiser. Ten youth and adults showed up at the first work day and eight showed up for the second. We made several dozen cards for sale.

April

On Sunday April 26, FOTM had a roller skating outing to Skate World in Estill Springs. Three adults and five youth went to the roller rink. Only the youth skated.

May

On Saturday, May 2, three youth from FOTM attended a Sons and Daughters of Abraham event at YMCA Camp Widjiwagan southeast of Nashville. There were four youth from St. Paul's Episcopal Church in Franklin in attendance as well as more than fifteen youth from a Moslem youth group in Nashville, and three youth from a Jewish youth group from Nashville.

Interim report on Mission Trip (scheduled for Monday, July 27 to Saturday, August 1)

Eight Youth and two adult chaperones will be attending the mission trip at St. Timothy Episcopal Mission Center in Irvine, Kentucky. The mission center has dormitory facilities and kitchen and dining facilities. We will be working on home repair projects in the local area.

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to April 2015

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

Accounts	MTD Actual This Year	MTD Budget This Year	YTD Actual This Year	YTD Budget This Year	% of Annual Budget Used This Year	Annual Budget This Year
Revenues						
Support From Outside Sources						
4111 - Plate Offerings	\$331.04	\$500.00	\$1,681.98	\$2,000.00	28.03 %	\$6,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$125.00)	(\$337.73)	(\$500.00)	0.00 %	(\$1,500.00)
4131 - Pledge Payments	\$17,018.00	\$27,558.33	\$84,162.50	\$110,233.32	25.45 %	\$330,700.00
4151 - Non-Pledge Gifts	\$1,485.00	\$1,666.67	\$7,460.00	\$6,666.68	37.30 %	\$20,000.00
4191 - Other Outside Support Revenues	\$575.00	\$1,666.67	\$2,556.56	\$6,666.68	12.78 %	\$20,000.00
Total Support From Outside Sources	<u>\$19,409.04</u>	<u>\$31,266.67</u>	<u>\$95,523.31</u>	<u>\$125,066.68</u>	<u>25.46 %</u>	<u>\$375,200.00</u>
Support From Internal Sources						
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$910.79	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$1,000.00	\$625.00	\$2,391.00	\$2,500.00	31.88 %	\$7,500.00
Total Support From Internal Sources	<u>\$1,000.00</u>	<u>\$625.00</u>	<u>\$3,301.79</u>	<u>\$2,500.00</u>	<u>44.02 %</u>	<u>\$7,500.00</u>
Total Revenues	<u><u>\$20,409.04</u></u>	<u><u>\$31,891.67</u></u>	<u><u>\$98,825.10</u></u>	<u><u>\$127,566.68</u></u>	<u><u>25.82 %</u></u>	<u><u>\$382,700.00</u></u>
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$0.00	\$2,083.33	\$0.00	\$8,333.32	0.00 %	\$25,000.00
Total Work Outside Congregation	<u>\$0.00</u>	<u>\$2,083.33</u>	<u>\$0.00</u>	<u>\$8,333.32</u>	<u>0.00 %</u>	<u>\$25,000.00</u>
Work Within Congregation						
Programs						
Christian Education						
5311 - Christian Education	\$484.19	\$145.83	\$821.58	\$583.32	46.95 %	\$1,750.00
Total Christian Education	<u>\$484.19</u>	<u>\$145.83</u>	<u>\$821.58</u>	<u>\$583.32</u>	<u>46.95 %</u>	<u>\$1,750.00</u>
Parish Life						
5331 - Parish Life	\$152.18	\$83.33	\$216.13	\$333.32	21.61 %	\$1,000.00
Total Parish Life	<u>\$152.18</u>	<u>\$83.33</u>	<u>\$216.13</u>	<u>\$333.32</u>	<u>21.61 %</u>	<u>\$1,000.00</u>
Worship						
5351 - Altar Supplies	\$0.00	\$83.33	\$346.04	\$333.32	34.60 %	\$1,000.00
5355 - Music	\$570.00	\$58.33	\$570.00	\$233.32	81.43 %	\$700.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$0.00	\$33.32	0.00 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$83.33	\$0.00	\$333.32	0.00 %	\$1,000.00
5398 - Pastoral Care	\$0.00	\$12.50	\$0.00	\$50.00	0.00 %	\$150.00
Total Worship	<u>\$570.00</u>	<u>\$245.82</u>	<u>\$916.04</u>	<u>\$983.28</u>	<u>31.05 %</u>	<u>\$2,950.00</u>
Youth						
5371 - Youth Ministry	\$161.89	\$166.67	\$297.49	\$666.68	14.87 %	\$2,000.00
Total Youth	<u>\$161.89</u>	<u>\$166.67</u>	<u>\$297.49</u>	<u>\$666.68</u>	<u>14.87 %</u>	<u>\$2,000.00</u>
Total Programs	<u>\$1,368.26</u>	<u>\$641.65</u>	<u>\$2,251.24</u>	<u>\$2,566.60</u>	<u>29.24 %</u>	<u>\$7,700.00</u>
Operating Expenses						
Salaries & Wages						

**Otey Memorial Parish
 Vestry Long Form
 Fund: Otey Church General Fund
 January to April 2015**

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

Accounts	MTD Actual This Year	MTD Budget This Year	YTD Actual This Year	YTD Budget This Year	% of Annual Budget Used This Year	Annual Budget This Year
5411 - Clergy	\$4,354.17	\$3,810.00	\$17,416.68	\$15,240.00	38.09 %	\$45,720.00
5415 - Supply Clergy	\$0.00	\$125.00	\$300.00	\$500.00	20.00 %	\$1,500.00
5421 - Youth Minister	\$416.67	\$416.67	\$1,666.68	\$1,666.68	33.33 %	\$5,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$3,125.00	\$3,125.00	33.33 %	\$9,375.00
5432 - Supply Organ	\$300.00	\$50.00	\$300.00	\$200.00	50.00 %	\$600.00
5451 - Child Care	\$380.00	\$404.17	\$1,724.08	\$1,616.68	35.55 %	\$4,850.00
5461 - Dir. Christian Formation	\$241.54	\$606.67	\$3,347.05	\$2,426.68	45.98 %	\$7,280.00
5471 - CAC Director (Otey)	\$1,916.66	\$1,916.67	\$7,708.31	\$7,666.68	33.51 %	\$23,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$10,666.68	\$10,666.68	33.33 %	\$32,000.00
5486 - Financial Staff	\$916.67	\$916.67	\$3,666.68	\$3,666.68	33.33 %	\$11,000.00
5493 - Otey Notes	\$266.67	\$266.67	\$1,066.68	\$1,066.68	33.33 %	\$3,200.00
Total Salaries & Wages	\$12,240.30	\$11,960.44	\$50,987.84	\$47,841.76	35.53 %	\$143,525.00
Employee Benefits						
5511 - Clergy Pension	\$7,447.80	\$950.42	\$7,447.80	\$3,801.68	65.30 %	\$11,405.00
5521 - Clergy Insurance	\$516.40	\$923.75	\$3,686.50	\$3,695.00	33.26 %	\$11,085.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,093.75	\$5,000.00	\$4,375.00	38.10 %	\$13,125.00
5531 - Clergy - SECA Payments	\$434.32	\$375.00	\$1,737.28	\$1,500.00	38.61 %	\$4,500.00
5551 - Staff Payroll Taxes	\$580.33	\$686.67	\$2,527.91	\$2,746.68	30.68 %	\$8,240.00
5561 - Staff Pension	\$0.00	\$306.67	\$825.00	\$1,226.68	22.42 %	\$3,680.00
5571 - Staff Insurance	\$754.40	\$632.08	\$2,000.70	\$2,528.32	26.38 %	\$7,585.00
Total Employee Benefits	\$10,983.25	\$4,968.34	\$23,225.19	\$19,873.36	38.96 %	\$59,620.00
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$666.67	\$0.00	\$2,666.68	0.00 %	\$8,000.00
5631 - Workers Compensation	\$0.00	\$101.25	(\$218.00)	\$405.00	0.00 %	\$1,215.00
Total Insurance	\$0.00	\$767.92	(\$218.00)	\$3,071.68	0.00 %	\$9,215.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$65.00	\$166.67	\$205.00	\$666.68	10.25 %	\$2,000.00
5731 - Equipment Purchases	\$0.00	\$41.67	\$0.00	\$166.68	0.00 %	\$500.00
5751 - Contracted Services	\$890.00	\$1,166.67	\$4,218.20	\$4,666.68	30.13 %	\$14,000.00
5761 - Furnishings	\$0.00	\$41.67	\$0.00	\$166.68	0.00 %	\$500.00
5771 - Supplies	\$60.40	\$83.33	\$209.29	\$333.32	20.93 %	\$1,000.00
5781 - Electricity	\$859.15	\$783.33	\$4,883.62	\$3,133.32	51.95 %	\$9,400.00
5783 - Gas	\$253.23	\$350.00	\$2,398.61	\$1,400.00	57.11 %	\$4,200.00
5785 - Water & Sewer	\$173.59	\$216.67	\$632.49	\$866.68	24.33 %	\$2,600.00
5790 - Grounds Maintenance	\$332.00	\$291.67	\$1,917.00	\$1,166.68	54.77 %	\$3,500.00
Total Facilities Expenses	\$2,633.37	\$3,141.68	\$14,464.21	\$12,566.72	38.37 %	\$37,700.00
Office Services						
5811 - Audit	\$0.00	\$500.00	\$0.00	\$2,000.00	0.00 %	\$6,000.00
5821 - Computer Expenses	\$166.75	\$208.33	\$813.71	\$833.32	32.55 %	\$2,500.00

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to April 2015

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

Accounts	MTD Actual This Year	MTD Budget This Year	YTD Actual This Year	YTD Budget This Year	% of Annual Budget Used This Year	Annual Budget This Year
5831 - Copying expenses	\$739.30	\$208.33	\$1,225.33	\$833.32	49.01 %	\$2,500.00
5841 - Office Supplies	\$38.02	\$125.00	\$339.44	\$500.00	22.63 %	\$1,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$150.07	\$166.68	30.01 %	\$500.00
5861 - Postage	\$7.84	\$41.67	\$109.20	\$166.68	21.84 %	\$500.00
5871 - Telephone	\$845.10	\$508.33	\$2,373.72	\$2,033.32	38.91 %	\$6,100.00
5891 - Miscellaneous Expense	\$364.00	\$41.67	\$364.00	\$166.68	72.80 %	\$500.00
Total Office Services	<u>\$2,161.01</u>	<u>\$1,675.00</u>	<u>\$5,375.47</u>	<u>\$6,700.00</u>	<u>26.74 %</u>	<u>\$20,100.00</u>
Organizational Expenses						
5911 - Clergy Car Expense	\$103.50	\$83.33	\$284.31	\$333.32	28.43 %	\$1,000.00
5913 - Clergy Expense Allowance	\$0.00	\$41.67	\$0.00	\$166.68	0.00 %	\$500.00
5921 - Continuing Education	\$26.85	\$41.67	\$581.57	\$166.68	116.31 %	\$500.00
5922 - Continuing Education - Other	\$0.00	\$41.67	\$78.00	\$166.68	15.60 %	\$500.00
5931 - Convention & Travel	\$0.00	\$62.50	\$99.00	\$250.00	13.20 %	\$750.00
5941 - Ministering to New Members	\$0.00	\$16.67	\$0.00	\$66.68	0.00 %	\$200.00
5961 - Publications	\$260.43	\$62.50	\$267.38	\$250.00	35.65 %	\$750.00
5971 - Communications	\$0.00	\$16.67	\$0.00	\$66.68	0.00 %	\$200.00
5981 - Stewardship	\$49.00	\$33.33	\$193.00	\$133.32	48.25 %	\$400.00
5999 - Vestry	\$50.00	\$8.33	\$106.00	\$33.32	106.00 %	\$100.00
Total Organizational Expenses	<u>\$489.78</u>	<u>\$408.34</u>	<u>\$1,609.26</u>	<u>\$1,633.36</u>	<u>32.84 %</u>	<u>\$4,900.00</u>
Total Operating Expenses	<u>\$28,507.71</u>	<u>\$22,921.72</u>	<u>\$95,443.97</u>	<u>\$91,686.88</u>	<u>34.70 %</u>	<u>\$275,060.00</u>
Total Work Within Congregation	<u>\$29,875.97</u>	<u>\$23,563.37</u>	<u>\$97,695.21</u>	<u>\$94,253.48</u>	<u>34.55 %</u>	<u>\$282,760.00</u>
Total Expenses	<u>\$29,875.97</u>	<u>\$25,646.70</u>	<u>\$97,695.21</u>	<u>\$102,586.80</u>	<u>31.74 %</u>	<u>\$307,760.00</u>
Net Total	(\$9,466.93)	\$6,244.97	\$1,129.89	\$24,979.88	1.51 %	\$74,940.00
Other Expenses						
7711 - Debt Service Provision	\$0.00	\$4,745.00	\$14,252.09	\$18,980.00	25.03 %	\$56,940.00
Special expenses						
7400 - Search/Transition	\$0.00	\$1,500.00	\$569.74	\$6,000.00	3.17 %	\$18,000.00
Total Special expenses	<u>\$0.00</u>	<u>\$1,500.00</u>	<u>\$569.74</u>	<u>\$6,000.00</u>	<u>3.17 %</u>	<u>\$18,000.00</u>
Total Other Expenses	<u>\$0.00</u>	<u>\$6,245.00</u>	<u>\$14,821.83</u>	<u>\$24,980.00</u>	<u>19.78 %</u>	<u>\$74,940.00</u>
Net Operating Total	(\$9,466.93)	(\$0.03)	(\$13,691.94)	(\$0.12)	0.00 %	\$0.00

Otey Memorial Parish Church Investments and Restricted Accounts Information

Report Date: May 19, 2015

	<u>Amounts</u>	<u>Amounts</u>
	<u>4/09/15</u>	<u>5/19/15</u>
Regions Operations Checking Account:	\$128,698	\$142,628
		<u>- \$73,000*</u>
		\$ 69,628

*Includes: \$25,540 given specifically for debt reduction
 \$ 6,020 payments/gifts this year for Phase II Capital – Parish House
 \$41,440 estimate of what was given in FY14 after last construction payment
 \$73,000 – **Request Vestry approval to make a \$50,000 principal payment**

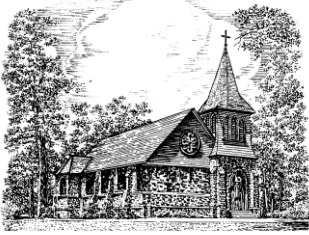
Investments:

Vanguard	\$184,497	\$184,366
Regions Money Market	<u>\$ 13,424</u>	<u>\$ 13,424</u>
Total	\$197,921	\$197,788
Minus Reserve	<u>-\$100,000</u>	<u>-\$100,000</u>
	\$ 97,921	\$ 97,788

Restricted Accounts/Committed: (balance) – as of May 19, 2015

Buildings Repair (8751)	\$ 0	\$ 0
Memorials (8951)	\$6,480	\$ 6,580
CAC (8111)	\$7,388	\$ 9,349
Other		
Sacristy (8351)	\$ 0	\$ 0
ECW (8987)	\$ 420	\$ 420
EYC Fundraiser (8155)	\$ 1,085	\$ 4,029
Flowers (8911)	\$ 2,863	\$ 2,943
Shrove Tuesday (8920)	\$ 979	\$ 979
Misc Restricted (8991)	<u>\$ 2,921</u>	<u>\$ 3,119</u>
Total	\$22,136	\$27,419

Investments Available for Parish Use:		\$ 97,788
		<u>-\$27,419</u>
		\$70,369



Otey Memorial Parish Church

214 University Avenue
P.O. Box 267
Sewanee, Tennessee 37375
Telephone (931) 598-5926

Youth Director Job Description Otey Memorial Parish Church Fall 2013

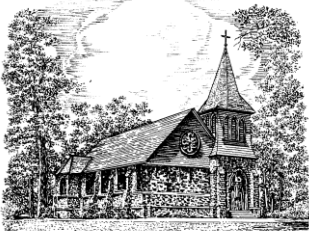
General purpose of position:

The Youth Director (YD) will be a servant leader. He or she direct and lead youth programming for middle school and high school age youth. The Youth Director (YD) will seek to create Christian community through building relationships with young people that strengthen growth in faith and their commitment to the church. They will be guided by our mission statement:

*To worship God
To proclaim the good news of Jesus Christ
To serve the world for which Christ died
To educate and nurture our community
and to welcome all*

Responsibilities:

- Provide leadership for all programs and activities relating to middle and high school age groups.
- Lead Fire on the Mountain, our middle and high school age youth group to which all youth on the mountain (particularly including those of St James) are invited.
- Work with other religious organizations to support an inter-faith youth group in which adults and youth work together (such as our program "Sons and Daughters of Abraham" which includes worship communities from as far away as Nashville).
- Actively seek to collaborate with other youth directors in the diocese and/or from other nearby churches of different denominations.
- Coordinate youth activities with other ministries of the congregation.
- Recruit and train adult volunteers to work with the youth group. Verify that all required parish and diocesan certification is obtained.
- Plan and implement youth activities that promote community through fellowship, fun and faith development. Such activities might include small group Bible study, retreats, and service projects.
- Prepare an annual budget. Manage the disbursement of budgeted funds within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
- Coordinate fund-raising activities that support special activities and trips.
- Be a part of the worshipping community of Otey Memorial Parish on a regular basis, taking part in the life of the parish.



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- Plan and implement Confirmation instruction for youth.
- In conjunction with the Christian Formation Committee, plan and implement middle school and high school church school every Sunday morning during the regular church school year.
- Attend weekly staff meetings, and any other meetings required by the rector.
- Provide a timely and accurate schedule of youth activities. Coordinate the publicity for youth activities through the appropriate parish channels (i.e, Otey Notes, bulletin announcements, web page, etc.) and community channels (Mountain Messenger, etc.) Provide monthly reports for the Vestry and a report for the annual parish meeting
- Maintain complete and accurate administrative records needed to provide the rector and vestry information needed for future planning.
- Participate in required continuing education and other continuing education opportunities, subject to the approval of the rector.

Terms:

The Youth Director position is a part-time, salaried position. The salary is based upon a projected 10-15 hours per week, however, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year. The terms of employment will be reviewed on an annual basis.

The Youth Director reports to the Rector of Otey Memorial Parish.

Qualifications:

- Demonstrated rapport with young people
- Knowledge of the Episcopal tradition
- Education and/or experience in youth ministry leadership
- Ability to work in volunteer-supported, team-oriented environment
- Excellent writing and communication skills
- Computer and social networking skills
- College degree

Please send a cover letter and resume, with references, to Pratt Paterson at prattpaterson@gmail.com.

Youth and Christian Education Director Job Description
Otey Memorial Parish
Sewanee, Tennessee

General Purpose of Position:

The Youth and Christian Education Director (YD) will be a servant leader. He/she will strengthen, enrich, and coordinate Christian education programs for parishioners of all ages. He or she will direct and lead youth programming for middle school and high school age young people. . This will be guided by our mission statement:

To worship God
To proclaim the good news of Jesus Christ
To serve the world for which Christ died
To educate and nurture our community
and to welcome all

Youth Ministry Responsibilities:

- Seek to create Christian community with the youth of Otey Parish that strengthens growth in faith and their commitment to the Church
- Plan and implement youth activities that promote community through service, fellowship, fun and faith development. Such activities might include small group Bible study, retreats, and outreach projects.
- Lead Fire on the Mountain, Otey's middle and high school age youth group, to which all youth on the mountain (particularly including those of St James Episcopal Church) are invited.
- Work with other religious organizations to support an inter-faith youth group in which adults and youth work together (such as our program "Sons and Daughters of Abraham," which includes worship communities from as far away as Nashville.)
- Work with other church youth directors in the diocese.
- Work closely with the Youth Ministry Committee as an advisory group to Otey's youth ministry programs.
- Coordinate youth activities with other ministries of the congregation.
- Coordinate fund-raising activities that support special activities and trips.

Christian Education Responsibilities:

- Plan and implement all church school programs, including classes every Sunday morning for parishioners of all ages during the regular church school year.
- Be open to the development of programs for small group study that meet at times other than Sunday mornings.
- Work closely with both the youth and adult Christian Education Committees as advisory groups to Otey's Christian education programs.
- Plan and implement Confirmation instruction for youth and adults.

Responsibilities for both areas:

-Be a part of the worshipping community of Otey Memorial Parish on a regular basis, taking part in the life of the parish.

-Recruit and train volunteers to work with the youth group and church school classes/programs. Verify that all required parish and diocesan certification is obtained.

Recruit and train employees to staff the church nursery on Sunday mornings and insure that required parish and diocesan certification is obtained.

Abide by canonical and legal guidelines for working with youth and children and see that all volunteers and employees do likewise.

-Provide a timely and accurate schedule of youth activities and church school programs. Coordinate the publicity for all activities through the appropriate parish and community channels.

-Participate in required continuing education. Seek other continuing education opportunities, subject to the approval of the rector.

-Perform all administrative duties related to the position, including attendance at weekly staff meetings, preparing and managing annual budgets, and providing regular reports for the rector and vestry.

The Youth and Christian Education Director position is a 3/4 time, salaried position with health and pension benefits. The salary is based upon a projected 30 hour work week, however, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year. The terms of employment will be reviewed on an annual basis.

Qualifications:

-Demonstrated rapport with children and adults

-Knowledge of the Episcopal tradition

-Education and/or experience in youth ministry leadership and Christian formation programs

-Ability to work in volunteer-supported, team-oriented environment

-Excellent writing and communication skills

-Computer and social networking skills

-A college degree