

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for November 21, 2019
5:30 pm

- I. Opening Devotions
- II. Minutes from the October meeting 5:50
- III. Reports 5:55
Treasurer
2018 audit report
Walkthrough of 2020 budget draft-in-process
Finance Committee report
- Break* 6:35
- Rector 6:45
including report on “Confederate Symbols
& Episcopal Churches”
- Committees, as necessary
- [IV. Old Business]
- [V. New Business]
- VI. Closing Prayers 7:30

*The Vestry meets at 5:30pm normally on the third Thursday of each month: **We need to decide at tonight’s meeting whether our December meeting will be on the 19th or on the 12th.** According to diocesan canons, we must meet at least quarterly.*

Otey Memorial Parish Church
Treasurer's Report
Vestry Meeting 11/21/19

Audited Financial Statements December 31, 2018:

The 2018 audit is complete, and Otey received a "clean" opinion. Please review your copies and let me know if you have any questions or concerns. This audit was reviewed by the Finance Committee on Tuesday, 11/19/19, and accepted.

Financial Statements: The October statements are not yet ready for presentation. Dewey has been digging into some glitches that have plagued us since converting to the REALM software in early 2018, and we should have October statements to send out well in advance of the December meeting.

Pledge statements will go out after all November receipts are posted.

Debt and Capital Needs:

The Finance Committee discussed repaying the outstanding balance of \$46,500 on the First Horizon (formerly First Tennessee) line of credit as part of the 2020 budget process. As of today, \$2,822.29 has been received and is available to apply to the line of credit, and \$4,660 in debt reduction pledges are outstanding. When the vestry approved draws under this line of credit to pay for the bell tower repairs, the understanding that any draws would be paid back within two years.

Respectfully submitted,

Kathleen Solomon, Treasurer

Rector's Report: 21 November 2019

Some of my activities in addition to Sunday services October 16-November 20, 2019:

Evening Prayer (as available, Mon-Thurs)

12 pastoral meetings or visits

Meetings:

Vestry

Christian Ed Vestry Liaison (twice)

Wardens (twice)

Seminarian John Simpson (weekly)

Deacon (twice)

Stewardship Committee

Sr. Warden

Finance Committee

Jr. Warden

Christian Formation Committee

Parish Administrator Frieda Hawkins
(often)

Buildings and Grounds Committee

Director of Christian Formation (weekly)

Budget preparation meeting

Parish Staff (twice per month)

Dean of the School of Theology

Clerk of Vestry

Director of Roberson Project

2 other meetings

Sewanee Symphony Orchestra (weekly)

Wednesday Eucharist and lunch at the School of Theology (weekly)

Rotary (weekly, as available)

Diocesan Prayer Vigil at Otey, Sat., Oct 26, 9am-noon

American Cancer Society Relay for Life (gave opening prayer)

Attended and played trombone at Oktoberfest

Attended dialogue on reparations offered by the Roberson Project

Interview and hiring of Barb Ford as Sexton

Attended "Confederate Symbols and Episcopal Churches" conference offered by the Roberson Project and School of Theology Nov 3-5.

A parishioner who wishes to remain anonymous has made a gift of \$100,000 to Otey. Even though the gift is unrestricted, I would like us to exercise care in how it is stewarded. I would suggest the most suitable uses will be significant and visible items not covered by the operating budget. I plan to continue in conversation with the donor.

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

Pledge Update:

As of 11/20/19, 76 pledges have been received for 2020, totaling \$284,773 (representing a net increase of \$17,387 for these households from 2019). 1 is new, 2 are returning, 34 are increases, 10 are decreases, and 29 stayed the same. 45 households (apart from those we definitely don't expect to hear from) who pledged a total of \$113,950 have yet to pledge for 2020. The Stewardship Committee is following up with a letter, then with personal contacts as needed.

Statement of Activities	Actual 2016	Actual 2017	Audited 2018	Actual YTD 9/30/19	Budget YTD	Budget 2019	Proposed 2020
Revenues							
Support From Usual Sources							
4111 - Plate Offerings	8,112	8,784	8,615	5,451	6,750	9,000	8,000
4115 - 1/4th Plate to RDF	(2,029)	(2,173)	(2,154)	(1,363)	(1,688)	(2,250)	(2,000)
4131 - Pledge Payments	311,207	308,325	319,830	310,849	292,500	390,000	390,000
4141 - Non-Pledge Gifts	31,133	37,322	28,551	17,473	18,750	25,000	25,000
4191 - Other Outside Support	10,511	9,514	19,738	14,738	15,000	20,000	20,000
Total Support From Usual Sources	358,934	361,772	374,579	347,149	331,313	441,750	441,000
Support From Internal Sources							
4512 - Investment Income	20,984	57,400	25,673	4,583	6,000	8,000	7,000
4551 - Property Rental Income	10,460	8,056	5,337	3,450	6,000	8,000	6,000
Total Support From Internal Sources	31,444	65,457	31,010	8,033	12,000	16,000	13,000
Total Revenues	390,378	427,229	405,590	355,182	343,313	457,750	454,000
Expenses							
Work Outside Congregation							
5111 - Diocesan Assessment	22,917	34,500	36,026	29,171	29,171	38,894	41,298
5121 - Seminary Gift			500	-	375	500	
Total Work Outside Congregation	22,917	34,500	36,526	29,171	29,546	39,394	41,298
Work Within Congregation							
5311 - Christian Education	2,045	1,824	3,458	1,110	2,625	3,500	3,000
5331 - Parish Life	1,008	1,993	2,300	3,109	1,725	2,300	2,500
5351 - Altar Supplies	964	993	921	754	750	1,000	1,000
5353 - Confirmation Prep.		23	51	-	75	100	100
5355 - Music	374	159	112	93	375	500	400
5357 - Prayer Book and Liturgy Materials	198	743		23	150	200	200
5359 - Organ & Piano Maintenance	1,425	2,351	1,695	1,492	1,800	2,400	2,800
5371 - Youth Ministry	2,000	2,768	2,641	1,318	1,500	2,000	2,000
5398 - Pastoral Care	33	97	72	-	113	150	150
Total Programs	8,047	10,950	11,249	7,898	9,113	12,150	12,150
Operating Expenses							
Salaries & Wages							
5411 - Clergy	40,731	41,208	40,120	32,345	30,394	40,525	41,336
5415 - Supply Clergy	925	450	775	1,704	1,013	1,350	1,400
5421 - Youth Minister	5,000	4,500	5,202	4,169	4,019	5,358	5,465
5431 - Organist	9,400	10,000	10,069	7,761	7,761	10,348	10,578
5432 - Supply Organist	300	600	1,025	450	563	750	900
5443 - Sexton		10,118	9,420	7,149	8,604	11,472	11,000
5451 - Child Care	4,436	4,682	4,651	3,763	4,643	6,190	6,314
5461 - Dir. Christian Formation	9,236	13,070	20,280	15,666	15,666	20,888	21,306
5471 - CAC Director	23,000	23,400	24,102	18,619	18,619	24,825	25,322
5481 - Parish Administrator/Otey Notes	36,160	37,480	38,604	30,000	30,000	40,000	40,800
5486 - Financial Administrator	11,800	11,478	12,818	10,783	10,145	13,527	15,100
Total Salaries & Wages	140,988	156,986	167,065	132,409	131,425	175,233	179,521

4% of 9/30 bal
Ways to increase?

RDF
105%
Rest'd Funds

20
2,368
3,826

102%

Employee Expenses								
5511 - Clergy Pension	12,992	10,631	15,147	8,132	11,787	15,716	17,638	
5521 - Clergy Insurance	23,934	31,352	24,609	23,620	23,508	31,344	33,132	
5526 - Clergy Housing & Utility Allow.	33,600	34,272	38,400	29,568	29,664	39,552	40,343	
5531 - Clergy - SECA Payments	5,686	5,659	6,105	4,524	5,425	7,233	7,419	
5551 - Staff Payroll Taxes	6,819	8,972	10,261	7,423	7,941	10,588	12,039	
5561 - Staff Pension	5,324	5,479	5,643	3,890	6,147	8,196	7,868	
5571 - Staff Insurance	8,752	11,168	11,423	9,128	8,382	11,176	11,812	
5581 - Background Checks				25	300	400	300	
5631 - Workers Compensation	393	934	717	1,088	750	1,000	1,926	
Total Employee Benefits	97,501	108,467	112,305	87,397	93,904	125,205	132,477	106%
Facilities Expenses								
5611 - Property & Liability Insurance	9,191	4,318	9,445	7,373	7,313	9,750	10,000	Rest'd Funds
5711 - Repairs & Maintenance*	1,762	2,379	4,997	15,957	5,250	7,000	21,000	1,060
5721 - Elevator Maintenance	3,718	2,963	4,894	3,391	2,250	3,000	4,700	
5751 - Trash Service (rename)	13,267	2,744	2,560	1,090	2,175	2,900	1,140	
5761 - Furnishings (merge with 5711)	250	229	78	60	188	250	-	
5771 - Supplies	860	1,763	1,284	1,201	1,125	1,500	1,600	
5781 - Electricity	14,657	15,452	19,219	14,114	12,000	16,000	19,000	
5783 - Gas	2,680	3,735	3,118	2,059	2,250	3,000	3,500	
5785 - Water & Sewer	2,683	2,681	3,296	2,736	2,250	3,000	3,500	
5790 - Grounds Maintenance	5,565	2,960	4,320	2,296	3,375	4,500	3,300	440
Total Facilities Expenses	54,632	39,224	53,211	50,277	38,175	50,900	67,740	
Administrative/Organizational Expenses								
5811 - Audit	6,000	6,000	6,200	-	4,650	6,200	6,500	
5821 - Computer Expenses	2,639	2,767	3,426	3,014	2,625	3,500	3,675	
5831 - Copying expenses	3,446	2,725	3,812	3,112	2,850	3,800	4,000	
5841 - Office Supplies	1,584	1,317	1,693	715	1,350	1,800	1,200	
5851 - Office Equipment Purchases	224	605	766	622	563	750	750	
5861 - Postage	720	514	483	311	375	500	550	
5871 - Telephone	6,704	5,487	5,669	4,409	4,350	5,800	6,000	
5891 - Miscellaneous Office Expenses	246	(70)	4,197	295	225	300	300	
5911 - Clergy Car Expense	949	889	1,071	107	1,125	1,500	1,500	
5913 - Clergy Expense Allowance	2,088	242	324	198	375	500	500	
5921 - Continuing Ed. Clergy		869	177	363	1,500	2,000	2,000	
5922 - Continuing Ed. Staff			75	-	750	1,000	500	
5931 - Convention & Travel	389	1,025	538	666	750	1,000	750	
5941 - Ministering to New Members			280	-	375	500	500	
5918 - Publications	1,464	725	1,350	793	1,050	1,400	1,400	
5919 - Communications	123	123	-	-	188	250	250	
5920 - Stewardship	556	1,683	2,154	55	1,500	2,000	2,000	4,748
5922 - Vestry	104		140	-	150	200	200	
Total Administrative/Organizational Expenses	27,236	24,901	32,355	14,660	24,750	33,000	32,575	

Total Operating Expenses	351,320	375,028	412,710	321,811	326,912	435,882	465,761	29,879
Net Operating Income	39,058	52,201	(7,121)	33,371	16,401	21,868	(11,761)	
Other Income/Expenses								
4535 - Unrealized Gains/Losses			(16,204)	25,060	-			
6111 - Gain on Sale of Fixed Asset			2,412					
7111 - Interest Expense	(13,848)	(12,714)	(9,474)	(2,952)	(2,791)	(3,721)		Assumes payoff
7211 - Depreciation Expenses			(95,889)					
7311 - Sabbatical Reserve Provision			(1,500)	(1,500)	(1,125)	(1,500)	(1,500)	
7711 - Principal Payment			(33,682)	(16,841)	(12,631)	(16,841)		Assumes payoff
Net Other Income/Expenses	(13,848)	(12,714)	(154,338)	3,767	(16,547)	(22,062)	(1,500)	
Net Receipts/(Disbursements)	25,210	39,487	(161,458)	37,138	(146)	(194)	(13,261)	

***REPAIRS & MAINTENANCE DETAIL:** (2019 includes \$13,563 in unbudgeted HVAC expenses)

Roof Repairs-Church	1,000
Routine R&M	4,000
Allowance for unforeseen problems	3,000
Lightening Protection-Church	1,000
Painting-Brooks Hall	11,500
Pest Control-contracted service to be merged with R&M	500
Total	<u>21,000</u>
Repairs to the Driveway - could possibly be delayed (\$10,000-\$20,000)	

OTEY BUILDINGS AND GROUNDS
NOVEMBER 21, 2019

UPDATES

New Sexton Hired: Barbara Ford has been hired as our new custodian. We have updated the job title to Sexton as she has skills above that of cleaning that will be very helpful. She will be on the job for her designated hours beginning the first week of December. Until then she is working a few hours on Fridays.

Maintenance Assessment: Otey has signed the contract with Accruent for \$1,512 to provide assessment of physical plant for future. Expect to have meeting in early December.

Stroop's Maintenance Contract: Stroop's has completed their first quarterly visit – checking all the HVAC systems and changing filters as needed. One unit in the church needs some repair though it is continuing to provide heat at a reduced capacity.

Lightning Protection for Church Building:

Updated lightning protection will be incorporated into the roof repair. Mickey Suarez is coordinating this with the roof contractor. Estimated cost is \$1,000.

Roof Shingles on the Church:

In September the Vestry approved \$6,000 toward the cost of this repair. Church Insurance has approved the reimbursement for the metal roofing cap. We are hopeful to have this repair done very soon.

St. Mark's Ramp Renovation:

We have installed covers on the Air Conditioning Only units under the ramp to protect the units from ice-melt runoff this winter. The electrical power to these units has been turned off to prevent them from being turned on while covered. The more permanent solution will continue to be pursued for the future.

Lighting Estimates for Church and Claiborne Hall

Lawson Electric will provide estimates for the following:

Church Building: all security lighting on outside of building

Doing research on inside lighting; need much more information
about the current system

Claiborne Hall: adding lights to fans – is it possible with current wiring?

Fix switches in hall and Thurman Library

Change front lights to photo-sensitive system rather than timed clock that fails
when electricity is out and currently isn't operating properly

Other Pending Projects:

We are very grateful to Alec Moseley for replacing the broken wheels on chair and table carts used in St. Mark's Hall

Alec and Bruce Baird are planning the replacement of the basement door in the church

Electrical Circuit in St. Mark's Hall – Mickey Suarez has designed a way to provide for outlets that will allow the use of multiple grills for events in the Hall.

Respectfully submitted ... Claudia Porter, Jr. Warden

DIRECTORS REPORT COMMUNITY ACTION COMMITTEE
OCTOBER 2019

The month of October was a busy one and very productive. Sewanee Elementary School did a food drive and representatives from each class made the delivery. Brenda Matthews made the second Harvest run which brought two tons of food and the parish Pantry Sunday shored up our paper products. St. James continues to be a faithful contributor so food-wise we are set for a while. The Tutoring Program is working well and Michaela Blow deserves credit for her organizational skills. The Mobile Medical Unit is all set to be in Sherwood on November 8 and volunteers are lined up to facilitate the process which will take place at the Community Center.

The October Community Meal was another success with the Bonner students stepping up at the last minute to fill in for the Culinary Club. We are collecting names for the Angel Tree Project sponsored by All Saint's Chapel and will turn the in before the Thanksgiving break. We plan to distribute turkeys to 40 families after the Thanksgiving feast on November 22.

*****Visits to CAC-

111

Community Meal-58

Grocery Bags Distributed- 51

Utility Grants-7

Housing-2

Medical/Dental-1

Education-1

Otey Parish Vestry
Meeting Minutes 10/17/19

**Note-all underlined portions refer to action items*

Opening

The regular meeting of the Otey Parish Vestry was called to prayer at 5:32pm on 10/17/19 in Claiborne Parish House by The Rev. Robert Lamborn.

Present

The Rev. Robert Lamborn, Lisa Howick (Univ. Community Relations), Tim Graham (Senior Warden/ Finance), Karen Meridith (Christian Formation), Julie Elrod (Clerk), Claudia Porter (Junior Warden), David Burnett (Stewardship), Rev. Betty Carpenter (Community Action Committee), Kathy Solomon (Treasurer), Lee Stapleton (Pastoral Care), Gary Sturgis (Parish Life), and Susan Holmes (Newcomers)

Absent

Sue Moseley (Finance), John Simpson (Seminarian)

I. Opening Devotions

Began with Evening Prayer in St. Paul's on the Mountain Chapel lead by The Rev. Robert Lamborn with a reading by Betty Carpenter.

II. Minutes from 09/19/19 Meeting

Corrections were suggested for the 09/19/19 meeting minutes and will be submitted by Julie Elrod to the parish administrator before the next vestry meeting. A motion to accept the minutes of the September meeting as amended was made by Karen Meridith, seconded by Susan Holmes and unanimously approved.

III. Reports

TREASURER (see document provided at meeting, attached)

Kathy highlighted the following:

Operating Statement of Activities through 9/30/19:

- we are right on target; expects that November/December pledge collections will be substantial if they follow the same pattern as last year
- Kathy noted the need to go over the way that the system categorizes pledges with Dewey
- Expenses were mostly at or under budget

Summary of Cash Position:

- net unrestricted liquid assets increased from year end and represents 1.4 months of operating expenses; she hopes an increase in pledge collections will improve this position by year-end.

CAC:

- quarterly report with Betty to update that CAC received \$7,500 in their community chest grant and that they are on track. She also announced the coming of a Sherwood Medical Mobile unit for November where CAC will also help coordinate a meal. There is a need for problem solving lack of internet service there which affects the amount of medical care accessible on the mobile unit.

First TN Summary of Borrowing:

- repayment of the balance will be part of the 2020 budget process

RECTOR

Rob Lamborn reviewed his written rectors report (see attached) to highlight the following:

- Otey is interviewing seminarians with regards to matching their field education Parishes; will know Oley's assignment by the November vestry meeting
- Hosted (alongside Betty Carpenter and St. James) the Diocesan clergy gathering with the Bishop
- Stewardship dinner last Thursday went well
- Spoke with Bishop Bauerschmidt about implementing 2018 General Convention Resolution B012: all marriage related matters will be delegated to Bishop Brian Cole of East Tennessee following the first same-sex marriage at Otey Parish. All couples will have the same requirements of connection with Otey or another Episcopal church, waiting period, premarital counseling, declaration of intention, authorized liturgy, and bishop's permission in case of divorce.
- announced Rotary Relay for Life (Hawick's are the team captains) 10/26/19
- Pledge cards went in the mail today 10/17/19
- George Ramseur is in in-patient rehab in Winchester and would enjoy visitors
- Lisa Howick asked if the vestry committees need to make a report for the upcoming annual meeting with Rob to confirm yes for each ministry area; reports due to Frieda by Monday November 4th.

BUILDINGS AND GROUNDS

Claudia reviewed her report (see attached) to highlight the following:

Maintenance assessment – Tim spoke about the contract with Accurent for \$1,512 moving forward; Austin Oaks, facility manager of Univ. of the South, will be getting back to us soon (either the last two weeks of this month or the first week of December).

Stroop's Maintenance Contract – set to begin quarterly checks, starting November 2019

Lightning Protection for Church Building - insurance company has contacted Tim regarding lightning protection: Church insurance asked Tim for an estimate not with the metal ridge cap but rather the cedar shakes; insurance was surprised to see that the shakes version was significantly greater than the metal ridge cap; insurance will talk with our roof contractor Ken Chittum to understand the difference in prices then contact Tim to let him know if insurance will provide more compensation.

CHRISTIAN FORMATION

Karen would like to explore adding an induction loop for St. Marks hall to assist with hearing. The induction loop may only be around \$2,000 or so but she will get a firmer estimate. She would like to explore replacing the lapel mic's that don't work well.

Kathy suggested possible use of memorial funds for accessibility issues. Lisa, Kathy, and Gary suggest exploring other sound transformation such as using the existing banners and bettering a way to get them up/down. They recommended asking Marty Hawkins and John Marshall about other methods.

CAC

Betty submitted a written report (see attached) with the following highlights:

- First Community Meal was a large success with likely the most diverse attendance to date.
- The Culinary Club (new organization of the University of the South) has volunteered to host the next community meal on 10/25.

STEWARDSHIP

A written report was given at the meeting in David's absence. Rob reported that David was in a car accident last week on Thursday and to please pray for his swift recovery. Congregation member witnesses will be continuing this Sunday.

IV. Old Business None presented at this time.

V. New Business

Rob distributed Preliminary Sesquicentennial Considerations Vestry meeting of 10/17/19 (see attached).

- This document included a review of dates with Rob to note there needs to be proper celebration of the Bishop when he visits. Susan Holmes suggests adding Paul Nancarrow.
- Lisa Howick wondered if we may include revisiting the name of Otey Parish. Rob will attend the "Confederate Symbols of the Episcopal Church" meeting then will report back for us make further decisions on how to include or not include this as part of the sesquicentennial; Lisa has been trying to find an intern to look into Otey's history.
- Rob noted that we want to celebrate our anniversary in a way that celebrates the church. Karen suggests incorporating this into Christian formation which was well received.
- Lee suggested remembering John M. "Jack" Gessell and his influence of peace and justice for Otey Parish; she emphasized how he helped us speak truth to power
- Rob notes that St. Marks history is also integral in this process.
- Lisa, Karen, Gary, Lee, Betty, Susan, - all expressed desire to be on a working group for sesquicentennial

Cornerstone Conversation

Rob led the vestry in suggestions towards finding the Otey Parish cornerstone.

- several suggested finding people involved in the restoration project such as Bruce Baird and Bill Mauzy

- Lisa suggested a teaser for finding the cornerstone
- Julie suggested the children of the church go on a cornerstone hunt

Kathy stated that budgeting process is ongoing and to please turn in your requests for budgeting line items. She also reported that the audit is still not done yet she is in close touch with the auditor as things are wrapping up.

Rob announces that Gary, Tim and Claudia will be the nominating committee for the new members of the vestry 2020.

VI. Closing Prayers Were thoughtfully lead by The Rev. Rob Lamborn.

Adjournment

The meeting was adjourned at 7:25pm by The Rev. Robert Lamborn. The next general meeting will be at 5:30pm on 11/21/19 in the Claiborne Parish House, Adult Education Room. The Tentative Vestry Meeting Schedule: normally on the third Thursday of each month 11/21/19, 12/12 or 12/19.

Minutes respectfully submitted by: Julie Elrod, Clerk