

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for November 16, 2017
5:30 pm

- | | | |
|------|--|------|
| I. | Opening Devotions, St. Paul's-on-the-Mountain Chapel | |
| III. | Minutes from the October meeting | 5:50 |
| IV. | Reports | 5:55 |
| | Treasurer, including 2018 budget review | |
| | Rector | |
| | Deacon/CAC | |
| | Curate | |
| | Other committees | |
| V. | Old Business | 6:55 |
| | Brief review of trial children's area in nave | |
| VI. | New Business | 7:05 |
| | Proposed Resolution for Diocesan Convention from St. Augustine's | |
| VII. | Closing Prayers | 7:25 |

Vestry Minutes October 19,2017

Rev. Robert Lamborn, Rector; Nate Darville, Claudia Porter, Rev. Regan Schutz, Curate; Rachel Suarez, Kathy Solomon, Treasurer; Shelley Cammack, Pamela Byerly, Gary Sturgis, Dorothy Gates, and Susan Holmes, Clerk

Opened with prayer in St. Paul's Chapel.

September Vestry Minutes were reviewed.

Adoption of the September minutes as revised. Pamela moved acceptance, Shelley seconded.

Treasurer's Report:

Kathy Solomon reported. She presented the results of the audit. The auditors concluded that Otey has a "clean report."

Recommendation of the treasurer that Bean, Rhoton & Kelley be retained for the next year. Dorothy Gates made the motion, seconded by

Review of pledged gifts has been done. Kathy believes we will be within \$5000 of expected budget.

Review of non-pledged income shows it below same time last year.

CAC summary: auditors made recommendations. Kathy will share with Rev. Betty Carpenter and Trudy Cunningham.

Kathy reported on Cash Position.

Refer to written report.

Rector's Report:

Refer to written report for detail.

Annual Parish Meeting date to be November 12. Shall be publicized.

Rob thanked all who supported him after the death of his mother on September 23.

Stephen Ministry Group

Has had two supervision and continuing education meetings. They are now ready to have assignments.

Nominating Committee

Dorothy Gates, Pamela Byerly, and Ken Taylor are the vestry rotating off. They are the committee. They plan to have the nominations ready two weeks before the annual parish meeting.

CAC Report

Gary Sturgis reported. He and Bonner Scholar have been discussing Food with Friends and how to have more community members involved in the preparation of the meal. Gary will set this as a teaching as well as doing exercise.

Buildings and Grounds

Dorothy Gates reported as well as provided written report. Discussion of bell tower repair and renovation. On-going discussion of how to manage maintenance and repairs.

Stewardship Report

Rachel Suarez thanked all who were involved in the kick-off and festive dinner.
Vestry thanked Rachel for her direction.
Ingathering is scheduled for October 29.

As leaders in the parish, vestry is asked to consider being an example by getting pledges in early.

Buildings and Grounds revisited

Gary Sturgis brought up the stones and chains as safety concerns. He recommends lighting to prevent accidents. Discussion of lighting the campus professionally rather than mishmash.

Parish Life

Set for Saturday, October 28 for Regan Schutz's ordination. Discussion of procedure to best celebrate Regan.

Children's area will go on for a few more weeks. Gary concerned that parents there with children were caring for children rather than on service. Regan responded that parents have expressed satisfaction with this arrangement. Regan suggested there could be more structured expectation of this space. We are becoming a more welcoming church.

Closing with prayer. 7:15PM

Next meeting Thursday, November 16, 2017

OTEY MEMORIAL PARISH
Community Action Committee

2017

	ACS	Jan-Oct	Budget	Budget	
SOURCES OF FUNDS:	2016	2017	2017	2018	
Individuals*	40,410	12,754	15,000	25,000	
Organizations	34,292	13,185	12,000	15,000	
Donations via SUD Pro Help	2,361				
Episcopal Endowment Fund	2,078	4,135	4,000	4,000	4% of \$100,000
Fund-Raising Income, net	2,051		10,400		
Fund-Raising Expenses					
Total CAC Income	81,192	30,074	41,400	44,000	
Administrative-CAC					
Director	18,000	12,000	15,000	15,000	
Financial Administrator	1,641	1,200	1,530	1,236	
Convention & Travel	152			200	Included in operating?
Administrative-CAC	7,898	4,110	600	600	Too low?
Telephone-CAC	643	400	500	600	
Program Supplies/ Expenses	1,596	963		1,000	
CAC Volunteer Recognition			500	500	
Total Administrative Expenses	29,931	18,673	18,130	19,136	
GRANTS:					
Project Noel			1,000	1,000	
Housing	1,034	8,035	1,200	3,000	
Education		1,805	5,000	3,000	
Food	10,053	3,762	12,000	10,000	
Gas/Propane	828	159	1,000	500	
Electricity	9,786	7,888	11,000	10,000	
Medical	3,574	6,086	6,086	1,500	
Water	2,593	1,934	2,800	2,800	
Transportation/Gas	25	484		500	
After School Program @ Midway			2,100	600	
Grants for Other Purposes	1,300	1,764	700	2,000	Break out?
Total Grants	29,193	31,916	42,886	34,900	
Total Cash Out	59,123	50,589	61,016	54,036	
Net in/out	22,069	(20,514)	(19,616)	(10,036)	

Restricted CAC Balances	
Beginning Balance 12/31/2015	21,878
Net Funds In/(Out) 2016	22,069
Balance 12/31/2016	43,947
YTD 10/31/17	(20,514)
Ending Balance 10/31/17	23,433

Target-\$10,000-\$15,000

Otey Memorial Parish

Summary of Cash Position

Accounts	12/31/16	10/31/2017	Target Balance	11/13/2017
<u>Cash</u>				
Rector's Discretionary Fund	3,305	3,474	4,000	3,174
Parish Checking	43,356	18,451	40,000	30,106
CAC Checking	24,787	10,948	10,000	9,126
Episcopal Church Women	436	-	-	-
Total Cash	71,885	32,873		42,406
<u>Other Current Assets</u>				
Security Deposit-Duck River Electric	3,000	3,000		
Prepaid Expenses	784			
Estate Expenses Paid	1,360			
Debt Reduction Pledges Receivable	1,841	17,965		
Allowance for Uncollected Pledges	(98)	(1,027)		
Net other Current Assets	6,887	19,939		19,939
Episcopal Endowment-Wolfe thru 9/30/17	102,871	110,383	100,000	110,383
<u>Vanguard:</u>				
Wellesley Income Fund Admiral	219,511	209,657		109,108
Wellington Fund Admiral				99,433
Money Market				11,966
Total Vanguard	219,511	209,657	230,000	220,506
Total Liquid Assets	401,153	372,852		393,234
<u>Liabilities</u>				
Credit Card Debt	3,376	1,541		2,246
Security Deposits	1,350	250		
1st Tennessee Loan (due 1 yr)	42,064	44,598		
Total Liabilities	46,790	46,389		
<u>Restricted Funds</u>				
CAC Fund Balance	43,947	23,433		
Continuing Education-Clergy	200	-		
Curate Discretionary Fund		1,207		
Debt Reduction	4,868	17,078		
Episcopal Church Women (ECW)	457	366		
Episcopal Relief and Development (ERD)	219	-		
Episcopal Youth Community (EYC)*	4,220	5,050		
Gifts for Operations	93			
Investment Reserve Fund	2,871	13,455		
Altar Guild Flower Fund	3,255	580		
Landscaping	365	140		
Memorials	6,838	5,559		
Miscellaneous	1,170	491		
Parish Life*	702	3,136		
Rector's Discretionary Fund	10,718	7,855		
Repairs & Maintenance	2,987	1,328		
Search/Transition	1,034	1,034		
Sears Bequest set aside		4,400		
Stewardship/Debt Reduction		3,665		
Total Temporarily Restricted Funds	83,945	88,776		
Endowment Fund-Permanently Restricted	100,000	100,000		
Total Asset Restrictions	230,734	235,165		
Net Unrestricted Liquid Assets	170,419	137,687	\$ 144,740	\$ 217,110

Treasurer's Report to Vestry
11/16/2017

Summary of Receipts & Disbursements:

- Pledge payments YTD 10/31/17 at \$277,070 are \$80,730 less than the total budget for 2017, but there are \$78,170 in pledges remaining to be collected for the year, most of which we expect to receive.
- Revenues overall are under budget YTD, but a large part of that is expected to be made up by year-end as we head into the Christmas season. Since net capital gains and losses are now being aside in a reserve fund to offset income fluctuations, we should be able to offset any shortfalls.
- Overall, the church remains in very good financial condition and is well poised to move forward.

Debt Summary of First Tennessee Loan:

Total Cost of Claiborne Hall Construction	\$2,189,300
Maximum Loan Balance (2014)	\$ 682,088
Rate 3.5% p.a.	
Principal Balance as of 12/31/16	\$ 403,464
Principal Balance as of 10/31/17	\$ 324,521
Expected Balloon Payment Due 6/1/19	\$ 232,079

CAC Summary:

- CAC's board agreed to spend down accumulated funds from 2016 during 2017. As a result, the net cash disbursements YTD are \$20,514, leaving a balance of funds restricted to CAC of \$23,433. The minimum balance for CAC restricted funds is targeted to be in the \$10,000-15,000 range.

Conclusions:

- There are no surprises in the October results, and I expect to end up the year near budget.
- The debt continues to be paid down and we are well past the half-way point.
- Cash is within range of targeted management.
- The focus now is on the Stewardship campaign and the parallel budget process.

Respectfully submitted,

Kathy

Otey Memorial Parish Church

Summary of Receipts & Disbursements	Actual 2016	Actual YTD 10/31/17	Budget 2017	Budget Requests 2018	Restricted Funds Available
Revenues					
Support From Usual Sources					
4111 - Plate Offerings	8,112	6,920	8,000	8,200	
4115 - 1/4th Plate to RDF	(2,029)	(1,493)	(2,000)	(2,050)	
4131 - Pledge Payments	310,342	277,070	357,800	375,000	
4151 - Non-Pledge Gifts	26,816	17,036	30,000	25,000	
4191 - Other Outside Support	19,712	12,515	17,300	15,000	CAC
Total Support From Usual Sources	362,954	312,048	411,100	421,150	
Support From Internal Sources					
4512 - Investment Income	11,322	9,810	10,350	14,914	\$ 13,455
4551 - Property Rental Income	10,460	7,467	10,000	10,000	
Total Support From Internal Sources	21,783	17,277	20,350	24,914	
Total Revenues	384,736	329,325	431,450	446,064	
Expenses					
Work Outside Congregation					
5111 - Diocesan Assessment	22,917	28,750	34,500	36,026	
5121 - Seminary Gift				1,000	
5171 - Stephen Ministry Expenses		135	500	1,000	
Total Work Outside Congregation	22,917	28,885	35,000	38,026	
Work Within Congregation					
5311 - Christian Education	2,045	1,523	3,000	3,000	
5331 - Parish Life	1,008	1,973	2,000	2,300	\$ 3,136
5351 - Altar Supplies	964	359	1,200	1,300	
5353 - H.E. Prep. & Confirmation		23	200	200	
5355 - Music	374	120	750	750	
5357 - Prayer Book and Liturgy Materials	198	544	200	200	
5359 - Organ & Piano Maintenance	1,425	1,840	2,100	2,300	
5371 - Youth Ministry	2,000	1,765	3,000	4,000	\$ 5,050
5398 - Pastoral Care	33	97	150	150	
Total Programs	8,047	8,244	12,600	14,200	
Operating Expenses					
Salaries & Wages					
5411 - Clergy	40,731	33,110	41,208	42,856	
5415 - Supply Clergy	925	625	1,250	1,300	
5421 - Youth Minister	5,000	3,650	5,100	5,202	
5431 - Organist	9,400	8,358	9,850	10,047	
5432 - Supply Organist	300	600	600	600	
5451 - Child Care	4,436	3,745	5,130	5,240	
5443 - Housekeeper		8,690	10,920	11,138	
5461 - Dir. Christian Formation	9,236	10,962	15,195	23,216	
5471 - CAC Director	23,000	19,500	23,400	24,102	
5481 - Parish Administrator/Otey Notes	36,160	31,358	38,230	38,604	
5486 - Financial Administrator	13,441	10,812	11,970	11,557	
Total Salaries & Wages	142,629	131,410	162,853	173,862	
Employee Benefits					
5511 - Clergy Pension	12,992	8,314	14,626	15,243	
5521 - Clergy Insurance	23,934	25,535	25,836	27,720	
5526 - Clergy Housing & Utility Allow.	33,600	28,560	34,272	35,643	
5531 - Clergy - SECA Payments	5,686	4,718	5,944	6,005	
5551 - Staff Payroll Taxes	6,819	7,517	8,168	8,125	
5561 - Staff Pension	5,324	3,653	5,479	3,474	
5571 - Staff Insurance	8,752	9,400	9,288	9,900	
5631 - Workers Compensation	393	689	1,480	1,506	
Total Employee Benefits	97,501	88,386	105,093	107,615	

Expenses (continued):	2016	10/31/17	2017	2018	
Facilities Expenses					
5611 - Property & Liability Insurance	9,191	2,037	9,200	9,200	
5711 - Repairs & Maintenance	1,762	1,528	2,000	15,000	\$ 1,328
5721 - Elevator Maintenance	3,718	2,476	2,700	3,000	
5751 - Contracted Services	13,267	2,459	2,080	2,485	
5761 - Furnishings	250	229	250	250	
5771 - Supplies		1,060	750	900	
5781 - Electricity	14,657	11,555	13,000	14,000	
5783 - Gas	2,680	2,287	3,000	2,500	
5785 - Water & Sewer	2,683	2,058	2,500	2,500	
5790 - Grounds Maintenance	5,565	2,414	4,500	4,500	\$ 140
Total Facilities Expenses	53,772	28,103	39,980	54,335	
Office Services					
5811 - Audit	6,000	6,000	6,000	6,000	
5821 - Computer Expenses	2,639	2,263	2,800	2,800	
5831 - Copying expenses	3,446	2,316	3,300	3,300	
5841 - Office Supplies	2,444	1,092	1,900	2,000	
5851 - Office Equipment Purchases	224		750	750	
5861 - Postage	720	416	750	850	
5871 - Telephone	6,704	4,427	5,890	5,890	
5891 - Miscellaneous	7,997	981	400	500	?
Total Office Services	30,174	17,495	21,790	22,090	
Organizational Expenses					
5911 - Clergy Car Expense	949	103	1,500	1,500	
5913 - Clergy Expense Allowance	2,088	278	500	500	
5921 - Continuing Ed. Clergy		869	2,000	2,000	
5922 - Continuing Ed. Staff			1,000	1,500	
5931 - Convention & Travel	389	1,025	1,000	1,500	
5941 - Ministering to New Members			100	500	
5961 - Publications	1,464	499	1,400	1,400	
5971 - Communications	123	123	200	250	
5981 - Stewardship	556	1,869	1,000	4,500	
5999 - Vestry	104		400		
Total Organizational Expenses	5,673	4,766	9,100	13,650	
Total Expenses	360,712	307,289	386,416	423,779	
7411 - Interest/Finance Charges	13,895	44			
7311 - Sabbatical Reserve Provision				5,000	
7711 - Debt Service Provision		42,658	47,803	44,369	
Total Other Expenses	13,895	42,702	47,803	49,369	
Net Receipts/(Disbursements)	10,128	(20,666)	(2,769)	(27,084)	

- o Preliminary guesses of revenue, to be firmed up by December
- o Proposed cost of living increases for clergy and staff
- o 4% earnings on investments
- o A full payment of the Diocesan Assessment
- o Reinstating an annual seminary gift
- o Restarting the Stephens Ministry
- o Expanded Youth Ministry Programs
- o Increased funding for Repairs & Maintenance
- o Increased continuing education for staff
- o Increased funding for Stewardship
- o A beginning of funding for a clergy sabbatical
- o Budget requests are \$27,084 more than expected income, which will need to be balanced.

Rector's Report: 16 November 2017

Some of my activities in addition to Sunday services between Wed, October 18, and Tues, November 14:

Evening Prayer (as available, Mon-Thurs)

6 pastoral meetings or visits

Meetings:

Vestry

Parish Administrator Frieda Gipson (often)

Parish Staff (twice per month)

Curate (weekly)

Seminarian (weekly)

Senior Warden

Treasurer

Stewardship consultant

Stewardship Committee (twice)

Buildings and Grounds Committee

Director of Christian Formation

(most weeks)

SAS Chaplain

University Chaplain

2 other meetings

Adult Forum

Sewanee Symphony Orchestra (weekly rehearsals)

Tuesday morning Scripture reflection group for clergy sermon preparation.

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

Diocesan meeting on health insurance changes

Ordination of Regan Schutz to the priesthood

Annual Parish Meeting

Sick: Nov 5-7

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

Memorializing the 79th General Convention to Make Liturgies for same sex marriage and blessing of same sex unions available to all clergy who freely and in good conscience choose to use them.

Proposed by:

Whereas, The Episcopal Church Task Force on the Study of Marriage is drafting resolutions for consideration by the 79th General Convention;* and

Whereas, we desire that all people in the Diocese of Tennessee be able to find a parish home in which their Clergy can offer them the sacramental rites approved by the Episcopal Church;

Resolved, that the 186th Annual Convention of The Episcopal Diocese of Tennessee send this Memorial to the 79th General Convention: A memorial to make Liturgies for same sex Marriage and Blessing of same sex unions available to all clergy who freely and in good conscience choose to use them.

To the Deputies and Bishops of the Episcopal Church assembled at the 79th General Convention:

Recognizing the continuing theological diversity of this Church in regard to same sex marriage and the blessing of same sex unions, and out of respect for the deeply held beliefs across the range of opinion, we uphold the provision of Canon I.18.7, namely, “It shall be within the discretion of any Member of the Clergy of this Church to decline to” preside at any rite, and we further ask that the 79th General Convention of the Episcopal church make Liturgies for same sex Marriage and Blessing of same sex unions available to all Clergy of this Church who freely and in good conscience choose to use them, so that all may—but none must— celebrate the Liturgies for same sex Marriage and Blessing of same sex unions as approved by the Episcopal Church.

* “Task Force on the Study of Marriage Reports Progress.” *The Episcopal Church*, The Episcopal Church, 14 Sept. 2017

BUILDINGS AND GROUNDS MINUTES

NOVEMBER 8, 2017

Current Projects:

1. Mickey getting a larger window for Betty Carpenter's office door. Mickey will install.
2. Lock on Brooks hall repaired and secured.
3. Received an estimate for Asian Beetle treatment for all buildings – total of \$1,109 for two treatments. Decided not to pursue at this time as they seem to be dying. We will possibly setup a treatment from Burl's for the church building in the spring prior to their appearance and in the fall as well.
4. Outside lighting - Mickey is diligently still working on repairs to post lamps. Committee suggested looking into dusk to dawn setup on all exterior lighting on campus.
5. New projector in St. Mark's Hall wiring completion to be addressed by Mike Roark.
6. White glass received for remaining 8 fixtures in St. Mark's hall (4 installed). Dorothy to install but will need help to do so. Complete cost for all fixtures (exterior and interior) \$185 paid for by donation.
7. Bell tower/Narthex Damp spots update. Discussed hiring of John Runkle to draw up the plans for renovation. This plan will allow us to receive bids and know how much we will need to budget for the repairs. Bring up at vestry meeting.
8. Need to install the rest of the sets of draperies and curtain rods in St. Marks Hall. Drew and Barbara Prunty are working to get this done...hopefully before Christmas.
9. Need gravel for gate area into garbage storage and round-off on driveway - Drew advised Will has been tied up helping Cal. Committee agreed to go ahead and get enough bagged gravel from Builders Supply to put in that area to make it workable for the time being.
10. Frieda to contact Lawson Electric about what it would take to add control wires to the interior church LED lights to allow them to be dimmed.
11. George Dick to do part of the metal railings – scrape/repaint top of the railings in front of church building this fall; he advised it is too late in the year to finish the painting/sealing of south side of church building; he gave us a figure of no more than \$10,000 to paint the exterior of Brooks Hall for 2018 budgetary considerations.
12. Ann Aitken asked to take on the refinishing of the front doors and surrounds of St. Mark's and Claiborne Halls. The project has become very involved with lots of people willing to help with various aspects of the project. Need to get a report from her on current status.
13. Replacement of Episcopal Church sign on Hwy 41A. Awaiting sign. Sign post received. Asked Brenda for help with getting the old sign out and a new hole augered. She said she will go ahead with the post work in order to be ready for when the sign comes.
14. Rod Smith has drawn up a design with George & Rob for a new linen/wine cabinet in sacristy.
15. Discussed proposal from Marsh Service Co. about filter change and annual maintenance of HVAC units across the entire campus. They gave us 2 options of quarterly and every 3 months. Frieda will contact them and question if they can give us an option of quarterly for Claiborne Hall and every 6 months for Brooks and the church building.

Future Projects:

1. Claiborne floors - sound deadening between floors awaiting funding.
2. Possible recycling system
3. Possible relocation of back thermostat in church from post – ask Marsh on his next visit.
4. Lay gravel and define additional parking on the side of the driveway by outdoor chapel.
5. HVAC units behind St. Mark's Hall need removable security fencing installed. Sandy Glycet is aware of and working on solution.
6. At Russell Fielding's suggestion, Martin Knoll was contacted regarding out water erosion issue. He believes it should not be "rocket science" to figure out. He offered to do a walk-through of the campus – waiting for his report back. Will ask Russell to remind Martin about the walk-through.
7. Rocks vs posts and chain to prevent parking on grass along driveway in area between St. Mark's and Brooks Hall. Betty Barton checking on.
8. Maintaining aging wood signs by cleaning and painting with sealer once a year.
9. Develop contract with Caldwell for when the gutters on all buildings need to be cleaned.
10. Develop a campus-wide annual maintenance plan for buildings and grounds. Asked Ann Millar regarding history of such a plan. She advised "there had been a checklist system that alerted us to maintenance issues which allowed us to keep ahead of problems as much as possible. We also had a regular schedule in place for cleaning/replacement of HVAC filters. There were about 15 volunteers involved in a regular basis."
11. Next time we call an electrician out, get them to replace light switch in Claiborne back hall.

COMMUNITY ACTION COMMITTEE
DIRECTOR'S REPORT
OCTOBER 2017

The highlight of October is the completion of CAC's new website created by Bonner student Hannah Habit. The October Community Meal was well attended and an added touch was live music provided by Bazzania. The tutoring program continues to grow with a deep pool of volunteers. The tutoring program is still a work in progress and we will continue to make the necessary adjustments to ensure that this worthwhile project is sustainable. With the addition of new Bonner students a November 11 Retreat is scheduled to plan for future projects.

Core Functions

- Grocery Bags Distributed-45
- Utility Assistance-7
- Volunteers and Visitors-56
- Medical/Dental-0
- Education-1
- Housing-1
- Home Visits-0

Betty Carpenter

New Website Link- www.cacoteyparish.wixsite.com/cacsewanee