

Agenda for November 21, 2013, 6:30 PM meeting of

The Vestry of Otey Parish whose mission is to:

- ✘ Worship God;
- ✘ Proclaim the Good News of Jesus Christ;
- ✘ Serve the world for which Christ died;
- ✘ Educate and nurture our community;
- ✘ Welcome all.

Holy Eucharist, Father Reeves

Approval of minutes of last meeting

Rector's report

Officers' reports:

Sr. Warden

Jr. Warden

Treasurer

Continuing business & Focus Area Reports:

- ✘ Stewardship;
- ✘ Youth Ministry & Youth Director;
- ✘ C.A.C.;
- ✘ Newcomers;
- ✘ Christian Formation;
- ✘ Construction

New business

Vestry slate – nominations reports

Recommendation to use sabbatical fund for medical benefit to former rector

Old business – Action Items, Clerk

Next meeting, December 19

Closing Prayer, Father Reeves

MINUTES OF THE VESTRY
Otey Memorial Parish Church
November 21, 2013, 6:30 PM
Brooks Hall

Present: Ann Millar, Sr. Warden; Amy Burns, Jr. Warden; Roy Millar, Treasurer; Steve Blount; Alex Bruce; Karen Keele; Carol Sampson; Dave Spaulding; Doug Seiters; Jess Reeves, Interim Priest, Ann Aitken, Clerk

Absent: Pratt Paterson
Visitors: Beth Wiley

The meeting began at 6:35 PM with the Holy Eucharist.

APPROVAL OCTOBER 17, 2013 MEETING MINUTES

Motion: Alex moved that the October meeting minutes be approved as submitted. Steve seconded the motion, and it was unanimously approved.

Alex noted that the title for Jess should be interim priest, rather than rector.

RECTOR'S REPORT

No report this month.

SENIOR WARDEN'S REPORT - Ann Millar (ATTACHMENT)

1. The Letter of Agreement for interim priest was e-mailed for review to all vestry members.
2. Vestry nomination/election process. Steve initiated discussion concerning ballots and the number of votes allowed per ballot. All agreed that in order for a ballot to be processed for vote it could have no more than 3 names checked or written in for the 3 year terms.

The only nominee for the 2 year term at present is Doug Seiters, so there was no discussion concerning the vote process for that term.

Alex, asked about the number of votes needed for election, Steve explained that election is by simple plurality, with a tie in 3rd place initiating a runoff.

Qualification for vestry. Ann M. reported that Canon Snare by e-mail says the priest will set the standard for a member to qualify for election to the vestry. Discussion of "pledge and payment of pledge" requirement for vestry, and the fact that any nominee be a pledging member has been a standing requirement at Otey. Ann reminded all that the rules for service on the vestry and bios submitted by each nominee will be published by

e-mail and also be printed for distribution at the meeting. E-mail will be sent Monday Nov. 25.

Jess suggested a response letter to all people who were nominated. Steve noted that all who were both nominated and qualified had been called, and agreed that Jess will send a letter to the 3 nominated who did not qualify and were not called.

JR. WARDEN'S REPORT (ATTACHMENT) – Amy Burns

TREASURER'S REPORT – Roy Millar (ATTACHMENTS)

Phase II construction. Cash outflow is greater than inflow this month, but investments are sufficient currently to cover the cost.

CONTINUING BUSINESS - FOCUS AREA REPORTS (ATTACHMENTS)

1. Nominations for Next Year's Vestry Members

Motion: The Vestry Committee proposes a slate of 8 members for the three year terms. The slate is: Chris Asmussen, Larry Barker, David Burnett, Shelley Cammack, Steve Ford, Gary Sturgis, Peter Trenchi and Laura Willis. The Committee proposes Doug Seiters for the 2 year term.

No second is required

The motion was unanimously approved.

All people other than Doug Seiters who were contacted for the vestry declined to run for the 2 year term, so Doug Seiters is the only nominee.

2. Vestry resolution in honor of Joe Ballard and his ministry with Otey. Alex solicited input from the vestry for the resolution.

3. Accounting changes proposed: 2 proposals: to separate CAC from other parish funds, and a method to show gifts pledged in one year and paid the following year.

4. Approval of the Letter of Agreement with Interim Priest

Motion via E-mail: Ann M. Proposes that the Letter of Agreement with Interim Priest be approved.

Alex seconded the motion. ***The motion was approved unanimously***

COMMITTEES

Construction Committee, Alex Bruce

The construction committee met Oct. 31 and Nov. 21. The Committee considered aesthetics, such as the colors of paint and faux stone. There was discussion also of exterior lighting and how best to landscape around the silver box. Also, there was

attention to the use of space and whether to add doors between rooms in the Parish House to increase flexibility of space..

Newcomers, Carol Sampson

The committee will set a Sunday for a newcomer's gathering sometime between mid-January and mid-February. Carol is assembling a tentative list of newcomers and requests help. Thinks that with the clergy and lay ministry leaders, the gathering will total 25 to 30 people and be a gumbo party hosted by the Elrods.

CAC, Dave Spaulding

Betty and Dave working to assemble a "core function" list. Betty's records are not now in sync with the proposed report format but will be by next month.

Christian Formation, Doug Seiters

Attendance is down at Godly Play. Adult Sunday School attendance is up. Canon Gideon and Amy Paterson get thanks. Courtney Cowert gave a presentation describing her Katrina and 9/11 missions.

Jess proposed publishing the upcoming schedule at least seasonally, next notice will be in the February newsletter.

Youth Ministry, Doug Seiters

Neil Paterson and Betty have begun the transition and it is going well.

Party for Betty to recognize the transition. Betty has proposed that the celebration be after her ordination as deacon in January.

Stewardship, Pratt Paterson [Attachment]-

No report available, but Ann reported that pledges of \$238,000 which is 65 pledging units less than last year's total, and \$90,000 less. Stewardship committee will send a second letter.

NEW BUSINESS

1. Changing donation amount for flowers

Motion: Ann moved that the requested donation for altar flower memorials/honoraria be raised from \$25 to \$40 effective December 1, 2013. Carol seconded the motion. *Motion was unanimously approved.*

Discussion: Why? Cost of flowers has exceeded the donations. Jess suggested that the Christmas and Easter memorial flowers could cover the shortfall. Amy suggested that we need a better process for collecting the money.

2. Church lighting.

(See Amy's report) Roy brought a sample light to be used to replace the sanctuary and nave lighting. Cost is \$607.50 apiece. Lights are LEDs with 40 year (50,000 hours) life. 5 year warranty.

Motion: Amy moved that we replace the 12 large light fixtures in the center nave and sanctuary with up to 12 new fixtures costing \$607.50 each, for a maximum total of \$7,290.00 and fund the cost from the building reserve fund.

Jess seconded the motion.

Steve moved to amend the motion to provide that Roy test the sample fixture before they are purchased. Amy accepted the amendment. *Motion was unanimously approved as amended.*

3. Motion: Roy moved that a portion (\$11,400) of the Sabbatical fund which totals (\$14,010) be used to pay for medical insurance for Joe Ballard for the next year

Karen seconded the motion.

Motion was unanimously accepted.

December Meeting: Proposed for December 19, agenda and location to be determined.

Alex asked Jess to distribute an e-mail and telephone contact sheet.

OLD BUSINESS

With no additional business to discuss, Steve moved that the meeting be adjourned with a second from Alex. The time was approximately 8:15.

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Invite Bishop Bauerschmidt to participate in dedication of new Parish House	Vestry
Verify that all college students assisting with Fire on the Mountain and/or Sunday School have had <i>Safeguarding God's Children</i> training.	Ann/Betty Carpenter
Post a copy of meeting minutes beside kitchen in Brooks and on website	Jess/Frieda Gipson
Schedule celebration of Betty's ministry as FOM Director and Ordination to the Diaconate	Parish Life Committee
Prepare a resolution celebrating Joe Ballard's ministry at Otey	Alex

Doug will work with Robin to get the upcoming Christian Formation schedule in the February newsletter.	Doug

Senior Warden's Report
November 21, 2013 Vestry Meeting

Letter of Agreement with Interim Priest A committee consisting of three members of the vestry (the wardens and Doug Seiters) and the Treasurer met to draft a Letter of Agreement with the Interim based on a format sent to us by the Diocese. We submitted our draft to Jess and to Canon Snare and they both approved. We will approve the attached LoA at our meeting, Jess and I will sign and submit it to Canon Snare for review prior to submission to the Bishop.

Diocesan Convention

Registration will be submitted NLT December 6 for delegates (Karen Keele, Louise Irwin and Robin Reed) and alternates (Bob Keele, Dave Spaulding and Amy or Neil Patterson). St. Paul's Murfreesboro has requested photos from our church to be submitted for a slide show at convention. I will get photos in on 11/24 so a photo of Jess on his first Sunday can be one of our photos.

Annual Parish Meeting December 8

Please be sure that the committees you are on submit reports to be included in the annual reports. Agenda will include election of vestry members, statement from Jess and report from the Treasurer.

Vestry Candidate Nomination Process

Members of the parish nominated 30 people for the vestry.

The names of all nominees were sent to Beth Wiley who checked church records to determine if the nominees had pledged in 2013, had paid or are paying on the 2013 pledge and had pledged for 2014. The nominating committee reduced the list by four based on 2013 pledge information. We also removed Neil Patterson from the list because he was hired as a member of the staff.

The three of us divided up the 26 names remaining and contacted each person to ask them questions and give them some information. We asked each candidate if he was interested in serving on the vestry, if he was confirmed in the Episcopal Church and if he was a member of Otey Parish. Those who answered those three questions in the affirmative were asked to submit a 2014 pledge if they had not and to compose biographical information to be disseminated to the parish prior to the annual meeting.

One person (Doug Seiters) is running for the remaining two years on Theresa Shackelford's term and ? persons have met the minimum requirements for the three slots in the new class to replace Steve, Dave and me. The names of those people will be announced in the vestry meeting and the final slate of candidates approved at that time.

Vestry Election Process

All confirmed communicants in good standing who are at least 16 years of age are eligible to vote. At least 10 per cent of the total members so classified must be present in order for the election to count.

1. Elect two-year term vestry member from those willing to serve 2 years.
 - a. Introduce the candidate.
 - b. Ask for nominations from the floor.
 - c. If no one is nominated from the floor, ask for a move for election by acclamation.
 - d. If there are nominees from the floor, pass out ballots with the name of the nominee and blank spaces for write-ins.
 - e. Post names of write-in candidates on screen so that everyone can see them.
 - f. All ballots must have one name and only one name marked.

1. Elect three full-term vestry members.
 - a. Introduce the candidates.
 - b. Ask for nominations from the floor.
 - c. Pass out ballots with names of nominees and blank spaces for write-ins.
 - d. Post names of write-in candidates on screen so that everyone can see them.
 - e. Each ballot must have exactly three names marked.

In the case of a tie in either election, another vote will be held. In that case we can pass out slips of paper and people can write the name of the candidate they prefer.

Criteria for candidates nominated from the floor:

Candidates nominated from the floor must satisfy the same criteria as those listed on the printed ballot:

1. Understand the duties and responsibilities of vestry members and be willing to serve.
2. Pledged in 2013 and 2014 and be paying 2013 pledge. Beth Wiley will be standing by to check church financial records for all candidates nominated from the floor.
3. Confirmed in the Episcopal Church and a member of Otey Parish.

If you intend to nominate someone from the floor you should talk to the person and determine that they meet all three criteria above.

These criteria will be published along with the biographical information about those whose names will be on the printed ballot.

Jr. Warden's Report
November 2013

Otey Buildings

The annual Facilities budget is \$34,950; actuals to date (October) are trending favorably, at 64.3% of budget. The treasurer's report includes detailed information by account.

Buildings reserve is \$8,715.00.

The Buildings Committee met on November 13. Before our regular discussion, several committee members packed the remaining books belonging to Joe Ballard. Frieda arranged for transfer of the books to the Ballards.

Replacement lighting for the church has been suggested and the cost per light is \$605.50. The next step is to arrange for the installation of one light to determine the performance, maintenance going forward, and number of lights needed for the entire church sanctuary. Roy Millar is the lead on this project.

William McBee's work last month has corrected the flickering and outage problems with the lights in Brooks Hall. Billing for this work is outstanding. There was a discussion about outside lighting for the Otey campus and whether or not the outside light, which RVC damaged, was really needed.

There does not appear to be an overall outside lighting plan currently included in the Parish House project and Drew Sampson plans to further discuss with the construction committee and RVC. It could be that the construction committee might negotiate the damaged light for other lighting or additional work, such as the wall around the metal box.

Drew Sampson also discussed an upcoming meeting on the combined space of the new Parish House and Brooks Hall, specifically focused on the uses of all space. The Jr. Warden and other committee members are invited to attend on November 21 at 3 PM.

Pratt Paterson led a playground cleanup-day on November 2.

Capital Campaign Follow-up Committee

The capital campaign total collected as of October 31, 2013, is \$965,306.70, and is 77.3% of total gifts and pledges expected amount of \$1,249,460.74.

Poster in church will be updated with new information this week.

2014 Budget Planning

The Budget Committee met on November 6th to prepare and discuss the 2014 budget. The facilities' budget was presented including assumptions, and is attached.

Attachment

OTEY FACILITIES' BUDGET 2014

	<u>FY2014</u>	<u>Basis</u>
5711 REPAIRS AND MAINTENANCE	\$2,500.00	HELD AT 2013 LEVEL
5751 CONTRACTED SERVICES	\$13,500.00	HELD AT 2013 LEVEL
5761 FURNISHINIGS	\$2,000.00	Held at 2013 LEVEL
5771 SUPPLIES	\$750.00	Held at 2013 LEVEL
5781 ELECTRICITY	\$7,200.00	*
5783 GAS	\$3,200.00	*
5785 WATER AND SEWER	\$2,600.00	*
5790 GROUNDS	<u>\$8,500.00</u>	*
	\$40,250.00	

*Assumptions for Electricity

Basis for new parish house

- kwh projected from last full year of usage, 2011
- Rate estimate derived from current billings - @\$\$.11
- Ratioed historical calculation 12/7 based on square footage
- Building in use 5/1/14
- DREMC rate increase of 1.5%

Basis for Brooks Halls and Church

- Actual billings from October 2012 - September 2013
- DREMC rate increase of 1.5%

SCC

- Actual billings from 2011
- Building in use effective 5/1/14
- DREMC rate increase of 1.5%

*Assumptions for Water
Parish House and Church

- Volumes from last full year of usage, 2011
- Rate from most current billings - @\$\$.02

Brooks Hall

- Actual billings from October 2012- September 2013

*Assumptions for Gas
Parish House

- Volume from last full year, 2011
- Rate of \$!/hcf
- Ratioed historical calculation by 12/7 based on square footage
- Building in use 5/1/2014

Brooks Hall

- Actual billings October 2012 - September 2013

Church

- Actual billings October 2012 - September 2013

*Assumptions for Grounds

- Actual cost for 2013 + \$5K for landscape design

Youth Ministry
Vestry, November 2013

Neil Patterson is a great choice as the new Youth Director. He and I will work together through December to assure a smooth transition. We have had two new events added which have been successful - the bonfire at the Forestry Cabin and baking cookies for delivery with the African-American Student Alliance (AAA). Together we made the deliveries to senior citizens and shut-ins
Members of the youth group helped pack groceries for CAC and have indicated an interest in other CAC projects.

We are planning to attend Lessons and Carols and sing/visit patients at the local hospital in December.

B. Carpenter

CAC has had a very busy time and an increase in requests for food. The "Hunger is Not A Game" meal was well attended and represented a cross section of our community. It is definitely an event worth repeating.

In the month of October we distributed **104 bags of groceries**. Now that the food stamp program has been cut it is anticipated that we will have a greater demand for food. Volunteers have been helpful and we are getting more offers to assist us. It would be a good thing if members of the vestry could engage in the work of CAC as time permits. There are many volunteer opportunities.

Brochures are now out and will be placed around the community and I am working with intern Gabby Valentine on a video to be used for presentations.

Amount spent on food-\$1821.14 to Second Harvest
Total Assistance to Individuals-\$2,118.11 (includes Housing, Utilities)
Referrals to other agencies-5

Our new policy requires an energy audit for anyone seeking help when the amt. we have provided exceeds \$400 and so far we have had 3 energy audits done by university students trained by Dixon Myers,

Work continues to go well on client house with Housing Sewanee and we will begin a housing project soon in Sherwood.

Agenda Item for Newcomers - Vestry Meeting Nov. 17th

Planning a Newcomer Gathering including Gumbo Supper at Julie and Aaron Elrod's for sometime after the new year between Jan. 10 and before the beginning of Lent on a Friday or Sunday evening. Would like to invite vestry members, persons who are head of ministries, and of course, the rector. Julie and Aaron are offering to host it and are happy to be new members of Otey Parish.

Also, I plan to ask a few persons to be on a small committee with me in order to decide on best way to format Information on Otey ministries for anyone including newcomers, to pick up and read.

Carol Sampson

DATE: November 19, 2013
TO: Doug Seiters
FROM: Robin A. Reed
RE: November Vestry Update

Doug:

Here is a summary of the Christian Formation Committee work this month.

- 1) Nursery. Danielle Bedwell has returned to work in the Otey Parish nursery. I have two other young women who I am recruiting to serve on our ROTA, DV Sanders and Morgan Hodges. Morgan will turn 21 in December. I am hoping to have both on board by mid-January 2014, so we will have five on our ROTA. Thanks to generous donations we have gleaned some wonderful new toys and books for our little ones.
- 2) Godly Play. Classes continue to go well with low attendance. In December, the children will rehearse for the Epiphany Pageant several Sundays this month. I plan to invite each child to participate in the Christmas Children's service and Epiphany Pageant via a note to the parents.
- 3) Adult Sunday School. "The Hunger: Faith in Action" series continues to have solid attendance. We have been blessed with wonderful presenters who have encouraged us to become "active" in our faith. We will have a "shower" for a CAC client who has lost everything and is temporarily in public housing. We hope to have a weekend work day at the Housing Sewanee House in early 2014.
- 4) Faith and Film series." The series has a steady following. The group viewed "Places in the Heart" with good discussion. The Bruces will host "Up" on Friday, November 22nd. We will resume movie night in January 2014 and are looking for new hosts for the Easter semester.
- 5) All Saint's Day Celebration. Per tradition, we colored crosses and grocery bags for our CAC clients. The crosses were hung for both November 3 and 10. Jerrilee Lewallen utilized the crosses as part of her powerful sermon on November 10, 2013. Folks seemed to enjoy the decorations in the church.
- 6) The Epiphany Pageant. Mary Beth Williams has set a time-table for Epiphany pageant preparation with practice days during Sunday School (December 8 and 15) and dress rehearsal on January 4, 2014. The Pageant will be January 5, 2014 at 5 PM.
- 7) Christian Formation Committee. I am pleased to announce that Jeff Frazier has joined the Christian Formation Committee.

Thank you.

Faithfully,

Dr. Robin A. Reed

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to October 2013

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
Revenues						
Support From Outside Sources						
4111 - Plate Offerings	\$513.00	\$634.08	\$5,306.52	\$5,897.07	66.33 %	\$8,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	\$0.00	(\$783.33)	(\$1,372.80)	0.00 %	(\$2,000.00)
4131 - Pledge Payments	\$18,403.00	\$16,761.04	\$258,956.05	\$239,329.38	84.24 %	\$307,400.00
4151 - Non-Pledge Gifts	\$863.10	\$2,813.69	\$10,676.75	\$28,052.16	34.44 %	\$31,000.00
4191 - Other Outside Support Revenues	\$1,105.00	\$1,250.74	\$11,275.90	\$13,642.01	70.47 %	\$16,000.00
Total Support From Outside Sources	<u>\$20,884.10</u>	<u>\$21,459.55</u>	<u>\$285,431.89</u>	<u>\$285,547.82</u>	<u>79.20 %</u>	<u>\$360,400.00</u>
Support From Internal Sources						
4511 - Checking Account Interest	\$5.78	\$0.00	\$48.82	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$0.00	\$0.00	\$7.17	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	<u>\$5.78</u>	<u>\$0.00</u>	<u>\$55.99</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
Total Revenues	<u><u>\$20,889.88</u></u>	<u><u>\$21,459.55</u></u>	<u><u>\$285,487.88</u></u>	<u><u>\$285,547.82</u></u>	<u><u>79.21 %</u></u>	<u><u>\$360,400.00</u></u>
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$0.00	\$2,083.33	\$18,747.00	\$20,833.30	74.99 %	\$25,000.00
5121 - Seminary Gift	\$0.00	\$0.00	\$750.00	\$750.00	50.00 %	\$1,500.00
5171 - Stephen Ministry Expenses	\$0.00	\$83.33	\$431.57	\$833.30	43.16 %	\$1,000.00
Total Work Outside Congregation	<u>\$0.00</u>	<u>\$2,166.66</u>	<u>\$19,928.57</u>	<u>\$22,416.60</u>	<u>72.47 %</u>	<u>\$27,500.00</u>
Work Within Congregation						
5211 - Work Within Congregation	\$0.00	\$41.67	\$324.47	\$416.70	64.89 %	\$500.00
Programs						
Christian Education						
5311 - Christian Education	\$169.12	\$0.00	\$1,365.85	\$1,310.12	91.06 %	\$1,500.00
5317 - Discernment	\$0.00	\$16.67	\$0.00	\$166.70	0.00 %	\$200.00
Total Christian Education	<u>\$169.12</u>	<u>\$16.67</u>	<u>\$1,365.85</u>	<u>\$1,476.82</u>	<u>80.34 %</u>	<u>\$1,700.00</u>
Parish Life						
5331 - Parish Life	\$19.68	\$176.56	\$630.01	\$858.61	63.00 %	\$1,000.00
Total Parish Life	<u>\$19.68</u>	<u>\$176.56</u>	<u>\$630.01</u>	<u>\$858.61</u>	<u>63.00 %</u>	<u>\$1,000.00</u>
Worship						
5351 - Altar Supplies	\$118.68	\$0.00	\$721.16	\$900.00	80.13 %	\$900.00
5353 - Communion Prep. & Confirmation	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
5355 - Music	\$0.00	\$0.00	\$457.63	\$978.91	45.76 %	\$1,000.00
5357 - Prayer Books and Materials	\$25.95	\$0.00	\$25.95	\$300.00	8.65 %	\$300.00
5359 - Organ and Piano Maintenance	\$0.00	\$0.00	\$600.00	\$926.54	33.33 %	\$1,800.00
5398 - Pastoral Care	\$0.00	\$0.00	\$162.05	\$750.00	21.61 %	\$750.00
Total Worship	<u>\$144.63</u>	<u>\$0.00</u>	<u>\$1,966.79</u>	<u>\$4,055.45</u>	<u>39.73 %</u>	<u>\$4,950.00</u>
Youth						

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to October 2013

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
5371 - Youth Ministry	\$225.55	\$200.81	\$1,476.95	\$2,644.73	49.23 %	\$3,000.00
Total Youth	\$225.55	\$200.81	\$1,476.95	\$2,644.73	49.23 %	\$3,000.00
Total Programs	\$558.98	\$394.04	\$5,439.60	\$9,035.61	51.08 %	\$10,650.00
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$0.00	\$4,780.92	\$43,028.27	\$47,809.20	75.00 %	\$57,371.00
5413 - Seminarian	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %	\$500.00
5415 - Supply Clergy	\$450.00	\$0.00	\$2,250.00	\$1,769.24	112.50 %	\$2,000.00
5421 - Youth Minister	\$1,485.42	\$1,464.26	\$14,854.19	\$14,896.51	83.33 %	\$17,825.00
5431 - Organ & Choir	\$686.67	\$686.67	\$6,866.69	\$6,866.70	83.33 %	\$8,240.00
5432 - Supply Organ	\$150.00	\$50.00	\$600.00	\$500.00	100.00 %	\$600.00
5451 - Child Care	\$186.54	\$457.29	\$3,163.36	\$4,211.20	63.27 %	\$5,000.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$10,351.69	\$10,351.70	83.33 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$14,166.70	\$14,166.70	83.33 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$26,666.70	\$26,666.70	83.33 %	\$32,000.00
5486 - Financial Staff	\$0.00	\$1,048.00	\$7,336.00	\$10,480.00	58.33 %	\$12,576.00
5493 - Otey Notes	\$266.67	\$266.67	\$2,666.70	\$2,666.70	83.33 %	\$3,200.00
Total Salaries & Wages	\$8,343.81	\$13,872.32	\$131,950.30	\$140,634.65	78.20 %	\$168,734.00
Employee Benefits						
5511 - Clergy Pension	\$0.00	\$4,187.50	\$12,557.88	\$16,750.00	74.97 %	\$16,750.00
5521 - Clergy Insurance	\$1,182.11	\$1,183.33	\$12,293.60	\$11,833.30	86.57 %	\$14,200.00
5526 - Clergy Housing & Utility Allow.	\$0.00	\$2,500.00	\$22,811.94	\$25,000.00	76.04 %	\$30,000.00
5531 - Clergy - SECA Payments	\$0.00	\$583.33	\$5,103.90	\$5,833.30	72.91 %	\$7,000.00
5551 - Staff Payroll Taxes	\$592.40	\$691.67	\$6,584.55	\$6,916.70	79.33 %	\$8,300.00
5561 - Staff Pension	\$240.00	\$416.67	\$2,400.00	\$4,166.70	48.00 %	\$5,000.00
5571 - Staff Insurance	\$648.40	\$691.67	\$6,332.00	\$6,916.70	76.29 %	\$8,300.00
Total Employee Benefits	\$2,662.91	\$10,254.17	\$68,083.87	\$77,416.70	76.03 %	\$89,550.00
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$0.00	\$11,642.00	\$6,500.00	179.11 %	\$6,500.00
5631 - Workers Compensation	\$0.00	\$0.00	\$790.00	\$2,000.00	39.50 %	\$2,000.00
Total Insurance	\$0.00	\$0.00	\$12,432.00	\$8,500.00	146.26 %	\$8,500.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$374.03	\$208.33	\$1,528.31	\$2,083.30	61.13 %	\$2,500.00
5751 - Contracted Services	\$1,605.00	\$1,367.99	\$10,872.80	\$11,357.03	80.54 %	\$13,500.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$1,666.70	0.00 %	\$2,000.00
5771 - Supplies	\$38.42	\$0.00	\$363.66	\$533.88	48.49 %	\$750.00
5781 - Electricity	\$585.24	\$367.42	\$3,773.08	\$6,816.73	49.00 %	\$7,700.00
5783 - Gas	\$42.00	\$100.80	\$1,765.06	\$2,508.35	58.84 %	\$3,000.00
5785 - Water & Sewer	\$78.63	\$146.11	\$1,471.20	\$2,375.41	58.85 %	\$2,500.00

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to October 2013

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

Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
5790 - Grounds Maintenance	\$0.00	\$107.66	\$2,700.00	\$2,440.20	90.00 %	\$3,000.00
Total Facilities Expenses	<u>\$2,723.32</u>	<u>\$2,464.98</u>	<u>\$22,474.11</u>	<u>\$29,781.60</u>	<u>64.30 %</u>	<u>\$34,950.00</u>
Office Services						
5811 - Audit	\$5,500.00	\$4,900.00	\$5,500.00	\$4,900.00	112.24 %	\$4,900.00
5821 - Computer Expenses	\$336.25	\$250.00	\$2,337.00	\$2,500.00	77.90 %	\$3,000.00
5831 - Copying expenses	\$393.86	\$250.00	\$2,253.34	\$2,500.00	75.11 %	\$3,000.00
5841 - Office Supplies	\$59.32	\$208.33	\$1,130.90	\$2,083.30	45.24 %	\$2,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$24.00	\$416.70	4.80 %	\$500.00
5861 - Postage	\$138.00	\$0.00	\$319.18	\$547.16	53.20 %	\$600.00
5871 - Telephone	\$451.67	\$500.00	\$4,700.32	\$5,000.00	78.34 %	\$6,000.00
5891 - Miscellaneous Expense	\$0.00	\$41.67	\$662.51	\$416.70	132.50 %	\$500.00
Total Office Services	<u>\$6,879.10</u>	<u>\$6,191.67</u>	<u>\$16,927.25</u>	<u>\$18,363.86</u>	<u>80.61 %</u>	<u>\$21,000.00</u>
Organizational Expenses						
5911 - Clergy Car Expense	\$0.00	\$461.68	\$2,004.20	\$1,988.82	80.17 %	\$2,500.00
5921 - Continuing Education	\$0.00	\$958.82	\$605.30	\$1,703.35	30.26 %	\$2,000.00
5931 - Convention & Travel	\$0.00	\$0.00	\$1,022.51	\$1,500.00	68.17 %	\$1,500.00
5941 - Ministering to New Members	\$15.00	\$0.00	\$15.00	\$300.00	5.00 %	\$300.00
5961 - Publications	\$239.04	\$0.00	\$811.63	\$371.65	81.16 %	\$1,000.00
5971 - Communications	(\$15.00)	\$83.33	\$843.25	\$833.30	84.32 %	\$1,000.00
5981 - Stewardship	\$550.92	\$515.28	\$687.92	\$1,350.40	45.86 %	\$1,500.00
5999 - Vestry	\$139.48	\$0.00	\$427.46	\$821.54	42.75 %	\$1,000.00
Total Organizational Expenses	<u>\$929.44</u>	<u>\$2,019.11</u>	<u>\$6,417.27</u>	<u>\$8,869.06</u>	<u>59.42 %</u>	<u>\$10,800.00</u>
Total Operating Expenses	<u>\$21,538.58</u>	<u>\$34,802.25</u>	<u>\$258,284.80</u>	<u>\$283,565.87</u>	<u>77.44 %</u>	<u>\$333,534.00</u>
Total Work Within Congregation	<u>\$22,097.56</u>	<u>\$35,237.96</u>	<u>\$264,048.87</u>	<u>\$293,018.18</u>	<u>76.61 %</u>	<u>\$344,684.00</u>
Total Expenses	<u>\$22,097.56</u>	<u>\$37,404.62</u>	<u>\$283,977.44</u>	<u>\$315,434.78</u>	<u>76.30 %</u>	<u>\$372,184.00</u>
Net Total	(\$1,207.68)	(\$15,945.07)	\$1,510.44	(\$29,886.96)	0.00 %	(\$11,784.00)
Other Expenses						
7311 - Sabbatical Reserve Provision	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$600.00
7711 - Payment of Debt budget	\$0.00	\$416.67	\$0.00	\$4,166.70	0.00 %	\$5,000.00
Total Other Expenses	<u>\$0.00</u>	<u>\$416.67</u>	<u>\$0.00</u>	<u>\$4,166.70</u>	<u>0.00 %</u>	<u>\$5,600.00</u>
Net Operating Total	(\$1,207.68)	(\$16,361.74)	\$1,510.44	(\$34,053.66)	0.00 %	(\$17,384.00)

