

## MINUTES OF THE VESTRY

Otey Memorial Parish Church

September 17, 2015

5:30 PM

Present: Steve Ford, Sr. Warden; Larry Barker; Alex Bruce; Doug Seiters, Junior Warden; Ken Taylor; Laura Willis; Rob Lamborn, Priest; Ann Aitken, Clerk  
Late: Dorothy Gates; Beth Wiley; Treasurer

Absent: Carol Sampson; Pam Byerly

Visitors: None

The meeting opened with scripture and a discussion of the uniqueness of Otey.

### APPROVAL MEETING MINUTES

No minutes were considered.

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

- 1. Audit Report:* The audit report is in process. It shows that the financial records for CAC and the Episcopal Church Women are unclear and must be corrected. First meeting to address audit comments is Saturday, September 26.
- 2. Youth Ministry Accounts:* Beth is in the process of adjusting the budget items for the youth ministries on the long form.
- 3. Debt Reduction* Beth reported that Otey has more than \$50,000 in hand to pay toward reduction of the parish hall construction debt. Otey has made a \$50,000 principal payment in April 2015 and continues to amortize the debt with monthly payments of principal and interest.  
Beth estimated that an additional \$50,000 payment will bring the outstanding debt to approximately \$550,000.

***Motion: Steve moved to make a payment of \$50,000 to the parish hall debt.*** Doug seconded the motion. The motion passed by unanimous vote.

### RECTOR'S REPORT- Rob Lamborn (See report attached)

- 1. Red Letter Day Eucharists:* The last red letter day eucharist to be held at Otey this year is St. Matthews on September 21. Otey and other Sewanee chapels will rotate hosting the eucharists. Alex noted that he has provided e-mail access to Otey Notes to the School of Theology so that the School of Theology will have access to Otey's calendar.
- 2. Same Sex Marriage Policy:* Same sex marriage policy will be addressed at the diocese level. Accordingly, the diocese has called a meeting September 30, to adopt a same sex marriage policy for our diocese.

3. Stewardship: The stewardship committee is beginning work. Support it when and as needed.
4. *Office Location:* Rob is still thinking about whether the office will remain in Brooks Hall or move to the new parish hall.

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

#### JR. WARDEN'S REPORT- Doug Seiters (See Report attached)

1. *Proposed Tree Work:* Two dying trees on the campus need to be removed. Isaac King has given Doug a bid of \$2,500 to remove them.

***Motion: Laura moved that we move forward with removal using funds from the Parish Use account.*** Ken seconded the motion. The motion passed by unanimous vote.

2. *Sewanee Children's Center Contribution:* Peggy Bonds, on behalf of the SCC has asked that the Vestry approve as the SCC's 2015 contribution to the Parish, (1) a garden to be built behind the playground (2) a rain garden to reduce erosion on the SCC side of the parish hall (3) lattice surrounding the HVAC units near the SCC entrance. These improvements will be offered in place of the \$1,000 payment that SCC had promised earlier in the year. The Vestry agreed that Doug would reply to the SCC that Otey will accept and welcome the SCC's payment in kind.
3. *Painting the Church:* George Dick is scraping and painting the church building. Otey is paying for the paint and other materials; George is offering his work as a gift to Otey.
4. *Signs for SCC:* The SCC has asked Otey to attach a Sewanee Childrens' Center sign to the Otey sign in the front yard and perhaps add a driveway sign directing cars to the student drop off area.
5. *Acoustics in St. Marks:* The acoustics in St. Marks hall are such that some people have difficulty hearing a speaker. Laura and Alex discussed possible solutions which include window treatments, baffles on the walls, and other suggestions. Alex has asked the University for a sound system.

#### COMMITTEES (ATTACHMENTS)

1. *Building and Grounds (see Jr. Warden's Report)*

2.. *CAC:* Larry Barker (See report Attached) CAC has had several requests for gasoline money. Larry explained that the CAC has a voucher system and summarized the requirements to qualify for gas vouchers.

CAC is addressing the audit questions per bookkeeping. Betty has hired Diane Fielding, the Otey finance assistant, to be assistant treasurer to Henry Chase and to update CAC's records to match Otey's system.

3.. *Christian Formation* : Alex Bruce (See Report Attached)

4. *Search Committee*: Laura reported that the Search Committee expenditures have exceeded the budget, as moving and other expenses are greater than planned. Laura and Pratt Paterson have addressed that expense, setting a goal of \$20,000 to be raised solely to cover Search Committee costs. Laura has raised \$10,000, there is no report from Pratt as yet.

5. *SCC* Ann Aitken (See report attached). SCC's fall term is off to a good start, with classes at capacity. SCC is currently assessing the need for summer programs with a survey to parents. The SCC budget process is completed and new bookkeeping and payroll procedures and software are in place. Harriet Runkle, the new director, has started work. (See Junior Warden's report for other matters)

6. *Parish Life*: Ken Taylor (See Report Attached)

#### NEW BUSINESS

*1. Rector's Housing Allowance*- Rob has asked to designate \$12,000 of his compensation from the September to December 2015 period as a housing allowance.

***Motion: Dorothy moved that of the total compensation paid to Rob Lamborn for September-December 2015, \$12,000 is hereby designated to be a housing allowance.***  
Larry seconded the motion. The motion was approved by unanimous vote.

2. *Annual Parish Meeting*: The annual Parish Meeting is scheduled for December 6.

3. *Parish Directory*: Otey will have a new parish directory by year end. Rob and others discussed whether Otey needs to hire a photographer or if there is a parishioner who might take photos.

4. *Recruiting for Lay Ministry*: Laura discussed the need for additional readers, chalice bearers and other service for lay members. There was a general discussion of the volunteer lists and whether they are current, how many new volunteers are needed and how to recruit them.

#### CONTINUING BUSINESS

**NEXT MEETING TIME IS OCTOBER 15 AT 5:30.**

Respectfully submitted,  
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Annual Parish Meeting    December 6	All
Reconstitute the Finance Committee	Beth
Vestry nametags	Steve
Sanctuary Floor	Building Committee
Search Committee Fundraising	Laura
Parish Directory	Rob?

## Rector's Report: 17 September 2015

*Some of my activities in addition to Sunday services between Friday, August 20, and Wednesday, September 16, 2015:*

Evening Prayer (normally daily, Mon-Thurs)

dinner with Welcome Committee

meet & greet between services on August 23

Rector's Forum September 6

Youth Canoe Trip

Holy Day celebrations of the Eucharist: St. Bartholomew's and Holy Cross Days

*considering publicizing SoT Holy Day services in lieu of separate ones here*

8 pastoral meetings or visits

Parish meetings:

Staff (and completed individual meetings with parish staff members)

Wardens (twice)

Buildings and Grounds Committee

CAC board

Parish Life Committee (briefly)

Christian Formation Committee

14 other meetings

Sunset Serenade at St. Mary's Sewanee

Lunch with Chaplain Tom Macfie

Seminary Eucharist and lunch (weekly)

Rejoined the Sewanee Symphony Orchestra

Clergy wine & cheese at +Alexander's

Diocesan Clericus (Murfreesboro)

### **Upcoming:**

St. Matthew Holy Eucharist at Otey Mon, Sept 21, 12:15pm

Preaching at Eucharist during DuBose Lectures, All SS, Wed., Sept. 23, 11am

Fresh Start with clergy new to the diocese or to ordination, Tues, Sept 29, Nashville

Diocesan clergy meeting with +Bauerschmidt Sept 30, Murfreesboro

re: changes in Episcopal Church marriage canons

Traveling to Ordination of Priests, Diocese of NY, Sept 18-19 (Fri-Sat)

Traveling to Homecoming, Univ. of Ga., Oct 16-17 (Fri-Sat)

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## Record of Buildings and Grounds Committee Meeting 9-09-15

The items discussed at our meeting were as follows.

### 1. Snow and ice removal.

Travis Boswell (present provider) does excellent job. Some concern was expressed about communication with Travis when snow/ice event occurs. Can we establish a line of communication just after a snow/ice event but prior to clearing roads, etc.? Perhaps Rob, Frieda, and Betty Barton could meet (before the cold season arrives) to discuss procedures and protocol? In our B & G discussion we speculated that the sequence of events after a snow/ice event might be: (a) determine whether or not Otey is closed (Rob's decision?); (b) If closed, Frieda communicates that fact to congregation and Harriet Runkle; if open, Rob or Frieda would consult with Boswell about what needs to be cleared and when.

Although the Committee recognizes that Boswell has done a good job for us, we thought we should at least discuss other providers and compare costs. At our next meeting, we shall discuss what alternative snow/ice removal services, if any, are available to us.

### 2. Tree removal.

Betty Barton reported that Isaac King has suggested removing two large oak trees, grinding 1 stump, and trimming dead branches from 3 other oaks. His bid for the work is \$2,500. The Committee agreed that the work needed to be done and the bid is reasonable. We agreed to send the request for this work back to the Vestry for approval.

### 3. Church painting.

George Dick reported on the painting work on the exterior of the Church. The preparation for painting is almost complete. All scraping, caulking, and repair of window frames is complete. George is currently working on removing the rotten wood from the facade to the rose window. Further repair and wood putty is needed to complete the task of preparing this decorative wooden exterior facade of the rose window, but that is also almost complete. Given the time already spent and work remaining to actually paint the exterior, the committee agreed with George that the bell tower painting and repair could wait 'til 2016. It should be noted that the repair to the stain glass rose window itself is not being addressed in this repair/painting project and will need to be undertaken at some time in the future.

### 4. Driveway paving.

The Committee discussed the possibility of paving the driveway between Brooks Hall and the Swallow's house. Drew has discussed the cost of paving this stretch of the entrance to Otey and received a bid of \$4,100. John Swallow has agreed to pay for 1/2 of this expense. Both the bid and John's offer were offered some months ago and would need to be renewed, but the Committee does recommend this project if/when money is available.

### 5. Decorations for Claiborne.

Barbara Prunty reported on the decoration of Brooks Hall. As with most of our deliberations, the limiting factor is the cost. Barbara suggested and the Committee agrees that we should investigate installing a large bulletin board between the two Godly Play classrooms. She is also planning to hang some of the paintings that were done by children of the parish for our Parish House fund raiser. Some of these paintings have been donated for this purpose and others may be loaned or donated in the future. There are several tapestries and religious decorations that will be installed. We discussed window coverings and shall continue that discussion, but that cost would be too great for our current budget. Barbara and the Committee

agreed that we should begin to develop a list of decorations for the building that could be prioritized and done over the next several years.

Items for discussion at our next meeting:

1. additional parking for the Children's Center
2. a sound system for St. Marks and for the Church
3. the use and placement of tents on the Otey campus
4. the automatic lights in Claiborne

Next meeting: October 14 at 3:30 PM.

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

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

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$835.90	\$500.00	\$3,957.27	\$4,000.00	65.95 %	\$6,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$125.00)	(\$683.66)	(\$1,000.00)	0.00 %	(\$1,500.00)
4131 - Pledge Payments	\$37,852.41	\$27,558.33	\$202,376.95	\$220,466.64	61.20 %	\$330,700.00
4151 - Non-Pledge Gifts	\$3,030.00	\$1,666.67	\$17,406.08	\$13,333.36	87.03 %	\$20,000.00
4191 - Other Outside Support Revenues	\$1,575.00	\$1,666.67	\$13,078.61	\$13,333.36	65.39 %	\$20,000.00
<b>Total Support From Outside Sources</b>	<b>\$43,293.31</b>	<b>\$31,266.67</b>	<b>\$236,135.25</b>	<b>\$250,133.36</b>	<b>62.94 %</b>	<b>\$375,200.00</b>
<b>Support From Internal Sources</b>						
4512 - Investment Income	\$0.15	\$0.00	\$20.29	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$395.54	\$0.00	\$1,316.79	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$0.00	\$625.00	\$1,266.00	\$5,000.00	16.88 %	\$7,500.00
<b>Total Support From Internal Sources</b>	<b>\$395.69</b>	<b>\$625.00</b>	<b>\$2,603.08</b>	<b>\$5,000.00</b>	<b>34.71 %</b>	<b>\$7,500.00</b>
<b>Total Revenues</b>	<b>\$43,689.00</b>	<b>\$31,891.67</b>	<b>\$238,738.33</b>	<b>\$255,133.36</b>	<b>62.38 %</b>	<b>\$382,700.00</b>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$4,166.66	\$2,083.33	\$16,666.68	\$16,666.64	66.67 %	\$25,000.00
<b>Total Work Outside Congregation</b>	<b>\$4,166.66</b>	<b>\$2,083.33</b>	<b>\$16,666.68</b>	<b>\$16,666.64</b>	<b>66.67 %</b>	<b>\$25,000.00</b>
<b>Work Within Congregation</b>						
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	\$985.14	\$145.83	\$1,806.72	\$1,166.64	103.24 %	\$1,750.00
<b>Total Christian Education</b>	<b>\$985.14</b>	<b>\$145.83</b>	<b>\$1,806.72</b>	<b>\$1,166.64</b>	<b>103.24 %</b>	<b>\$1,750.00</b>
<b>Parish Life</b>						
5331 - Parish Life	\$246.96	\$83.33	\$682.00	\$666.64	68.20 %	\$1,000.00
<b>Total Parish Life</b>	<b>\$246.96</b>	<b>\$83.33</b>	<b>\$682.00</b>	<b>\$666.64</b>	<b>68.20 %</b>	<b>\$1,000.00</b>
<b>Worship</b>						
5351 - Altar Supplies	\$29.25	\$83.33	\$775.91	\$666.64	77.59 %	\$1,000.00
5355 - Music	\$0.00	\$58.33	\$642.85	\$466.64	91.84 %	\$700.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$0.00	\$66.64	0.00 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$83.33	\$0.00	\$666.64	0.00 %	\$1,000.00
5398 - Pastoral Care	\$0.00	\$12.50	\$0.00	\$100.00	0.00 %	\$150.00
<b>Total Worship</b>	<b>\$29.25</b>	<b>\$245.82</b>	<b>\$1,418.76</b>	<b>\$1,966.56</b>	<b>48.09 %</b>	<b>\$2,950.00</b>
<b>Youth</b>						
5371 - Youth Ministry	\$0.00	\$166.67	\$1,940.35	\$1,333.36	97.02 %	\$2,000.00
<b>Total Youth</b>	<b>\$0.00</b>	<b>\$166.67</b>	<b>\$1,940.35</b>	<b>\$1,333.36</b>	<b>97.02 %</b>	<b>\$2,000.00</b>
<b>Total Programs</b>	<b>\$1,261.35</b>	<b>\$641.65</b>	<b>\$5,847.83</b>	<b>\$5,133.20</b>	<b>75.95 %</b>	<b>\$7,700.00</b>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						



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

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

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
5411 - Clergy	\$4,376.34	\$3,810.00	\$30,501.36	\$30,480.00	66.71 %	\$45,720.00
5415 - Supply Clergy	\$150.00	\$125.00	\$975.00	\$1,000.00	65.00 %	\$1,500.00
5421 - Youth Minister	\$416.67	\$416.67	\$3,333.36	\$3,333.36	66.67 %	\$5,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$6,250.00	\$6,250.00	66.67 %	\$9,375.00
5432 - Supply Organ	\$150.00	\$50.00	\$600.00	\$400.00	100.00 %	\$600.00
5451 - Child Care	\$344.00	\$404.17	\$3,176.08	\$3,233.36	65.49 %	\$4,850.00
5461 - Dir. Christian Formation	\$0.00	\$606.67	\$3,347.05	\$4,853.36	45.98 %	\$7,280.00
5471 - CAC Director (Otey)	\$1,916.66	\$1,916.67	\$15,374.95	\$15,333.36	66.85 %	\$23,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$21,333.36	\$21,333.36	66.67 %	\$32,000.00
5486 - Financial Staff	\$916.67	\$916.67	\$7,333.36	\$7,333.36	66.67 %	\$11,000.00
5493 - Otey Notes	\$266.67	\$266.67	\$2,133.36	\$2,133.36	66.67 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$11,984.93</b>	<b>\$11,960.44</b>	<b>\$94,357.88</b>	<b>\$95,683.52</b>	<b>65.74 %</b>	<b>\$143,525.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$950.42	\$7,447.80	\$7,603.36	65.30 %	\$11,405.00
5521 - Clergy Insurance	(\$1,033.00)	\$923.75	\$4,202.70	\$7,390.00	37.91 %	\$11,085.00
5526 - Clergy Housing & Utility Allow.	\$1,182.79	\$1,093.75	\$8,682.79	\$8,750.00	66.15 %	\$13,125.00
5531 - Clergy - SECA Payments	\$334.79	\$375.00	\$2,940.71	\$3,000.00	65.35 %	\$4,500.00
5551 - Staff Payroll Taxes	\$559.10	\$686.67	\$4,770.12	\$5,493.36	57.89 %	\$8,240.00
5561 - Staff Pension	\$436.50	\$306.67	\$2,571.00	\$2,453.36	69.86 %	\$3,680.00
5571 - Staff Insurance	(\$38.50)	\$632.08	\$4,225.40	\$5,056.64	55.71 %	\$7,585.00
<b>Total Employee Benefits</b>	<b>\$1,441.68</b>	<b>\$4,968.34</b>	<b>\$34,840.52</b>	<b>\$39,746.72</b>	<b>58.44 %</b>	<b>\$59,620.00</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$8,595.00	\$666.67	\$8,595.00	\$5,333.36	107.44 %	\$8,000.00
5631 - Workers Compensation	\$1,213.00	\$101.25	\$995.00	\$810.00	81.89 %	\$1,215.00
<b>Total Insurance</b>	<b>\$9,808.00</b>	<b>\$767.92</b>	<b>\$9,590.00</b>	<b>\$6,143.36</b>	<b>104.07 %</b>	<b>\$9,215.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$0.00	\$166.67	\$658.86	\$1,333.36	32.94 %	\$2,000.00
5731 - Equipment Purchases	\$0.00	\$41.67	\$0.00	\$333.36	0.00 %	\$500.00
5751 - Contracted Services	\$1,356.00	\$1,166.67	\$8,533.20	\$9,333.36	60.95 %	\$14,000.00
5761 - Furnishings	\$0.00	\$41.67	\$0.00	\$333.36	0.00 %	\$500.00
5771 - Supplies	\$124.27	\$83.33	\$463.17	\$666.64	46.32 %	\$1,000.00
5781 - Electricity	\$1,306.71	\$783.33	\$8,952.11	\$6,266.64	95.24 %	\$9,400.00
5783 - Gas	\$61.23	\$350.00	\$2,580.05	\$2,800.00	61.43 %	\$4,200.00
5785 - Water & Sewer	\$92.14	\$216.67	\$1,256.65	\$1,733.36	48.33 %	\$2,600.00
5790 - Grounds Maintenance	\$150.00	\$291.67	\$2,602.00	\$2,333.36	74.34 %	\$3,500.00
<b>Total Facilities Expenses</b>	<b>\$3,090.35</b>	<b>\$3,141.68</b>	<b>\$25,046.04</b>	<b>\$25,133.44</b>	<b>66.44 %</b>	<b>\$37,700.00</b>
<b>Office Services</b>						
5811 - Audit	\$0.00	\$500.00	\$0.00	\$4,000.00	0.00 %	\$6,000.00
5821 - Computer Expenses	\$181.75	\$208.33	\$1,787.62	\$1,666.64	71.50 %	\$2,500.00
5831 - Copying expenses	\$383.93	\$208.33	\$2,387.85	\$1,666.64	95.51 %	\$2,500.00

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**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to August 2015**

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

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
5841 - Office Supplies	\$192.67	\$125.00	\$817.67	\$1,000.00	54.51 %	\$1,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$150.07	\$333.36	30.01 %	\$500.00
5861 - Postage	\$78.40	\$41.67	\$405.54	\$333.36	81.11 %	\$500.00
5871 - Telephone	\$831.17	\$508.33	\$5,734.39	\$4,066.64	94.01 %	\$6,100.00
5891 - Miscellaneous Expense	\$311.00	\$41.67	\$453.58	\$333.36	90.72 %	\$500.00
<b>Total Office Services</b>	<u>\$1,978.92</u>	<u>\$1,675.00</u>	<u>\$11,736.72</u>	<u>\$13,400.00</u>	<u>58.39 %</u>	<u>\$20,100.00</u>
<b>Organizational Expenses</b>						
5911 - Clergy Car Expense	\$0.00	\$83.33	\$896.11	\$666.64	89.61 %	\$1,000.00
5913 - Clergy Expense Allowance	\$0.00	\$41.67	\$0.00	\$333.36	0.00 %	\$500.00
5921 - Continuing Education	\$0.00	\$41.67	\$609.37	\$333.36	121.87 %	\$500.00
5922 - Continuing Education - Other	\$0.00	\$41.67	\$78.00	\$333.36	15.60 %	\$500.00
5931 - Convention & Travel	\$0.00	\$62.50	\$99.00	\$500.00	13.20 %	\$750.00
5941 - Ministering to New Members	\$0.00	\$16.67	\$0.00	\$133.36	0.00 %	\$200.00
5961 - Publications	\$103.49	\$62.50	\$597.66	\$500.00	79.69 %	\$750.00
5971 - Communications	\$0.00	\$16.67	\$0.00	\$133.36	0.00 %	\$200.00
5981 - Stewardship	\$0.00	\$33.33	\$193.00	\$266.64	48.25 %	\$400.00
5999 - Vestry	\$0.00	\$8.33	\$106.00	\$66.64	106.00 %	\$100.00
<b>Total Organizational Expenses</b>	<u>\$103.49</u>	<u>\$408.34</u>	<u>\$2,579.14</u>	<u>\$3,266.72</u>	<u>52.64 %</u>	<u>\$4,900.00</u>
<b>Total Operating Expenses</b>	<u>\$28,407.37</u>	<u>\$22,921.72</u>	<u>\$178,150.30</u>	<u>\$183,373.76</u>	<u>64.77 %</u>	<u>\$275,060.00</u>
<b>Total Work Within Congregation</b>	<u>\$29,668.72</u>	<u>\$23,563.37</u>	<u>\$183,998.13</u>	<u>\$188,506.96</u>	<u>65.07 %</u>	<u>\$282,760.00</u>
<b>Total Expenses</b>	<u>\$33,835.38</u>	<u>\$25,646.70</u>	<u>\$200,664.81</u>	<u>\$205,173.60</u>	<u>65.20 %</u>	<u>\$307,760.00</u>
<b>Net Total</b>	\$9,853.62	\$6,244.97	\$38,073.52	\$49,959.76	50.81 %	\$74,940.00
<b>Other Expenses</b>						
7711 - Debt Service Provision	\$0.00	\$4,745.00	\$28,165.35	\$37,960.00	49.46 %	\$56,940.00
<b>Special expenses</b>						
7400 - Search/Transition	\$18,445.35	\$1,500.00	\$24,991.18	\$12,000.00	138.84 %	\$18,000.00
<b>Total Special expenses</b>	<u>\$18,445.35</u>	<u>\$1,500.00</u>	<u>\$24,991.18</u>	<u>\$12,000.00</u>	<u>138.84 %</u>	<u>\$18,000.00</u>
<b>Total Other Expenses</b>	<u>\$18,445.35</u>	<u>\$6,245.00</u>	<u>\$53,156.53</u>	<u>\$49,960.00</u>	<u>70.93 %</u>	<u>\$74,940.00</u>
<b>Net Operating Total</b>	(\$8,591.73)	(\$0.03)	(\$15,083.01)	(\$0.24)	0.00 %	\$0.00

## Community Action Committee

During June, July and August there have been both areas of increased activity at the CAC and not surprisingly decreased activity. As one expects from the summer harvest in our neighbors gardens and with consistent warm weather our clients have come to the CAC less frequently for both groceries and financial assistance.

On average, a total of 78 individuals came to the CAC each month including 31 volunteers who served an average of 48 bags of groceries. During the same time 16 families per month received utility assistance.

We are increasing human and service activity with five Bonner Leaders from the University and one Community Engagement Fellow from the School of Theology. During the Summer we also benefited from a visit from the youth group of St. John's Episcopal Church, Decatur, AL.

Continued generous support from individuals totaled \$3,155.00. The first donation from the Monteagle/Sewanee Rotary Club was received from their very successful Hunger Walk for \$4,000.00. Other grants totaled \$6,200.00 this summer. Total specific help to our clients during these three months totaled \$9,726.00.

Exciting things are coming to your CAC in the next quarter. Emergency food bags will be placed at Thanksgiving to provide care for those in need during Snowy Weather.

The CAC is (gratis) on the Art Tour to provide a venue for our talented client-artisans during the Lessons and Carols Weekend. Finally we are very excited to benefit from our long time parish member Cindy Potter who will be offering Fresh Green Christmas Wreathes this year from your CAC just in time to decorate your front door.

The Board and your friends at the CAC continue to marvel at your generous support and can only provide for those in need because of your help.

Christian Formation report:

Nursery: All going well. Looking into alternative activity "bags" for little ones at church (quieter than plastic boxes)

Godly Play: two classes with attendance of 10+ each Sunday

Youth: Fire on the Mountain had successful canoe trip; plans for October include a program with Blue Monarch. Monthly break-out programming for high schoolers. New Sunday School offering led by Amy Patterson and Kathy Solomon--ideas and energy but low attendance. General concern about low number of middle schoolers and almost 0 high schoolers. Over-arching question is how to engage youth in life of Otey.

Adult: Lectionary class has consistent attendance. Adult Forum has had 30+ people three weeks in a row; the "Witnesses to the Faith" is planned out for whole year.

<u>18-Nov-14</u>				See Mar2015			
<b>Accounts ACS # and Name</b>	<b>Budget 2013</b>	<b>Actual 2013</b>	<b>Budget 2014</b>	<b>Actual 2014</b>	<b>Budget 2015</b>	<b>To Date 2015</b>	<b>2016 Draft</b>
<b>Revenues</b>							
<b>Support From Usual Sources</b>							
4111 - Plate Offerings	\$8,000.00	\$6,916.15	\$7,000.00	\$6,921.12	\$6,000.00		
4115 - 1/4th Plate to RDF	-\$2,000.00	-\$1,729.04	-\$1,750.00	-\$1,762.23	-\$1,500.00		
4131 - Pledge Payments	\$307,400.00	\$305,075.16	\$320,000.00	\$277,029.96	\$330,700.00		
4151 - Non-Pledge Gifts	\$31,000.00	\$14,495.75	\$18,000.00	\$35,168.85	\$20,000.00		
4191 - Other Support	\$16,000.00	\$16,852.42	\$14,000.00	\$15,599.35	\$20,000.00		
<b>Total Support From Usual Sources</b>	<b>\$360,400.00</b>	<b>\$341,610.44</b>	<b>\$357,250.00</b>	<b>\$332,957.05</b>	<b>\$375,200.00</b>		
<b>Support From Internal Sources</b>							
4511 - Checking Account Interest			\$0.00	\$17.18	\$0.00		
4512 - Investment Income	\$0.00	\$4,396.55	\$0.00	\$25.58	\$0.00		
4531 - Gain(Loss) investments sold	\$0.00	-\$431.39	\$0.00	\$444.85	\$0.00		
4551 - Property Rental Income	\$0.00	\$0.00	\$0.00	\$1,376.00	\$7,500.00		
<b>Total Support From Internal Sources</b>	<b>\$0.00</b>	<b>\$3,965.16</b>	<b>\$0.00</b>	<b>\$1,863.61</b>	<b>\$7,500.00</b>		
<b>Total Revenues</b>	<b>\$360,400.00</b>	<b>\$345,575.60</b>	<b>\$357,250.00</b>	<b>\$334,820.66</b>	<b>\$382,700.00</b>		
<b>Expenses</b>							
<b>Work Outside Congregation</b>							
5111 - Diocesan Assessment	\$25,000.00	\$24,996.00	\$37,467.00	\$37,467.00	\$25,000.00		
5121 - Seminary Gift	\$1,500.00	\$1,500.00	\$3,237.00	\$0.00	\$0.00		
5131 - Outreach Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
5171 - Stephen Ministry Expenses	\$1,000.00	\$431.57	\$500.00	\$0.00	\$0.00		
<b>Total Work Outside Congregation</b>	<b>\$27,500.00</b>	<b>\$26,927.57</b>	<b>\$41,204.00</b>	<b>\$37,467.00</b>	<b>\$25,000.00</b>		
<b>Work Within Congregation</b>							
5211 - Work w/in Parish, Rector	\$500.00	\$324.47	\$0.00	\$0.00	\$0.00		
<b>Programs</b>							
<b>Christian Education</b>							
5311 - Christian Education	\$1,500.00	\$1,390.60	\$2,300.00	\$2,317.26	\$1,750.00		
5317 - Discernment	\$200.00	\$950.00	\$0.00	\$0.00	\$0.00		
<b>Total Christian Education</b>	<b>\$1,700.00</b>	<b>\$2,340.60</b>	<b>\$2,300.00</b>	<b>\$2,317.26</b>	<b>\$1,750.00</b>		
<b>Parish Life</b>							
5331 - Parish Life	\$1,000.00	\$979.79	\$2,000.00	\$1,609.86	\$1,000.00		
<b>Total Parish Life</b>	<b>\$1,000.00</b>	<b>\$979.79</b>	<b>\$2,000.00</b>	<b>\$1,609.86</b>	<b>\$1,000.00</b>		
<b>Worship</b>							
5351 - Altar Supplies	\$900.00	\$1,135.08	\$1,000.00	\$1,047.72	\$1,000.00		
5353 - H.E. Prep. & Confirmation	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00		
5355 - Music	\$1,000.00	\$457.63	\$1,000.00	\$1,123.53	\$700.00		
5357 - BCP/ liturgy Materials	\$300.00	\$25.95	\$100.00	\$156.75	\$100.00		
5359 - Organ & Piano Maintain	\$1,800.00	\$1,310.00	\$1,400.00	\$950.00	\$1,000.00		
5398 - Pastoral Care	\$750.00	\$162.05	\$250.00	\$0.00	\$150.00		
<b>Total Worship</b>	<b>\$4,950.00</b>	<b>\$3,090.71</b>	<b>\$3,950.00</b>	<b>\$3,278.00</b>	<b>\$2,950.00</b>		

Accounts ACS # and Name	Budget 2013	Actual 2013	Budget 2014	Actual 2014	Budget 2015	To Date 2015	2016 Draft
<b>Youth</b>							
5371 - Youth Ministry	\$3,000.00	\$1,110.84	\$3,000.00	\$3,000.00	\$2,000.00		
<b>Total Youth</b>	\$3,000.00	\$1,110.84	\$3,000.00	\$3,000.00	\$2,000.00		
<b>Total Programs</b>	\$10,650.00	\$7,521.94	\$11,250.00	\$10,205.12	\$7,700.00		
<b>Operating Expenses</b>							
<b>Salaries &amp; Wages</b>							
5411 - Clergy	\$57,371.00	\$47,382.44	\$52,250.00	\$52,250.04	\$45,720.00		
5413 - Seminarian	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00		
5415 - Supply Clergy	\$2,000.00	\$3,075.00	\$1,750.00	\$646.19	\$1,500.00		
5421 - Youth Minister	\$17,825.00	\$17,825.03	\$10,000.00	\$9,999.96	\$5,000.00		
5431 - Organ & Choir	\$8,240.00	\$8,240.03	\$9,375.00	\$8,984.38	\$9,375.00		
5432 - Supply Organ	\$600.00	\$600.00	\$600.00	\$525.00	\$600.00		
5443 - Housekeeper**							
5451 - Child Care	\$5,000.00	\$3,742.03	\$4,850.00	\$4,747.30	\$4,850.00		
5461 - Dir. Christian Formation	\$12,422.00	\$12,422.03	\$12,422.00	\$12,422.04	\$7,280.00		
5471 - CAC Director (Otey)	\$17,000.00	\$17,000.04	\$17,000.00	\$18,000.04	\$23,000.00		
5481 - Office Staff	\$32,000.00	\$32,000.04	\$32,000.00	\$32,000.04	\$32,000.00		
5486 - Financial Staff	\$12,576.00	\$7,336.00	\$5,500.00	\$4,794.89	\$11,000.00		
5493 - Otey Notes	\$3,200.00	\$3,200.04	\$3,200.00	\$3,200.04	\$3,200.00		
5491 - Other					\$0.00		
<b>Total Salaries &amp; Wages</b>	\$168,734.00	\$152,822.68	\$148,947.00	\$147,569.92	\$143,525.00		
<b>Employee Benefits</b>							
5511 - Clergy Pension	\$16,750.00	\$12,557.88	\$13,031.03	\$16,666.54	\$11,405.00		
5521 - Clergy Insurance	\$14,200.00	\$14,626.18	\$7,584.00	\$6,868.90	\$11,085.00		
5526 - Clergy Housing & Utility Allow.	\$30,000.00	\$24,061.94	\$15,000.00	\$15,000.00	\$13,125.00		
5531 - Clergy - SECA Payments	\$7,000.00	\$5,538.22	\$5,144.63	\$5,211.84	\$4,500.00		
5551 - Staff Payroll Taxes	\$8,300.00	\$7,785.09	\$7,217.55	\$7,167.29	\$8,240.00		
5561 - Staff Pension	\$5,000.00	\$2,880.00	\$2,880.00	\$3,022.50	\$3,680.00		
5571 - Staff Insurance	\$8,300.00	\$8,531.60	\$7,584.00	\$6,452.90	\$7,585.00		
<b>Total Employee Benefits</b>	\$89,550.00	\$75,980.91	\$58,441.20	\$60,389.97	\$59,620.00		
<b>Insurance</b>							
5611 - Property & Liability Insurance	\$6,500.00	\$11,642.00	\$7,000.00	\$7,688.00	\$8,000.00		
5631 - Workers Compensation	\$2,000.00	\$566.00	\$1,213.00	\$1,424.00	\$1,215.00		
<b>Total Insurance</b>	\$8,500.00	\$12,208.00	\$8,213.00	\$9,112.00	\$9,215.00		
<b>Facilities Expenses</b>							
5711 - Repairs & Maintenance	\$2,500.00	\$1,899.31	\$2,500.00	\$2,197.66	\$2,000.00		
5731 - Equipment Purchases	\$0.00	\$0.00	\$0.00	\$249.99	\$500.00		
5751 - Contracted Services	\$13,500.00	\$12,612.80	\$14,000.00	\$13,826.96	\$14,000.00		
5761 - Furnishings	\$2,000.00	\$299.64	\$2,000.00	\$569.00	\$500.00		
5771 - Supplies	\$750.00	\$462.50	\$750.00	\$856.39	\$1,000.00		
5781 - Electricity	\$7,700.00	\$5,099.46	\$7,200.00	\$9,839.12	\$9,400.00		
5783 - Gas	\$3,000.00	\$2,444.58	\$3,200.00	\$3,030.51	\$4,200.00		
5785 - Water & Sewer	\$2,500.00	\$1,723.33	\$2,600.00	\$1,915.61	\$2,600.00		
5790 - Grounds Maintenance	\$3,000.00	\$3,165.00	\$3,500.00	\$2,940.00	\$3,500.00		

Accounts ACS # and Name	Budget 2013	Actual 2013	Budget 2014	Actual 2014	Budget 2015	To Date 2015	2016 Draft
<b>Total Facilities Expenses</b>	\$34,950.00	\$27,706.62	\$35,750.00	\$35,425.24	\$37,700.00		
<b>Office Services</b>							
5811 - Audit	\$4,900.00	\$5,500.00	\$5,000.00	\$5,900.00	\$6,000.00		
5821 - Computer Expenses	\$3,000.00	\$3,023.61	\$3,200.00	\$2,874.27	\$2,500.00		
5831 - Copying expenses (lease of large copier)	\$3,000.00	\$2,955.41	\$3,100.00	\$3,197.32	\$2,500.00		
5841 - Office Supplies	\$2,500.00	\$1,337.85	\$2,100.00	\$1,839.91	\$1,500.00		
5851 - Office Equipment Purchases	\$500.00	\$555.82	\$500.00	\$353.12	\$500.00		
5861 - Postage	\$600.00	\$650.38	\$450.00	\$451.03	\$500.00		
5871 - Telephone	\$6,000.00	\$6,080.31	\$6,100.00	\$8,903.87	\$6,100.00		
5891 - Miscellaneous Expense	\$500.00	\$969.64	\$500.00	\$1,461.02	\$500.00		
<b>Total Office Services</b>	\$21,000.00	\$21,073.02	\$20,950.00	\$24,980.54	\$20,100.00		
<b>Organizational Expenses</b>							
5911 - Clergy Car Expense	\$2,500.00	\$2,004.20	\$2,500.00	\$1,459.66	\$1,000.00		
5913 - Clergy Expense Allowance			\$1,000.00	\$252.49	\$500.00		
5921 - Continuing Ed. Clergy	\$2,000.00	\$1,179.82	\$2,000.00	\$2,156.14	\$500.00		
5922 - Continuing Ed. Other			\$675.00	\$447.00	\$500.00		
5931 - Convention & Travel	\$1,500.00	\$1,172.51	\$1,000.00	\$707.19	\$750.00		
5941 - Ministering to New Members	\$300.00	\$15.00	\$300.00	\$135.00	\$200.00		
5961 - Publications	\$1,000.00	\$1,154.87	\$1,000.00	\$1,377.97	\$750.00		
5971 - Communications	\$1,000.00	\$843.25	\$1,000.00	\$965.60	\$200.00		
5981 - Stewardship	\$1,500.00	\$876.48	\$1,000.00	\$345.00	\$400.00		
5999 - Vestry	\$1,000.00	\$427.46	\$1,000.00	\$1,094.65	\$100.00		
<b>Total Organizational Expenses</b>	\$10,800.00	\$7,673.59	\$11,475.00	\$8,940.70	\$4,900.00		
<b>Total Operating Expenses</b>	\$333,534.00	\$297,464.82	\$283,776.20	\$286,418.37	\$275,060.00		
<b>Total Work Within Congregation</b>	\$344,684.00	\$305,311.23	\$295,026.20	\$296,623.49	\$282,760.00		
<b>Other Expenses</b>							
7311 - Sabbatical Reserve Provision	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00		
7711 - Debt Service Provision	\$5,000.00	\$0.00	\$20,000.00	\$30,169.33	\$56,940.00		
7400 - Search Committee		\$5,188.86	\$1,000.00	\$675.40	\$18,000.00		
<b>Total Other Expenses</b>	\$5,600.00	\$5,188.86	\$21,000.00	\$30,844.73	\$74,940.00		
<b>Total Expenses</b>	<b>\$372,184.00</b>	<b>\$332,238.80</b>	<b>\$357,230.20</b>	<b>\$364,935.22</b>	<b>\$382,700.00</b>		
<b>Net Total</b>	<b>(\$11,784.00)</b>	\$13,336.80	\$19.80	<b>(\$30,114.56)</b>	\$0.00		\$0.00

**Otey Memorial Parish  
Investments Restricted Accounts  
September 14, 2015**

	<u>Amounts</u> 8/16/2015	<u>Amounts</u> 9/14/2015
<b>Regions Operations Checking Account:</b>	<b>\$ 100,420</b>	<b>\$ 91,989</b>
<b>Restricted Accounts/Committed: (balance)</b>		
2015 Phase II Payments (for Debt Reduction) *Estimated in Aug	\$23,000	\$ 16,129
2016 Phase II Payments (for Debt Reduction)		\$ 21,200
Retricted for Debt Reduction		\$ 19,155
Buildings Repair (8751)	\$0	\$ -
Memorials (8951)	\$6,331	\$ 6,331
CAC (8111)	\$10,339	\$ 10,554
Sacristy (8351)	\$0	\$ -
ECW (8987)	\$420	\$ 420
EYC Fundraiser (8155)	\$3,572	\$ 3,572
Flowers (8911)	\$3,183	\$ 3,223
Shrove Tuesday (8920)	\$979	\$ 979
Misc Restricted (8991)	\$4,311	\$ 4,461
	<b>\$52,135</b>	<b>\$86,024</b>
 <b>Funds Available for Operations</b>	 <b>\$48,285</b>	 <b>\$5,965</b>
 <b>Investments:</b>		
<b>Vanguard</b>	\$181,356	\$ 158,715
<b>Regions Money Market</b>	\$13,425	\$ 13,425
<b>Total</b>	<b>\$194,781</b>	<b>\$ 172,140</b>
Minus Reserve	\$100,000	\$100,000
<b>Investments Available for Parish Use:</b>	<b>\$94,781</b>	<b>\$ 72,140</b>



## Newcomer/Welcoming Hospitality Report

The following names were received by the church on the small welcome cards in the pews:

Tim Hannon - June 7, 2015. Besides his email and address, lists himself as a student.

Farris Ralston - June 23, 2015. Address is in Monteagle. Have a phone number and e-mail.

Laticia and Mark Harris - August 30, 2015. Mark is a first year student at the School of Theology. Have a baby girl.

Michael and Ericka Cannon - August 30, 2015. Listed as seminarian.

Carolyn Fitz - Sewanee resident - August 30, 2015. Her husband, John Bordley, use to be our church organist up until about two or three years ago. Carolyn's and John's granddaughter, who is now living with them, is attending Godly Play II at Otey.

Pippa Browne and Scott Landis - Sewanee area residents. Have a daughter named Maple. Pippa use to live in Africa, I believe she said Tanzania. Scott is an ER specialist at Southern Tennessee Regional Medical Center.

And two new names from Sunday, Sept. 13th are The Rev. Terry Quoi, a one year student at SoT who is from Liberia and Arthur Jones III, a seminarian.

On Sunday, August 30th, Pippa Browne and Scott Landis received some fresh baked muffins as a welcoming gift, and likewise for Laticia and Mark Harris.

A couple of folks that seem to be reappearing at Otey are Emily Puckette and John Benson and Cassie and Mark Hopwood, and Linda and Scott Parrish.

I intend to contact most of the persons listed above by a welcoming call and an offer of fresh bread or baked good of some sort. Have a few in my freezer now.

I would ask the vestry as well as remind myself to try and look for those persons you don't know or know very well and engage them in conversation on Sundays during coffee hour or adult education.

## Pastoral Care Report

There are four persons who regularly receive holy communion from a Lay Eucharistic Visitor; Elvie Biddle, Lethia Watson, Sally Franklin, and Bob Keele.

There are nine LEV's, all women, with one serving only once a month. Mary Sears continues to do the

scheduling and there will soon be a gathering of all LEVs with Rob and Mary.

One parishioner has recently been contacted to inquiry of a need for prepared meals due to illness. At this time, I am not sure of the outcome. Shelley Cammack helps with this ministry also.

Respectfully submitted for vestry report by Carol Sampson

**SEWANEE CHILDRENS' CENTER**  
**September 2015**

1. The SCC has reopened for Fall semester with its new Director Harriet Runkle, 6 full time teachers and 44 students.
2. The SCC is operating both day school and after school activities for children aged 5 to 8.
3. The SCC has asked to work with Otey to put up a SCC sign.
4. With the approval of the Vestry, SCC plans to develop the property behind the playground into a garden area. Dan Pate has been selected to design and build the garden.

## Youth Ministry Report to Vestry, September 16, 2015

### Sunday School

Middle School has been taught by Larry Barker and attendance was 6, 4, and youth on August 30, September 6, and September 13, respectively.

### Fire on the Mountain

Nine youth and nine adults attended the canoe trip on September 6 on the Sequatchie River.

Two youth and six members of the African American Alliance student group from Sewanee/U of South made pizzas and watched and discussed movie clips at the Patterson's home, with Amy Patterson.