

Otey Memorial Parish  
Sewanee, Tennessee  
Vestry Agenda for September 21, 2017  
5:30 pm

- |      |   |              |
|------|---|--------------|
| I.   | Opening Devotions, St. Paul's-on-the-Mountain Chapel        | Regan Schutz |
| II.  | Focus on Ministry: Christian Formation and Youth Ministry   | 5:50         |
| III. | Minutes from the August meeting                             | 6:10         |
| IV.  | Reports   | 6:15         |
|      | Treasurer   |              |
|      | Rector  |              |
|      | Stewardship Committee                                       |              |
|      | <i>Break</i>  |              |
|      | Other committees, as necessary                              | 6:50         |
| V.   | Old Business  | 7:00         |
|      | Means of memorializing Mary Sears in Claiborne Hall Kitchen |              |
|      | Brief review of trial children's area in nave               |              |
| VI.  | (New Business)  |              |
| VII. | Closing Prayers   | 7:15         |

*The Vestry meets at 5:30pm normally on the **next-to-last** Thursday of each month: October 19, **November 16** (remains 3rd Thurs b/c of Thanksgiving), December 21. According to diocesan canons, we must meet at least quarterly.*

## **Vestry Minutes August 24, 2017**

Present: Rev. Robert Lamborn, Rector; Rev. Regan Schutz, Curate; Shelley Cammack, Rachel Suarez, Dorothy Gates, Gary Sturgis, Pamela Byerly, Barbara Prunty, Kathy Solomon, Treasurer; Ken Taylor, Claudia Porter, Rev. Betty Carpenter, Susan Holmes, Clerk.

### **I. Opening Devotions**

II. Minutes from the June meeting were reviewed and approved

### **III. Reports**

#### **Treasurer**

Kathy Solomon reported on the budget. Currently we are ~ \$678 good May be able to make an additional payment of principal by end of the year. Kathy reported additionally on First Tennessee loan and CAC budget. She also reported on the Cash Position which looks good at this time.

#### **Rector's Report**

Rev. Robert Lamborn reported on his work in meetings and other ministries he has been involved in this summer. He reported on a seminarian who has expressed interest in being at Otey this fall for field education. Nate Darville is a seminarian here for one year. He is not required to do field education but would like to do so. Planning for the annual parish meeting. This is proposed for November 12, 2017.

#### **Committee Reports**

##### **Christian Formation**

Shelley reported on the plans for Christian Formation and the topics for the fall. The topics are contemporary Christian voices.

Gospel of Mark—Shelley will lead on Monday afternoons for 10 weeks as we approach the new gospel year.

Fund raising Otey Parish ornaments.

##### **Stewardship**

Rachel Suarez reported that Joel Cunningham has agreed to chair the committee and Corky Carlisle has agreed to be a consultant.

##### **Buildings and Grounds**

Dorothy Gates reported on continued work on identifying the leak in bell tower

##### **Stephen Ministry**

Ken Taylor reported that we are working on teaming up with Morton Memorial United Methodist Church in Monteagle

##### **Parish Life**

Claudia Porter reported the committee enjoyed gifts of food that helped the budget considerably. Tacos and Hot Dogs were a hit and will probably be repeated. Welcome back picnic is this coming Sunday, August 27. Plans are well developed and ready to go.

##### **CAC**

Rev. Betty Carpenter reported on the addition of two new board members, one the new lay chaplain and the Office of Civic Engagement.

Hunger Walk is September 2. Please come walk!

IV. Old Business=None

V. New Business

Application of Regan Schutz for ordination to the priesthood:  
Regan talked about more recognition of people seeing her as an ordained deacon. This has made it more common that she feels able to discuss her ministry. Ken asked her how we might make Otey a better place. Otey has been growing into its current self. People being drawn in by energy of community. Food shared has been very helpful in drawing people, especially seminarians. Seminarian families have considered Otey as home and want to be here. Regan and her family want to be in Sewanee. The possibilities are unknown at present. Regan has been in touch with the Canon to the Ordinary of both the Diocese of Tennessee and the Diocese of East Tennessee about future ministry. Regan will continue her work with The Godly Play Foundation.

Vision for her work at Otey: morning pre-school program of Godly Play. This is to help get children ready for Sunday mornings. Formation Morning for young children. Along with this, to have parent or guardian of child to be trained in Safe Guarding God's Children and perhaps to be able to teach Godly Play.

Living Compass wellness program to be integrated to Otey. Rev. Scott Stoner.

Rob Lamborn read the endorsement for ordination to the priesthood for the vestry. Regan left the room while the vestry voted. Shelley Cammack made the motion to approve. Gary Sturgis seconded. Vestry approved unanimously with no discussion. The comment being, "It's a no brainer!"

God willing, Regan's ordination is scheduled for October 28 at 10:00am at Otey Parish.

Rachel Suarez discussed proposal for use of some Mary Sears estate money to purchase appliances for the new Housing Sewanee House owner. Rachel made a written motion that vestry approve appliances. Ken Taylor seconded the motion. Motion passed unanimously.

Discussion of ways to honor Mary Sears. Vestry voted in May to honor Mary by naming the kitchen for her and using bulk of estate proceeds for payment on parish hall debt.

Committee of Claudia Porter, Ken Taylor and Betty Carpenter will serve as the kitchen memorial and come to the next meeting with a proposal and cost.

Proposal from Rob about a children's area at the front of the church.

Discussion: Gary very concerned about disruptive nature just because the children will be in the front. Ken suggests we try this and see how it

goes. Good discussion from all vestry members about the pros and cons. How do we welcome and mirror practice and expectation of child rearing? How do we manage maximum respect for all generations? If we do this, it is important to prepare the congregation. Important to also give the congregation a way to feedback. Expectations for all need to be a part of the discussion.

How do we treat members of our congregation who develop a disease that makes them yell or shout? The youngest members of the congregation are full members at the moment of baptism.

Closing with prayer. 7:32

# Otey Memorial Parish

Report of Cash Position as of 8/31/2017

Accounts	12/31/16	8/31/2017	Target Balance	Actual 9/19/2017
<b><u>Cash</u></b>				
Rector's Discretionary Fund	3,305	1,341	4,000	3,991
Parish Checking	43,356	3,683	40,000	34,889
CAC Checking	24,787	11,224	15,000	11,762
Episcopal Church Women	436	-	-	
<b>Total Cash</b>	<b>71,885</b>	<b>16,248</b>		
<b><u>Other Current Assets</u></b>				
Security Deposit-Duck River Electric	3,000	3,000		
Estate Expenses Paid	1,360	-		
Debt Reduction Pledges Receivable	976	14,265		
Allowance for Uncollected Pledges		(98)		
<b>Net other Current Assets</b>	<b>5,336</b>	<b>17,167</b>		
<b><u>Investments</u></b>				
Episcopal Endowment-Wolfe thru 6/30/17	102,871	107,794	100,000	
Vanguard Wellesley Fund	219,511	226,033	230,000	216,305
<b>Total Investments</b>	<b>322,381</b>	<b>333,827</b>		
<b>Total Liquid Assets</b>	<b>399,602</b>	<b>367,242</b>		
<b><u>Liabilities</u></b>				
Credit Card Debt	3,376	1,541		(2,946)
Security Deposits	1,350	250		
1st Tennessee Loan (due 1 yr)	42,064	44,762		
<b>Total Liabilities</b>	<b>46,790</b>	<b>46,553</b>		
<b><u>Restricted Funds</u></b>				
CAC Fund Balance	43,947	29,845		
CAC Restricted to Medical Grants	5,586	4,826		
Continuing Education-Clergy	200	200		
Curate Discretionary Fund		557		
Debt Reduction	4,868	12,708		
Episcopal Church Women (ECW)	457	366		
Episcopal Relief and Development (ERD)	219	-		
Episcopal Youth Community (EYC)*	4,220	5,050		
Gifts for Operations	93			
<b>Investment Reserve Fund</b>		6,932	new	
Altar Guild Flower Fund	3,255	420		
Landscaping	365	140		
Memorials	6,838	5,467		
Miscellaneous	1,170	491		
Parish Life*	702	2,526		
Rector's Discretionary Fund	10,718	9,098		
Repairs & Maintenance	2,987	1,328		
Search/Transition	1,034	1,034		
Sears Bequest set aside		4,400		
<b>Total Temporarily Restricted Funds</b>	<b>86,660</b>	<b>85,388</b>		
Endowment Fund-Permanently Restricted	100,000	100,000		
<b>Total Asset Restrictions</b>	<b>233,450</b>	<b>231,941</b>		
<b>Net Unrestricted Liquid Assets</b>	<b>166,153</b>	<b>135,301</b>	\$ 143,806	<i>4 months operating exp.</i>
			\$ 215,710	<i>6 months operating exp.</i>

Net Unrestricted Liquid Assets is below the target for short-term reasons:

Pledge collections over the summer were slow, as expected, and have since picked up.

Temporarily restricted funds have increased net capital gains being reclassified as "Designated"

As of 9/19/17, current liquid cash had increased by \$23,000 putting net unrestricted net assets well within target range.

Otey Memorial Parish  
**First Tennessee Loan Summary**  
as of 8/31/2017

3.5% p.a.

Total Cost Claiborne Hall Construction	\$ 2,189,300
Maximum loan balance 2014	\$ 682,088 (of approved \$725,000)
Principal Balance as of 12/31/16	\$ 403,464
<b>Balloon Payment Expected Due 6/1/2019</b>	<b>\$ 277,612</b>

Date	Payment	Principal	Interest	Additional Principal Pmt	Loan Balance
<b>Total Cost</b>					<b>\$ 682,088</b>
2014	30,169	14,060	16,110		668,028
2015	55,370	33,689	21,680	100,000	534,339
2016	49,149	33,682	15,467	95,875	403,464
2017					
Jan	3,984	2,807	1,177		400,657
Feb	3,980	2,807	1,173		397,850
Mar	3,901	2,807	1,094	875	394,168
Apr	4,040	2,807	1,233		391,362
May	3,948	2,807	1,141	50,000	338,555
June	3,861	2,807	1,054		335,748
July	3,786	2,807	979		332,941
Aug	3,810	2,807	1,003		<b>330,134</b>
Sep	3,770	2,807	963		327,327
Oct	3,762	2,807	955		324,521
Nov	3,753	2,807	947		321,714
Dec	3,745	2,807	938		318,907
2017 YTD	46,340	33,682	12,658	50,875	<b>318,907</b>
CUMMULATIVE	181,028	115,113	65,915	246,750	

2017 YTD Debt Service 8/31

<b>Debt Reduction Restricted Fund</b>		
Beginning Balance	12/31/16	4,868
Non-Pledge Gifts YTD		1,200
Sears Bequest (90%)		48,595
Withdrawn from Operating		1,080
Pledge Receipts		7,840
Add'l Principal Payments YTD		(50,875)
Ending Balance	8/31/17	<b>12,708</b>
<b>Debt Reduction Pledges</b>		
Beginning Balance	12/31/16	24,805
Pledge Gifts Received	7/31/17	(6,840)
Ending Balance	7/31/17	<b>17,965</b>

**Otey Memorial Parish  
 Vestry Long Form  
 Fund: Otey Church General Fund  
 January to August 2017**

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
<b>Revenues</b>				
<b>Support From Outside Sources</b>				
4111 - Plate Offerings	\$710	\$5,636	\$5,333	\$8,000
4115 - 1/4th Plate to Rector's Discr Fd	\$0	(\$994)	(\$1,333)	(\$2,000)
4131 - Pledge Payments	\$22,508	\$224,405	\$238,533	\$357,800
4141 - Non-Pledge Gifts	\$1,397	\$14,841	\$20,000	\$30,000
4151 - Bequests	(\$41,095)	\$0	\$0	\$0
4191 - Other Outside Support Revenues	\$9,000	\$12,514	\$11,533	\$17,300
<b>Total Support From Outside Sources</b>	<u>(\$7,480)</u>	<u>\$256,402</u>	<u>\$274,067</u>	<u>\$411,100</u>
<b>Support From Internal Sources</b>				
4512 - Investment Income	\$0	\$8,201	\$6,900	\$10,350
4531 - Gains (Losses) on Investments Sold	(\$6,932)	\$0	\$0	\$0
4551 - Property Rental Income	\$312	\$4,330	\$6,667	\$10,000
<b>Total Support From Internal Sources</b>	<u>(\$6,620)</u>	<u>\$12,531</u>	<u>\$13,567</u>	<u>\$20,350</u>
<b>Total Revenues</b>	<u>(\$14,100)</u>	<u>\$268,933</u>	<u>\$287,633</u>	<u>\$431,450</u>
<b>Expenses</b>				
<b>Work Outside Congregation</b>				
5111 - Diocesan Assessment	\$2,875	\$23,000	\$23,000	\$34,500
5171 - Stephen Ministry Expenses	\$0	\$954	\$333	\$500
<b>Total Work Outside Congregation</b>	<u>\$2,875</u>	<u>\$23,954</u>	<u>\$23,333</u>	<u>\$35,000</u>
<b>Work Within Congregation</b>				
<b>Programs</b>				
<b>Christian Education</b>				
5311 - Christian Education	\$127	\$957	\$2,000	\$3,000
<b>Total Christian Education</b>	<u>\$127</u>	<u>\$957</u>	<u>\$2,000</u>	<u>\$3,000</u>
<b>Parish Life</b>				
5331 - Parish Life	\$133	\$1,263	\$1,333	\$2,000
<b>Total Parish Life</b>	<u>\$133</u>	<u>\$1,263</u>	<u>\$1,333</u>	<u>\$2,000</u>
<b>Worship</b>				
5351 - Altar Supplies	\$0	\$359	\$800	\$1,200
5353 - Communion Prep. & Confirmation	\$0	\$23	\$133	\$200
5355 - Music	\$0	\$120	\$500	\$750
5357 - Prayer Books and Materials	\$0	\$424	\$133	\$200
5359 - Organ and Piano Maintenance	\$0	\$1,400	\$1,400	\$2,100
5398 - Pastoral Care	\$0	\$97	\$100	\$150
<b>Total Worship</b>	<u>\$0</u>	<u>\$2,422</u>	<u>\$3,067</u>	<u>\$4,600</u>
<b>Youth</b>				
5371 - Youth Ministry	\$0	\$1,739	\$2,000	\$3,000
<b>Total Youth</b>	<u>\$0</u>	<u>\$1,739</u>	<u>\$2,000</u>	<u>\$3,000</u>
<b>Total Programs</b>	<u>\$259</u>	<u>\$6,382</u>	<u>\$8,400</u>	<u>\$12,600</u>
<b>Operating Expenses</b>				

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to August 2017**

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
<b>Salaries &amp; Wages</b>				
5411 - Clergy	\$3,297	\$26,515	\$27,472	\$41,208
5415 - Supply Clergy	\$200	\$625	\$833	\$1,250
5421 - Youth Minister	\$0	\$0	\$1,700	\$2,550
5431 - Organ & Choir	\$821	\$6,717	\$6,567	\$9,850
5432 - Supply Organ	\$150	\$450	\$400	\$600
5443 - Housekeeper	\$910	\$7,280	\$7,280	\$10,920
5451 - Child Care	\$280	\$3,290	\$3,420	\$5,130
5461 - Dir. Christian Formation	\$1,054	\$8,855	\$8,430	\$12,645
5471 - CAC Director (Otey)	\$1,950	\$15,600	\$0	\$0
5475 - CAC Director	\$0	\$0	\$15,600	\$23,400
5481 - Office Staff	\$3,123	\$25,112	\$24,987	\$37,480
5486 - Financial Staff	\$935	\$7,480	\$7,480	\$11,220
5487 - Financial Staff Coverage	\$0	\$1,462	\$500	\$750
5492 - Youth Ministry Coverage	\$250	\$2,800	\$1,700	\$2,550
<b>Total Salaries &amp; Wages</b>	<b>\$12,970</b>	<b>\$106,186</b>	<b>\$106,369</b>	<b>\$159,553</b>
<b>Employee Benefits</b>				
5511 - Clergy Pension	(\$89)	\$6,697	\$9,751	\$14,626
5521 - Clergy Insurance	\$2,308	\$20,919	\$17,224	\$25,836
5526 - Clergy Housing & Utility Allow.	\$2,856	\$22,848	\$22,848	\$34,272
5531 - Clergy - SECA Payments	\$471	\$3,776	\$3,963	\$5,944
5551 - Staff Payroll Taxes	\$749	\$6,102	\$5,445	\$8,168
5561 - Staff Pension	\$0	\$3,196	\$3,653	\$5,479
5571 - Staff Insurance	\$846	\$7,707	\$6,192	\$9,288
5631 - Workers Compensation	\$0	\$36	\$987	\$1,480
<b>Total Employee Benefits</b>	<b>\$7,142</b>	<b>\$71,282</b>	<b>\$70,062</b>	<b>\$105,093</b>
<b>Facilities Expenses</b>				
5611 - Property & Liability Insurance	\$2,281	\$2,037	\$6,133	\$9,200
5711 - Repairs & Maintenance	\$412	\$1,538	\$1,333	\$2,000
5721 - Elevator Maintenance	\$234	\$1,988	\$1,800	\$2,700
5731 - Equipment Purchases	\$0	\$0	\$333	\$500
5751 - Contracted Services	\$0	\$1,604	\$1,387	\$2,080
5761 - Furnishings	\$0	\$229	\$167	\$250
5771 - Supplies	\$23	\$891	\$500	\$750
5781 - Electricity	\$1,319	\$9,153	\$8,667	\$13,000
5783 - Gas	(\$319)	\$2,120	\$2,000	\$3,000
5785 - Water & Sewer	\$170	\$1,594	\$1,667	\$2,500
5790 - Grounds Maintenance	\$160	\$1,875	\$3,000	\$4,500
<b>Total Facilities Expenses</b>	<b>\$4,279</b>	<b>\$23,028</b>	<b>\$26,987</b>	<b>\$40,480</b>
<b>Office Services</b>				
5811 - Audit	\$0	\$0	\$4,000	\$6,000
5821 - Computer Expenses	\$164	\$1,820	\$1,867	\$2,800



**Otey Memorial Parish  
 Vestry Long Form  
 Fund: Otey Church General Fund  
 January to August 2017**

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
5831 - Copying	\$259	\$2,067	\$2,200	\$3,300
5841 - Office Supplies	\$83	\$867	\$1,267	\$1,900
5851 - Office Equipment Purchases	\$0	\$0	\$500	\$750
5861 - Postage	\$49	\$416	\$500	\$750
5871 - Telephone	\$1,119	\$3,967	\$3,927	\$5,890
5891 - Miscellaneous Expense	\$22	\$416	\$267	\$400
<b>Total Office Services</b>	<u>\$1,697</u>	<u>\$9,552</u>	<u>\$14,527</u>	<u>\$21,790</u>
<b>Organizational Expenses</b>				
5911 - Clergy Car Expense	\$0	\$103	\$1,000	\$1,500
5912 - Clergy Expense Allowance	\$45	\$217	\$333	\$500
5913 - Continuing Education- Clergy	\$0	\$50	\$1,333	\$2,000
5914 - Continuing Education - Staff	\$0	\$0	\$667	\$1,000
5915 - Convention & Travel	\$0	\$1,025	\$667	\$1,000
5916 - Ministering to New Members	\$0	\$0	\$67	\$100
5918 - Publications	\$0	\$301	\$933	\$1,400
5919 - Communications	\$0	\$0	\$133	\$200
5920 - Stewardship	\$0	\$0	\$667	\$1,000
5922 - Vestry	\$0	\$0	\$267	\$400
<b>Total Organizational Expenses</b>	<u>\$45</u>	<u>\$1,696</u>	<u>\$6,067</u>	<u>\$9,100</u>
<b>Total Operating Expenses</b>	<u>\$26,134</u>	<u>\$211,743</u>	<u>\$224,010</u>	<u>\$336,016</u>
<b>Total Work Within Congregation</b>	<u>\$26,393</u>	<u>\$218,125</u>	<u>\$232,410</u>	<u>\$348,616</u>
<b>Total Expenses</b>	<u>\$29,268</u>	<u>\$242,079</u>	<u>\$255,744</u>	<u>\$383,616</u>
<b>Net Total</b>	(\$43,368)	\$26,854	\$31,890	\$47,834
<b>Other Expenses</b>				
7111 - Interest Expense	\$1	\$44	\$0	\$0
7711 - Debt Service Provision	\$52,793	\$31,310	\$31,869	\$47,803
<b>Total Other Expenses</b>	<u>\$52,795</u>	<u>\$31,353</u>	<u>\$31,869</u>	<u>\$47,803</u>
<b>Net Operating Total</b>	(\$96,163)	(\$4,499)	\$21	\$31

OTEY MEMORIAL PARISH

2017

Community Action Committee

	Actual	Jan-Aug	Budget	Variance
<b>SOURCES OF FUNDS:</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>
Individuals*	40,410	11,269	15,000	(3,731)
Organizations	36,654	4,546	12,000	(7,454)
Episcopal Endowment Fund	2,078	3,105	4,000	(895)
Fund-Raising Income, net	1,206	(328)	10,400	(10,728)
<b>Total CAC Income</b>	<b>80,347</b>	<b>18,591</b>	<b>41,400</b>	<b>(22,809)</b>
<b>Administrative-CAC</b>				
Director	4,463	12,000	15,000	3,000
Financial Administrator	9,201	1,000	1,200	200
Administrative-CAC	7,751	296	600	304
Telephone-CAC	643	350	500	150
Program Supplies/ Expenses		1,045		<b>(1,045)</b>
CAC Volunteer Recognition	3,554		500	500
<b>Total Administrative Expenses</b>	<b>25,613</b>	<b>14,692</b>	<b>17,800</b>	<b>3,108</b>
<b>GRANTS:</b>				
Project Noel			1,000	1,000
Housing	1,034	2,811	1,200	<b>(1,611)</b>
Education		1,805	5,000	3,195
Food	10,053	2,990	12,000	9,010
Gas/Propane	828	159	1,000	841
Electricity	9,786	6,684	11,000	4,316
Water	2,593	1,616	2,800	1,184
Transportation/Gas		451		<b>(451)</b>
After School Program @ Midway			2,100	2,100
Grants for Other Purposes	1,325	1,486	700	<b>(786)</b>
<b>Total Grants</b>	<b>25,619</b>	<b>18,002</b>	<b>36,800</b>	<b>18,798</b>
<b>Total Cash Out</b>	<b>51,232</b>	<b>32,694</b>	<b>54,600</b>	
<b>Net in/out</b>	<b>29,115</b>	<b>(14,103)</b>	<b>(13,200)</b>	

<b>2016</b>	<b>CAC</b>	<b>Medical</b>	
<b>Restricted CAC Balances:</b>	<b>Total</b>	<b>Grants</b>	<b>Total</b>
Beginning Balance 12/31/2015	17,441	10,163	27,604
Net Funds In/(Out)	26,506	(4,577)	21,929
<b>Balance 12/31/2016</b>	<b>43,947</b>	<b>5,586</b>	<b>49,533</b>
<b>YTD 8/31/2017</b>			
<b>Restricted CAC Balances:</b>	<b>CAC</b>	<b>Medical</b>	
	<b>Total</b>	<b>Grants</b>	
Beginning Balance	43,947.25	5,586	49,534
Net Change	(14,103)	(760)	(14,863)
<b>Ending Balance</b>	<b>29,845</b>	<b>4,826</b>	<b>34,671</b>

\*Donations from individuals includes \$3,910 memorials given in honor of Rob Keele.

## Rector's Report: 20 September 2017

*Some of my activities in addition to Sunday services between Wed, August 23 and Tues, September 19:*

Evening Prayer (as available, Mon-Thurs)

10 pastoral meetings or visits

Meetings:

Vestry

Parish Administrator Frieda Gipson (often)

Parish Staff (twice per month)

Deacon

Treasurer (twice)

Curate (weekly)

Seminarian (weekly)

Wardens (twice)

Senior Warden

Stephen Leaders (Ken & Lynn Taylor)

A newcomer family

A potential nursery coordinator

Stewardship consultant

Stewardship Committee chair

Stewardship Committee (3 times)

Buildings and Grounds Committee

Christian Formation Committee

Seminary intern (3 times)

University Chaplain

Director of Christian Formation

(most weeks)

Rotary (weekly when in town)

4 other meetings

Adult Forum

St. Mary's Sewanee Sunset Serenade

Ordination of Matt Farr to the priesthood.

Rotary Hunger Walk

Sewanee Symphony Orchestra (weekly beginning Sept 5)

I have begun a Tuesday morning Scripture reflection group for clergy sermon preparation.

The Rev. Michael "Corky" Carlisle is serving (gratis) as our stewardship consultant this fall.

Seminarian Nate Darville began field work at Otey this semester.

Vacation days taken: none

*Coming up: Stewardship dinner*

*Ordination (God willing) to the priesthood of Regan Schutz: Sat., Oct 28 at 10am*

**Children's area:** *The trial began this past Sunday and will continue for a period of weeks.*

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## BUILDINGS AND GROUNDS MINUTES, SEPTEMBER 13, 2017

### Current Projects:

1. Office door windows installation almost complete -Betty Carpenter's left to do when Mickey returns.
2. Outside lighting -Mickey is still working on repairs to post lamps. Need Mickey to check continuity of wiring. Rob to check with Mickey about what that would take.
3. New projector in St. Mark's Hall has been hung by Mike Roark – wiring issues to be addressed.
4. LED 100W bulbs found for the wall fixtures in St. Mark's hall. Dorothy found a stained glass artist who has white glass that matches the overhead light fixture. The cost to replace the glass in the 12 wall fixtures and the 2 broken ones outside Claiborne Hall front door will be less than \$200.
5. Bell tower/Narthex Damp spots – waiting on Joseph Sumpter.
6. Need to install the rest of the sets of draperies and curtain rods in St. Marks Hall. Barbara Prunty is working on a team to hem drapes.
7. Gravel for gate area into garbage storage and round-off on driveway. Frieda got commitment from Monte Adams of Sherwood Mining Company for free gravel if we would come and get it. Drew/Will
8. Donated piano is in Brooks Hall awaiting repair by Nicky Chavez. Rod Smith is working on refinishing the bench.
9. Lights in sanctuary are turning up and down on their own. Frieda to contact Roy Millar to see if he knows who put in the light board during the renovations so we can call them to check.
10. Asked Russell Fielding for direction on someone to survey campus layout for erosion control. He directed me to Martin Knoll who I emailed. Awaiting reply.
11. Contacted E.H. Marsh regarding a schedule for maintaining campus building HVAC units. He recommended an end of October/end of April checkup. He did not wish to do a contract for the units.
12. Offer of replacement refrigerator for Brooks Hall pending Bob Burns truck which is being repaired. Old refrigerator to be removed by Woody (?) (woody@computech.guru).
13. New kitchen refrigerator needs to be adjusted and stabilized with rubber door stops so it won't move around.
14. Ask George to give us a quote on three paint jobs: (1 Scrape/repaint metal railings in front of church; (2 finish the painting/sealing of south side of church building; (3 exterior of Brooks Hall for budgetary consideration.

### Future Projects:

1. Claiborne floors -sound deadening between floors awaiting funding.
2. Possible relocation of back thermostat in church from post – ask Marsh on his next visit.
3. New linen cabinet in sacristy-George & Rob discussing.
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. Add control wires to interior church LED lights to allow them to be dimmed.
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. Replacement of Episcopal Church sign on Hwy 41A. Rob.
9. Maintaining aging wood signs by cleaning and painting with sealer once a year.

10. Asked Bruce Baird about refinishing the wood panel on exterior above front doors of church. He said it could be done in place. As to the doors of Claiborne and St. Mark's Halls, it would be best to remove to refinish. The side trim also needs to be refinished or replaced. Asked Rod to research the most durable finish.

11. Develop contract with Caldwell for when the gutters on all buildings need to be cleaned.

12. Develop a campus-wide annual maintenance plan for buildings and grounds. It was suggested that Ann Millar may know if one was done in conjunction with the sanctuary remodel or new building construction...check with her.

13. Next time we call an electrician out, get them to replace light switch in Claiborne back hall.